

**[PNP MEMORANDUM CIRCULAR NO. 2010-05,
April 27, 2010]**

**REGISTRATION OF MANUFACTURERS, SUPPLIERS,
DISTRIBUTORS AND CONTRACTORS PARTICIPATING IN PNP
PROCUREMENT OF EQUIPMENT, GOODS AND INFRASTRUCTURE
PROJECTS**

1. REFERENCES:

- a. Section 23.4 of the Revised IRR of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA); and
- b. Section 26, RA No. 6975, otherwise known as the DILG Act of 1990.

2. PURPOSE:

This Circular prescribes the policies and procedures in the registration of manufacturers, suppliers, distributors and contractors participating in the PNP procurement of equipment, supplies and materials, as well as infrastructure projects, and in the collection of registration fee and the disposition thereof.

3. DEFINITION OF TERMS:

- a. Bids and Awards Committee (BAC) - refers to the NHQ Bids and Awards Committee chaired by TDCO and the following as members: TDL - Vice Chairman; TDC - Regular Member; TDRD - Regular Member; D, LS-Regular Member; D, LSS - Provisional Member for goods of PNP-wide use; and D, ES - Provisional Member for infrastructure projects;
- b. Bidder - refers to eligible contractor, manufacturer, supplier, distributor and/or consultant competing for the award of a contract in PNP procurement;
- c. PHILGEPS - refers to the Philippine Government Electronic Procurement System as provided in Section 8 of the IRR-A of RA 9184;
- d. Goods - refer to all items, supplies, materials and general support services except consulting services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity;
- e. Infrastructure Projects - include the construction , improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school

buildings, hospital buildings, and other related construction projects of the government;

- f. Registry of Manufacturers, Suppliers and Distributors - refers to the list of manufacturers, suppliers, distributors and contractors being maintained by the NHQ Bids and Awards Committee, through its Secretariat, that complied with the requirements for registration and who were issued certificate of registration; and
- g. Certificate of Registration - refers to the document issued by the NHQ BAC Secretariat upon findings that the application submitted by suppliers, manufacturers, distributors and contractors for registration purposes are sufficient and consistent with the requirements of this Circular.

4. POLICIES:

- a. Participation to any PNP procurement is open to all legally, technically and financially competent business entities which are not blacklisted by any government agency or office. Prior registration pursuant to this Circular is not a precondition for participation in any procurement regardless of the method employed, whether public bidding or any of the alternative modes of procurement;
- b. For purposes of expediting the procurement process and for the convenience of business entities joining PNP procurement, especially in the checking of eligibility requirements during the opening and examination of bids and post-qualification, the BAC and the BAC Secretariat shall encourage manufacturers, suppliers, distributors and contractors to register pursuant to this Circular. However, non-registration is not a bar for participation in any procurement.
- c. The registration of manufacturers, suppliers, distributors and contractors pursuant to this Circular will not result in their automatic eligibility or passing post-qualification in any procurement where they may participate. Their eligibility or passing post-qualification is still subject to their complete and faithful compliance of the other requirements for such purpose.
- d. During eligibility check and post-qualification, the certificate of registration, which shall be valid for a period of one (1) year from its issuance, shall be submitted in lieu of the following documents:
 - 1) **Securities and Exchange Commission (SEC)** registration for corporations, **Department of Trade and Industry (DTI)** for sole proprietorship, or **Cooperative Development Authority (CDA)** registration for cooperatives;
 - 2) **Mayor's Business Permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - 3) **Tax Clearance Certificate** issued by the Enforcement Division of the Bureau of Internal Revenue;
 - 4) Latest **Business Income Tax Returns**;