



VCODE: \_\_\_\_\_

**VENDOR REGISTRATION**

APPLICATION  FOR UPDATE  FROM BIDDING

BUSINESS NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

LINE OF BUSINESS \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Company E-mail Add. \_\_\_\_\_

Contact Person \_\_\_\_\_

TIN No. \_\_\_\_\_

**OWNERS/PARTNERS/OFFICERS/DIRECTORS**

<u>NAME</u>	<u>POSITION</u>	<u>NATIONALITY</u>	<u>ADDRESS</u>

**Business/Corporate Structure**

- Single Proprietorship
- Partnership
- Corporation

I/We hereby certify that the information given above are to the best of my/our knowledge true and correct. Attached are copies of the following documents:

DOCUMENTS	BSP REMARKS
<input type="checkbox"/> SEC Registration Certificate, or DTI Business Registration	
<input type="checkbox"/> Valid and Current Mayor's Permit/Municipal licenses	
<input type="checkbox"/> BIR Certificate of Registration	
<input type="checkbox"/> Valid and Current Tax Clearance Certificate	
<input type="checkbox"/> Current Duly Audited Financial Statement (Balance Sheet and Income Statement), stamped "received" by the BIR or its duly accredited and authorized institutions showing, among others, the total assets and liabilities	
<input type="checkbox"/> Current Income Tax Returns (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under E.O. 398 or RR 3-2005, if manually filed, submit proof of enrolment in the eFPS	
<input type="checkbox"/> Company Profile which includes Current composition of the Board of Directors, Principal Officers, and Product Line/Services; and	
<input type="checkbox"/> Phil-GEPS Registration Certificate	

**NOTE:** Kindly bring the **ORIGINAL** documents for authentication purposes.

\_\_\_\_\_  
(Signature Over Printed Name)

\_\_\_\_\_  
(Designation)

**FOR BSP PERSONNEL:**

Verified against Original/Certified True Copy presented (subject to further verification anytime during the procurement process):

\_\_\_\_\_  
(Signature Over Printed Name)