**INSTRUCTION FOR MERCHANT’S**

**APPLICATION FOR REGISTRATION**

1. The Applicant shall answer all the information required in the Application using the English Language. All blanks shall be properly filled. If necessary, additional sheets may be added to the form or, if the form has limited space, it can be reproduced and enlarged to fully disclose the information needed. The information provided shall be supported with the relevant document/s and submitted in a sealed envelope with caption “Application for Registration”. All documents submitted shall be treated confidential and will not be returned if the applicant shall qualify for registration.
2. The Bases Conversion and Development Authority (BCDA) reserves the right to reject outright non-complying applications.
3. The information provided and documents submitted by the merchants shall be used by BCDA in determining its eligibility and qualification. In view thereof, the applicant shall clearly indicate the needed information in the application. Merchants are encouraged to communicate with BCDA for any clarification.
4. Each page of the Registration Form, statements, and documents shall be initialed in wet blue ink by the merchant’s Authorized Signing Official to affirm the truth and correctness of all statements made therein and that these are authentic copies of the original documents; otherwise, the merchant shall be liable for perjury as prescribed in the Revised Penal Code.
5. Below is the List of Annexes for supporting documents, which shall form part of the application:

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| **Annex** | **Particulars** |
| A | Department of Trade and Industry (DTI) Business Name Registration or Securities and Exchange (SEC) Registration Certificate or Cooperative Development Authority (CDA) Registration, whichever is applicable |
| B | Valid and current Mayor’s Permit/Municipal License |
| C | Tax Clearance from BIR as of December 31 of the year prior to the filing of application |
| D | Statement of all completed and on-going contracts (**with form**). Completed projects shall be supported by Notarized Contract/Purchase Order (PO) or Job Order (JO) and Certificate of Completion or Proof of Final Payment. On-going Projects shall be supported by Notarized Contract/PO/JO or Notice of Award or Notice to Proceed. |
| E | Valid Philippine Contractors Accreditation Board (PCAB) License, for Infrastructure only |
| F | Audited Financial Statements for the last two (2) years preceding the date of application stamped ‘received’ by the BIR or its duly accredited and authorized institutions |
| G | Net Financial Contracting Capacity (NFCC), for Goods and Infrastructure |
| H | BIR Registration Certificate with Taxpayer’s Identification Number (TIN) |
| I | Latest Income Tax Return and Quarterly Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS), stamped “received” by the BIR or its duly accredited institutions within the last six(6) months preceding the date of application |
| J | Company Profile with General Information Sheet (GIS) |
| K | Valid and current Certificate of Registration with Philippine Government Electronic Procurement System (PhilGEPS) |
| L | Notarized Omnibus Sworn Statement (**with form**) |
| M | Notarized Authority to Sign by the designated representative of the merchant |
| N | Integrity Pledge duly signed by the designated representative (**with form**) |

Each of the Annexes, attachments, and other supporting documents shall be properly marked in the right top corner, e.g. Annex “A”, page 1 of 5, Annex “A” page 2 of 5; etc.

1. BCDA will only process applications for registration of applicants with complete requirements and will issue a Certificate of Registration to qualified Merchants. The submitted documents of Merchants with Certificate of Registration shall be maintained current and updated at all times. The issued Certificate of Registration shall be submitted to the concerned BAC in lieu of the ‘eligibility’ documents stated in the certificate.
2. BCDA will advise all applicants of the result of their application and it reserves the right to accept or reject any application without incurring any liability to the concerned applicants.