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| **INVITATION TO REGISTER AS SUPPLIER OF THE JICA PHILIPPINE OFFICE**The Japan International Cooperation Agency (JICA) Philippine Office invites interested manufacturers, suppliers, distributors of goods and equipment, and providers of services in various fields to register as supplier for possible participation in future procurement of goods and equipment. Application forms and documents shall be available for download. [Please click on “application forms and attachments”.](https://www.jica.go.jp/philippine/english/office/topics/business03.html)Said documents are also available at the Procurement Section, JICA Philippine Office, Monday through Friday (except holidays), 9:00am-12:30pm and 1:30pm-5:00pm.The following documents, as requirements, for registration shall be submitted for evaluation and subsequent issuance of Certificate of Supplier Registration from JICA, if qualified:  |
| Registration Conditions | Documentary Requirements |
| 1. The company/supplier must submit a duly accomplished Application for Registration Form to JICA Philippine Office
 | * Duly accomplished JICA Supplier Application form (Form 1)
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| 1. The company/supplier must submit a Company profile to JICA Philippine Office.
 | * Company Profile, Product list / catalogue
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| 1. The company/supplier must be in stable financial position.
 | * Duly authenticated copy of the Company’s Audited Financial Statements for the last 2 years which must include Balance Sheet and Income Statement
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| d. The company/supplier must be registered with the Bureau of Internal Revenue (BIR) and must present proof of current registration & payment of all taxes due or exemptions from taxes. | * Duly authenticated copy of Company’s Latest Income Tax Return received by the BIR
* Copy of BIR Form 2303 Certificate of Registration
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| e. The company/supplier must be registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or the Cooperative Development Authority (CDA).  | * Business Name Registration

　　　For Single Proprietorship* Duly authenticated copy of DTI Business Registration Certificate
* Duly authenticated copy of DTI Registration papers;

　　　 For Corporation or Partnership * Duly authenticated copy of SEC Registration certificate
* Duly authenticated copy of SEC Articles of Incorporation or Partnership;

  For cooperatives * Duly authenticated copy of CDA Registration Certificate
* Duly authenticated copy of CDA Registration Papers
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| f. The company/supplier is not blacklisted nor legally barred from the procurement process in the Philippines.  | * Sworn statement of the company that it is not blacklisted nor legally barred from the procurement process in the Philippines for the last 2 years (Form2).
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| g. The company/supplier must have the capacity to deliver based on its track record or experience in the same/ similar contract. | * Completed and on-going Contracts with Government and/or International Organizations within the last 24 months (Form3).
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| The prospective supplier or its duly authorized representative shall certify under oath that each of the documents submitted is an original copy or a true and faithful reproduction or copy of the original. The interested applicant shall automatically conform to [JICA Philippine Office Procurement Procedure (PDF/31KB)](https://www.jica.go.jp/philippine/english/office/topics/pdf/basicinfo.pdf) (Click for download) upon registration.JICA Philippine Office will only process applications that comply with the registration conditions and provide complete documentary requirements. All applications will undergo the evaluation process using JICA’s Eligibility criteria as follows:**Eligibility Criteria for Registration*** + - * 1. The applicant’s net worth for the latest year is 1,000,000 pesos or more.
				2. The applicant’s average of sales for the last two (2) years is 3,000,000 pesos or more.
				3. The applicant is in operation for three (3) years or longer.
				4. The applicant has one (1) or more contract record(s) with government and/or international organizations.
				5. The applicant is registered with SEC/CDA/DTI.

**Duly accomplished forms and documentary requirements shall be submitted to:** The Chief RepresentativeJICA Philippine Office c/o Procurement Section40th Floor, Yuchengco Tower, RCBC Plaza6819 Ayala Avenue, Makati CityTel: 8889 – 7119, Fax 8889 – 6871 **Applications will be accepted only during office hours:** Monday – Friday (except holidays)9:00am-12:30pm1:30pm-5:00pmA Certificate of Registration shall be issued to the applicants who have submitted complete documents and have passed ALL the aforementioned criteria for registration. The certificate of registration shall be valid for three (3) years from date of issuance.For further information, inquiries may be made to the Procurement Section, JICA Philippine Office in the above address at telephone numbers Tel: 8889 – 7119 and Fax 8889 – 6871. JICA Philippine Office reserves the right to accept or reject any or all application(s) for supplier registration that would be most advantageous to said office. JICA reserves the right to investigate any statement or claim made by the applicant and to institute appropriate legal or administrative action/s, should it later discover that the registration application was misleading, ambiguous or with false or erroneous statements/information. |