



Creating Opportunities
Beyond Gaming

PROCUREMENT DEPARTMENT

PAGCOR REGISTRY REQUIREMENTS For Suppliers of PAGCOR Corporates Office and Branches

PAGCOR'S VISION

By 2022, PAGCOR as the prime mover will make the Philippines the top gaming and entertainment destination in the ASEAN region, generating revenues that fund nation-building programs.

PAGCOR'S MISSION

- To create an environment that propels the development of the Philippine gaming and entertainment industry.
- To be a responsible and responsive partner of the Philippine government in its nation-building programs.
- To establish and enforce a regulatory framework that preserves the integrity of the Philippine gaming industry

List of Requirements for inclusion in PAGCOR's registry of suppliers:

1. Company Information Form (to be supplied by Suppliers Services Unit); and
2. Company profile including the list of goods/services offered & valued clients
3. Sketch/ Location Map of your registered office

ELIGIBILITY Requirements:

1. Registration Certificate from Securities and Exchange Commission (SEC) including Articles of Incorporation / Co-Partnership and By-Laws or Department of Trade and Industry, whichever is applicable (*copy*)
2. VALID Business Permit/ Mayor's Permit (*copy*)
3. BIR Certificate of Registration 2303 (*copy*)
4. Valid Certificate of Registration from the Philippine Government Electronic Procurement System (PHILGEPS) – log on to <http://www.philgeps.gov.ph> (*copy*)
5. Valid and current Certificate of Dealership/ Exclusive Distributorship (*if applicable*)
6. Other Valid Licenses required by law (e.g.) Customs Brokers – BOC Certificate of Registration and Certificate of Accreditation issued by Account Management Office, Private Security Agencies – License to operate issued by PNP, Drug Manufacturer/ Distributor/ Medical Devices Distributor – License to Operate issued by DOH etc. (*copy*)
7. Latest Annual Income Tax Return (*copy*)
8. Latest Audited Financial Statements (*copy*)
9. Certificate authorizing PAGCOR to verify government issued documents (*please see attached sample format*)
10. Notarized Certificate attesting that all submitted documents are authentic (*please see attached sample format*)
11. Certification that all proposals submitted to PAGCOR are VAT Exclusive (*original*) (*please see attached sample format*)
12. Notarized Secretary's Certificate or Special Power of Attorney (*please see attached sample format*)
13. Notarized Certificate attesting that the supplier is free and clear of any outstanding tax liabilities to the Philippines government or Valid BIR Tax

Clearance Certificate (for Bidding Purposes) *(please see attached sample format)*

- ❖ ***The documents to be submitted by foreign manufacturers, suppliers, distributors and contractors may be substituted with the appropriate equivalent documents issued by the country of the foreign firm concerned and should be in “English” translation. If the said document is not being issued by your country, kindly provide a sworn statement to support your claim. (notarized)***

- ❖ ***If you have any further questions, please do not hesitate to contact Mr. Archie S. Valerio or Mr. Normandy S. Aviñante at 7755-3720 or email us at PDRegister@pagcor.ph***



COMPANY INFORMATION FORM

Page No.

Page 1 of __

Form No.

PD-177

Revision No.

0

Effectivity

April 19, 2021

Type of Application : () For PAGCOR Corporate Offices & Branches
() For Licensees/ Proponents/ Grantees



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GENERAL INFORMATION:

Registered Name of Firm	
Office Address	
Telephone Nos.	
Fax Numbers	
E-Mail Address	
Company Website	
Tax Identification No.	
VAT No.	
Type of Firm	() Sole Proprietorship () Corporation () Partnership () Cooperative
Nature of Business	() Manufacturer () Dealer / Trader () Exclusive Distributor () Services () Broker / Forwarder () Others (specify) _____

PRODUCTS and/or SERVICES OFFERED:

(subject for verification by PAGCOR representatives)

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BUSINESS LICENSES / CERTIFICATES:

	Registration / License No.	Date of Registration	Expiration Date
DTI Business Name Registration			
SEC Certificate of Registration			
Mayor's Permit			
PHILGEPS Registration Certificate			
Other Applicable Licenses:			

AUTHORIZED REPRESENTATIVES (include key officers):

Name	Designation	Contact Nos.	Signature

**LOCATION OF BRANCHES, SHOPS OR WAREHOUSE
(willing to serve our branches outside Metro Manila)**

Registered Name	Address	Contact Nos.	Contact Person

Note: Please prepare a separate sheet (if necessary).

FOREIGN / LOCAL PRINCIPALS REPRESENTED IN THE PHILIPPINES

Registered Name	Address	Contact Nos.	Contact Person

Note: Please attach Certificate of Distributorship and/or agreements.

*******SUPPLIER'S LETTERHEAD*******

AUTHORIZATION

This is to authorize the Philippine Amusement and Gaming Corporation (PAGCOR) representatives to: 1) inspect our facilities, office assets and merchandise; and 2) verify the authenticity of the documents we submitted in connection with our Application for Registration. This shall include the following, but not limited to:

1. Bureau of Internal Revenue (BIR)
2. Securities and Exchange Commission (SEC)
3. Department of Trade and Industry (DTI)
4. Other agencies that can attest to our track record

It is understood that all information gathered will only be used for our company's Application for Registration.

Thank you.

(Name and Signature of Official)*

(Company Name & Address)

*IMPORTANT: Signatory must be the highest official (President or Proprietor) of the company.

CERTIFICATION
OF NO TAX
LIABILITY

I, (Representative of the Company), of legal age, (civil status),
(nationality), residing at (Address of the Representative), under oath, hereby
depose and say:

1. That I am the (Position in the Company) of the (Name of the
Company), with office at (Address of the Company)
2. (Name of the Company) is free and clear from any outstanding tax liabilities to the
Philippine Government;
3. That I am making this statement as part of the registration requirement of
PAGCOR.

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20__ at

AFFIANT

(Notary Public)

Until
PTR
Date
Place
TIN
No.

Doc.No. _____
Page No. _____
Book No. _____
Series of _____

CERTIFICATION

I, (Representative of the Company), of legal age, (civil status),
(nationality), residing at (Address of the Representative), under oath, hereby
depose and say:

1. That I am the (Position in the Company) of the (Name of the
Company), with office at (Address of the Company)
2. That each of the documents submitted is an authentic copy or a true and faithful
reproduction of the original, complete and that all statements and information
provided therein are true and correct;
3. That I am making this statement as part of the registration requirement of
PAGCOR.

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20__ at

AFFIANT

(Notary Public)

Until
PTR
Date
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No.

Doc.No. _____
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Series of _____

SAMPLE FORM
(FOR CORPORATIONS)

SECRETARY'S CERTIFICATE

I, (NAME OF THE REPRESENTATIVE) of legal age, (STATUS) with business address at (ADDRESS), after being duly sworn to in accordance with law hereby depose and state that:

- 1) I am the duly appointed Corporate Secretary of (COMPANY NAME) a corporation duly organized and existing in accordance with the Philippine laws, with the same business address as stated above;
- 2) As such, I have custody of all the corporate records of said corporation;
- 3) At the special meeting held on (DATE OF MEETING), the following resolution was unanimously approved by the directors present:

"RESOLVED, as it is hereby RESOLVED that (NAME OF REPRESENTATIVE) (DESIGNATION) of the corporation be authorized as he/she is hereby authorized to deal, bid and transact, for and behalf of the (NAME OF THE COMPANY) with the PAGCOR regarding all the (PROJECT NAME) of PAGCOR in the (NAME OF COMPANY).

"RESOLVED, further that (NAME OF REPRESENTATIVE), be authorized as he/she is hereby authorized to accomplish, sign, execute, deliver and receive all papers and/or documents in connection with and/or pursuant to the foregoing authority;

There being no further business before the meeting, the same on motion adjourned."

FURTHER AFFIANT SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto affixed my signature **this**__ day of
20 **in-----'**

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 in _____
Affiant is personally known to me and exhibited to me his _____ which is
valid until _____ 20.

DOC. NO.:
PAGE NO.:
BOOK NO.:
SERIES OF 20

SAMPLE FORM (FOR
SOLE PROPRIETORSHIP)

SPECIAL POWER OF ATTORNEY

I, (NAME OF THE REPRESENTATIVE) of legal age, (STATUS) with business address at (ADDRESS), after being duly sworn to in accordance with law hereby depose and state that:

- 1) I am the (POSITION) of (COMPANY NAME) a sole proprietorship duly organized and existing in accordance with the Philippine laws, with the same business address as stated above;
- 2) That I am designating (NAME OF REPRESENTATIVE), (POSITION) be authorized to deal, bid and transact, for and behalf of the (NAME OF THE COMPANY) with the PAGCOR regarding all the procurement activities.

"RESOLVED, further that (NAME OF REPRESENTATIVE), be authorized as he/she is hereby authorized to accomplish, sign, execute, deliver and receive all papers and/or documents in connection with and/or pursuant to the PAGCOR Transactions.

FURTHER AFFIANT SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto affixed my signature **this**__ day of ____
20 in _____

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____2013 in _____ Affiant is personally known to me and exhibited to me his _____ which is valid until 20.

DOC. NO.: PAGE
NO.: BOOK NO.:_
SERIES OF 20

VAT EXCLUSIVE CERTIFICATE SAMPLE FORM:

(COMPANY LETTERHEAD)

Sir/ Madam:

This is to certify that all proposals submitted by (company name) to Philippine Amusement and Gaming Corporation are VAT – Exclusive.

Sincerely Yours,

(Signature)
(Name of Authorized Representative)
(Position)