



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**NPM No. 067-2017**

21 December 2017

**MR. JOHN MICHAEL L. URSULUM**  
*Bids and Awards Committee Secretariat Member*  
<jmursulum@gmail.com>

**Re: PhilGEPS Registration in Shopping -**

Dear Mr. Ursulum:

This refers to your electronic mail seeking clarification on the Philippine Government Electronic Procurement System (PhilGEPS) Registration Number as a requirement in the procurement undertaken through Shopping under Section 52 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Government Procurement Reform Act.

You observed that the PhilGEPS Registration *Number*, not the *Certificate*, is required for Alternative Methods of Procurement under Appendix A of Annex "H" of the 2016 IRR of RA 9184. In connection with this, you are inquiring whether PhilGEPS Registration Number is sufficient in the case of Shopping, regardless of the status of registration, i.e., expired or for renewal.

Appendix A, Annex "H" of the 2016 IRR of RA 9184, enumerates the mandatory documents to be submitted by the suppliers, manufacturers, distributors, contractors, and consultants, the following are the documentary requirements prescribed for Shopping under Section 52 of the 2016 IRR, namely: (1) Mayor's/Business Permit; (2) **PhilGEPS Registration Number**; (3) Income/Business Tax Return; and (4) Omnibus Sworn Statement, in addition to (a) Professional License/Curriculum Vitae for the procurement for Consulting Services; or (b) Philippine Contractors Accreditation Board (PCAB) License for the procurement of Infrastructure Projects, as the case may be. We wish to stress that the Bids and Awards Committee (BAC) shall indicate in the Request for Quotation or Request for Proposal at what stage of the procurement process the said requirements must be submitted, that is, at the time of submission or upon contract award.

As can be gleaned from the foregoing, only the PhilGEPS Registration Number is mandatory when resorting to Shopping pursuant to Appendix A, Annex "H" of the 2016 Revised IRR, regardless of the status of the PhilGEPS registration of the prospective bidder.

We hope that this opinion issued by the GPPB-TSO provided sufficient guidance on the matter. Note that this opinion is being issued on the basis of facts and particular situations presented, and may not be applicable given a different set of facts and circumstances. Should there be other concerns, please do not hesitate to contact us.

Very truly yours,

  
**DENNIS S. SANTIAGO**  
*Executive Director*

  
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