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1.0 PURPOSE:

This policy is a set of logical steps on issuing the PhilGEPS Certificate of Registration to PhilGEPS registered merchants. Under the workflow in the issuance of the PhilGEPS Certificate of Registration, an employee will be guided on the steps to be taken when there is a request from a merchant for a PhilGEPS Certificate of Registration.

2.0 SCOPE:

The provisions of this procedure apply to the Marketing Division (MD) and concerned employees.

3.0 RESPONSIBILITIES:

The staff of Marketing Division is responsible for implementing and updating the procedures of this Policy.

4.0 GENERAL GUIDELINES:

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
4.1. Take the telephone call (if applicable) <ul style="list-style-type: none"> • Refer to the desk job procedures 4.1 to 4.4 on Taking Telephone Calls for the process. 	Project Management Officer (PMO)	
4.2 Verification of Registration Membership <p>4.2.1. Access the PhilGEPS User Guide Manual</p> <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” Fileserver 3. Open “PhilGEPS User Guide Manual” 4. Go to www.philgeps.gov.ph 5. Click “Log-in” link and enter assigned User ID and password 6. Click “Log-in” 7. Verify the registration membership type of the 	Project Management Officer (PMO)	



<p>client by following the procedures in Section 21 of the PhilGEPS User Guide Manual</p>		
<p>4.3 How to Register in PhilGEPS</p> <p>4.3.1 Request Received Through Phone</p> <p>4.3.1.1 Access the PhilGEPS User Guide Manual</p> <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” 3. Open “PhilGEPS User Guide Manual” <p>4.3.1.2 Dictate the procedure following the steps stated in Section 2.1 of the PhilGEPS User Guide Manual</p> <p>4.3.2 Request Received Through Email</p> <p>4.3.2.1 Access the PhilGEPS User Guide Manual</p> <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” 3. Open “PhilGEPS User Guide Manual” <p>4.3.2.2 Click “Reply” button in the opened email message.</p> <p>4.3.2.3 Copy the steps on how to register as stated in Section 2.1 of the PhilGEPS User Guide Manual.</p> <p>4.3.2.4 Paste it in the body of the email.</p> <p>4.3.2.5 Click “Send” button</p> <p>4.3.3 Walk-In</p> <p>4.3.3.1 Get a hard copy of the Supplier</p>	<p>Project Management Officer (PMO)</p>	



<p>Registration Form from the front desk.</p> <p>4.3.3.2 Instruct merchant to accomplish the form.</p> <p>4.3.3.3 Access the PhilGEPs User Guide Manual</p> <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” 3. Open “PhilGEPs User Guide Manual” <p>4.3.3.4 Process the registration following the procedures in Section 2.2 of the PhilGEPs User Guide Manual</p>		
<p>4.4. End Phone Call</p> <ul style="list-style-type: none"> • Refer to the desk job procedure 4.5 on Taking Telephone Calls for the process. 	<p>Project Management Officer (PMO)</p>	
<p>4.5. Issuance of the Advisory on the PhilGEPs Membership</p> <p>4.5.1 Request Received Through Phone</p> <ol style="list-style-type: none"> 4.5.1.1 Open Outlook Mail 4.5.1.2 Create new email message 4.5.1.3 Input the client’s email address in the “To” field 4.5.1.4 Access the Advisory on the PhilGEPs Membership Scheme file <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” Fileserver 3. Open “Advisory on the PhilGEPs Membership Scheme” <ol style="list-style-type: none"> 4.5.1.5 Copy content of the file 4.5.1.6 Paste in the body of the email 4.5.1.7 Click “Send” button <p>4.5.2 Request Received Through Email</p> <ol style="list-style-type: none"> 4.5.2.1 Click “Reply” button in the opened email message. 4.5.2.2 Access the Advisory on the PhilGEPs Membership Scheme file 	<p>Project Management Officer (PMO)</p>	



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<ol style="list-style-type: none"> 1. Go to “My Computer” 2. Go to “Networks” 3. Click “MD” 4. Open “Advisory on the PhilGEPS Membership Scheme” <ol style="list-style-type: none"> 4.5.2.3 Copy content of the file 4.5.2.4 Paste in the body of the email 4.5.2.5 Click “Send” button <p>4.5.3 Walk-In Request</p> <ol style="list-style-type: none"> 4.5.3.1 Get a hard copy of the Advisory on the PhilGEPS Membership Scheme from the front desk. 4.5.3.2 Issue it to the client. 		
<p>4.6 Issuance of the Procedure in Viewing and Printing of PhilGEPS Certificate of Registration</p> <p>4.6.1 Request Received Through Phone</p> <ol style="list-style-type: none"> 4.6.1.1 Open Outlook Mail 4.6.1.2 Create new email message 4.6.1.3 Input the client’s email address in the “To” field 4.6.1.4 Access the How to View and Print PhilGEPS Certificate of Registration <ol style="list-style-type: none"> 1. Go to “Computer” folder 2. Click “MD” Fileserver 3. Open “How to View and Print PhilGEPS Certificate of Registration” <ol style="list-style-type: none"> 4.6.1.5 Copy content of the file 4.6.1.6 Paste in the body of the email 4.6.1.7 Click “Send” button <p>4.6.2 Request Received Through Email</p> <ol style="list-style-type: none"> 4.6.2.1 Click “Reply” button in the opened email message. 4.6.2.2 Access the Advisory on the PhilGEPS Membership Scheme file 	<p>Project Management Officer (PMO)</p>	



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<ol style="list-style-type: none"> 1. Go to “My Computer” 2. Go to “Networks” 3. Click “MD” Fileserver 4. Open “How to View and Print PhilGEPS Certificate of Registration” <p>4.6.2.3 Copy content of the file 4.6.2.4 Paste in the body of the email 4.6.2.5 Click “Send” button</p> <p>4.6.3 Walk-In Request</p> <ol style="list-style-type: none"> 4.6.3.1 Get a hard copy of the How to View and Print PhilGEPS Certificate from the front desk. 4.6.3.2 Issue it to the client. 		
<p>4.7 Record in Log Book (for walk-in only)</p> <ol style="list-style-type: none"> 4.7.1 Get log book from the front desk. 4.7.2 Instruct merchant to record in the log book the following information: <ol style="list-style-type: none"> 1. Full Name 2. Company Name 3. Purpose 4. Signature 	<p>Project Management Officer (PMO)</p>	
<p>4.8 End Phone Call</p> <ul style="list-style-type: none"> • Refer to the desk job procedure 4.5 on Taking Telephone Calls for the process 	<p>Project Management Officer (PMO)</p>	

5. RELATED PROCEDURES:

None



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2. Advisory on the PhilGEPS Membership Scheme

ADVISORY TO ALL PHILGEPS MERCHANTS

Pursuant to Section 8.5.2. under the 2016 Revised Implementing Rules and Regulations of the Republic Act 9184, we would like to inform all merchants that effective November 01, 2016, PhilGEPS will only maintain the Platinum Membership and therefore will no longer accept upgrade to Blue Membership.

RED MEMBERSHIP (Free Membership)

BENEFITS

- View Bid Abstract
- View All Open Opportunities
- View Procurement Service Catalogue of Common Use Supplies and Equipment
- View All Awards Notices
- View All Closed/Closed Opportunities
- Preview, Order and Download Bid Documents
- Bid Matching
- View and Print Bid Response Forms

Procurement Modes that require only the PHILGEPS REGISTRATION/ORGANIZATION NO.

Section 50 Direct Contracting	Section 53.6 Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services
Section 52.1 (b) Shopping of Ordinary Office Use Supplies and Equipment not available in the Procurement Service	Section 53.7 Highly Technical Consultants
Section 53.3 Take-Over of Contracts	Section 53.9 Small Value Procurement
Section 53.11 NGO Participation	Section 53.10 Lease of Real Property

PhilGEPS registration/organization no. may be viewed at www.philgeps.gov.ph under "My Organization" tab upon logging in.

PLATINUM MEMBERSHIP (Php 5,000.00 Annually)

BENEFITS

- View Bid Abstract
- View All Open Opportunities
- View Procurement Service Catalogue of Common Use Supplies and Equipment
- View All Awards Notices
- View All Closed/Closed Opportunities
- Preview, Order and Download Bid Documents
- Bid Matching
- View and Print Bid Response Forms

PRINTING OF PHILGEPS CERTIFICATE OF REGISTRATION

Three (3) Additional Users for the Organization

Uploading of Eligibility Documents, In compliance to Sec. 8.5.2 All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents:

1. Registration Certificate
2. Mayor's /Business Permit or its Equivalent Document
3. Tax Clearance
4. Philippine Contractors Accreditation Board (PCAB) license and registration
5. Audited Financial Statements
6. PhilGEPS Sworn Statement

Access to List of Consultants
Assign Authorized Representatives for Public Bid Projects
Upload of On-going and Completed Projects

PhilGEPS Certificate of Registration is required for the following:

**PUBLIC BIDDING
LIMITED SOURCE
NEGOTIATED PROCUREMENT
(2 Failed Biddings)**

2016 Revised Implementing Rules and Regulation was published on the Official Gazette dated August 29, 2016

For queries and clarifications, you may send an email to supplier@philgeps.gov.ph or call our helodesk at (02) 640-6900 locals 8302 to 8313.



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3. How to View and Print PhilGEPS Certificate

HOW TO PRINT YOUR CERTIFICATE ONLINE:

Before trying to print your certificate, please make sure that you have downloaded and installed the latest version of **Adobe Acrobat Reader (ver. 10/X or higher)**. Also, delete your browsing history or internet cache before proceeding with the steps provided. If the application already exists, uninstall, re-download and re-install it again.

You must log in as the Supplier Coordinator to have additional functionalities. To check who holds that account, click My Organization tab then Organization Contact List link. It will display the complete listing of your user accounts and their respective roles.

Disable the pop-up blocker of Mozilla Firefox Browser:

1. Open Mozilla Firefox
2. Press and hold "Alt" then "T" on the keyboard
3. Choose "Options" then go to "Content" tab
4. Uncheck the box of "Block pop-up windows"
5. Click "Ok" then refresh the page before try to print again

Check the default PDF Web Viewer:

(You may skip Steps 1 to 3, if you're still under the "Options" menu of Firefox and just click "Applications" tab)

1. Open Mozilla Firefox
2. Press and hold "Alt" then "T" on the keyboard
3. Choose "Options" then go to "Applications" tab
4. Scroll down until you reach the Content Type: "Portable Document Format (PDF)"
5. On the Action side, choose "Use Adobe Acrobat (in Firefox)" from the list of the dropdown arrow
6. Close the Mozilla Firefox browser and all its tabs if it prompts (also, make sure you are logged out of PhilGEPS website)

To print your certificate, please use **Mozilla Firefox Browser ONLY** then follow these steps:

1. Log-in at www.philgeps.gov.ph using your User ID and password
2. Go to MY ORGANIZATION tab
3. Click VIEW CERTIFICATE link (at the upper center of the screen)
4. If a link shows "Activate Adobe Acrobat.", click it (if none, skip to Step 6)
5. Then if a pop-up window 'Allow... to run "Adobe Acrobat"?' appears, click "Allow and Remember" button
6. A pop-up window will appear, your Membership Certificate will be displayed
7. **Click PRINT button (upper right of pop-up window)**
8. Printer Setup window will appear (notice that the PREVIEW watermark in the certificate quick look has vanished), click "Print" button



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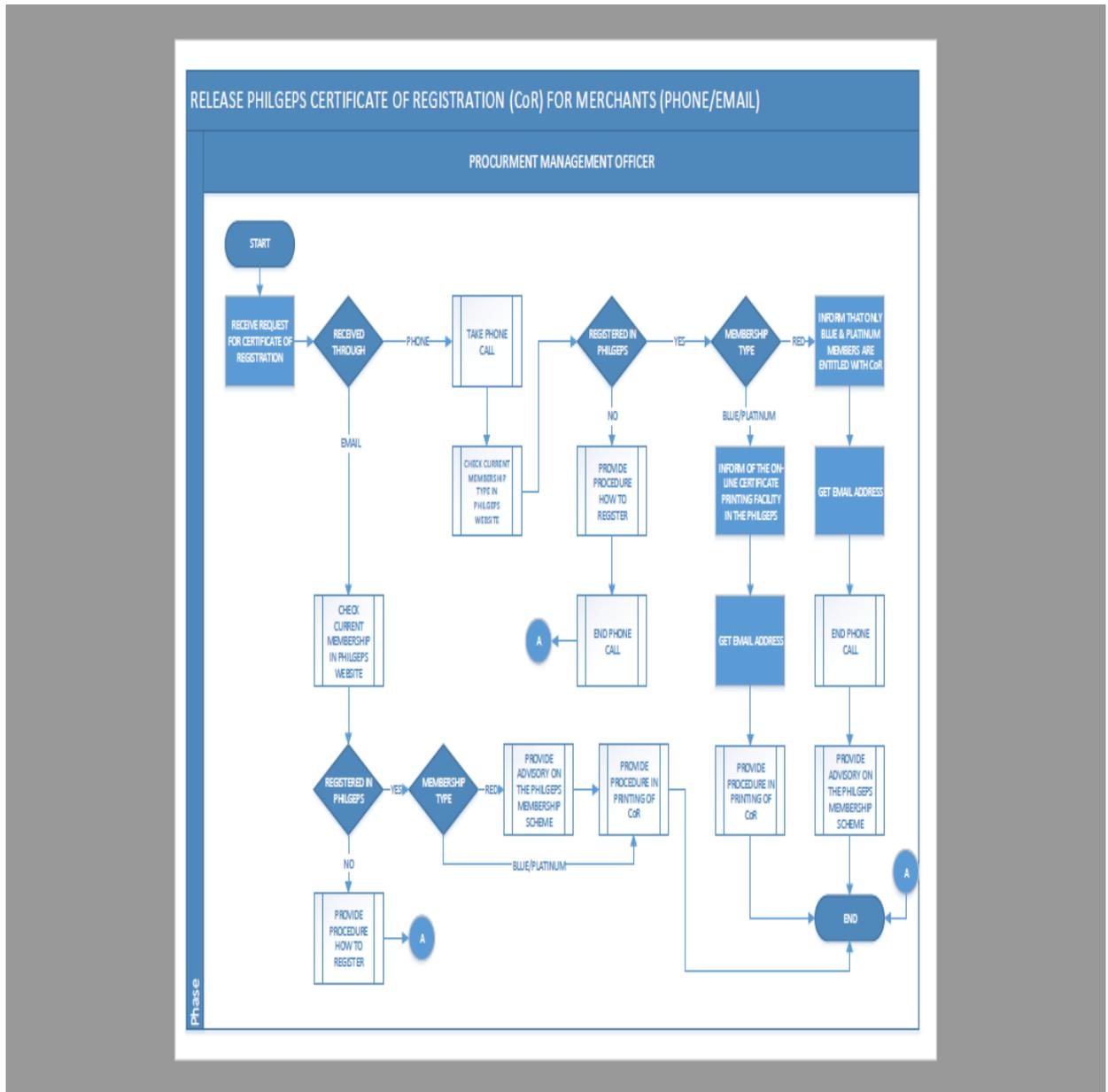
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b) Process Flow

i. Release of PhilGEPS Certificate of Registration (CoR) for Merchants (Phone/Email)





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ii. Release of PhilGEPs Certificate of Registration (CoR) for Merchants (Walk-In)

