



Republic of the Philippines  
**TANAUAN WATER DISTRICT**

Pres. Jose P. Laurel Highway, Tanauan City, Batangas 4232  
 Tel: (043) 778-1155 | Fax: (043) 405-2056 | E-Mail: bid.tanauanwd@outlook.com

**SUPPLIER/CONTRACTOR REGISTRATION FORM**

**Instruction:** Please accomplish this form completely and submit together with the required accreditation documents (listed on page 2) to:

*The Procurement Officer  
 Administrative Division  
 Tanauan Water District  
 Tanauan City, Batangas 4232  
 Tel. no. (043) 778 – 1155*

Date Filed: \_\_\_\_\_

A. BACKGROUND INFORMATION		
Company Name:		
Previous Name (If any):		Date of Name Change:
Office Complete Address:	Tel. No./ Fax No.	E-mail address:
	Website:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented
Warehouse Complete Address (if any):	Tel. No./Fax No.	E-mail address:
	Website:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented
B. BUSINESS INFORMATION		
Type of Business Organization (Place an "X" mark)		Type of Business Operation (Place an "X" mark)
<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Exclusive Distributor
<input type="checkbox"/> Others: please specify _____		<input type="checkbox"/> Gen. Trading or Merchandising
		<input type="checkbox"/> Service Company
<input type="checkbox"/> Others: please specify _____		<input type="checkbox"/> Others: please specify _____
Number of Employees:		Gross Annual Revenue:
President / Chief Executive Officer:		General Manager:
Chief Operating Officer:		Chief Finance Officer / Treasurer:
Vice President:		Board Secretary:



Republic of the Philippines  
**TANAUAN WATER DISTRICT**

Pres. Jose P. Laurel Highway, Tanauan City, Batangas 4232  
 Tel: (043) 778-1155 | Fax: (043) 405-2056 | E-Mail: bid.tanauanwd@outlook.com

C. BUSINESS REGISTRY			
<i>(Indicate existing permit numbers. Write a dash “—” if unnecessary. And attach a photocopy of the permits indicated herein)</i>			
TYPE OF PERMIT	PERMIT NO.	DATE ISSUED	EXPIRATION DATE
Securities and Exchange Commission (SEC)			
Department of Trade and Industry (DTI)			
Board of Investment (BOI)			
Business Permit from the Mayor's Office			
Philippine Contractor's Accreditation Board			
VAT Registry Number (BIR 2303)			
D. PRODUCT LINE			
Please innumerate major products lines (or services) separated by a comma. <i>(Please attach accomplished product checklist)</i>			
E. ACCREDITATION DOCUMENTS SUBMITTED			
<i>(Original documents presented for authentication)</i>			
<input type="checkbox"/> Certificate of Registration <input type="checkbox"/> SEC <input type="checkbox"/> DTI		<input type="checkbox"/> Incorporation papers, By-Laws & Articles of Partnership/ Incorporation	
<input type="checkbox"/> Audited Financial Statement for the last three (3) years (Balance Sheet / Profit & Loss Statement)		<input type="checkbox"/> Annual Income Tax Return (BIR Form 1701 or 1702)	
<input type="checkbox"/> Business Mayor's Permit		<input type="checkbox"/> BIR Certificate (BIR 2303)	
<input type="checkbox"/> Distributorship Agreement (updated)		Government Permits / Accreditations / Certifications: <input type="checkbox"/> PHILGEPS <input type="checkbox"/> DENR <input type="checkbox"/> DOLE <input type="checkbox"/> ADTI <input type="checkbox"/> LLD <input type="checkbox"/> Others _____	
Certificate of Membership in Industry Organization <input type="checkbox"/> IATA <input type="checkbox"/> PADPAO		<input type="checkbox"/> ISO Certificate	

The undersigned, duly authorized to sign in behalf of \_\_\_\_\_ hereby declares that the foregoing are true and correct.

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Date