



PROCUREMENT SERVICE - PHILGEPS Buyer Registration Form

Note: Asterisk (*) indicates mandatory fields

DATE: _____

ORGANIZATION INFORMATION

Organization Name * : _____

Acronym : _____

Former Name : _____

Agency Tax Identification Number*: - - -

ORGANIZATION ADDRESS

Region* : _____

Province* : _____

City/Municipality* : _____

Street Address * : _____ Zip Code: _____

BUYER COORDINATOR INFORMATION

Salutation Title: Mr. Ms.

First Name* : _____ Middle Name: _____ Last Name * : _____

Designation* : _____

Telephone No.* : _____ Loc.: _____ (e.g. 632-999-9999 Loc. 133)

Mobile Number* : _____ (e.g. 63-917-1234567)

Email Address* : _____ (e.g. agency@ps-philgeps.gov.ph)

SIGNATURE

Authorized by:

HEAD OF THE PROCURING ENTITY / AUTHORIZED REPRESENTATIVE

Effectivity Date: 01052021

PS-PCS-BRF-R4-01052021



PROCUREMENT SERVICE - PHILGEPS Buyer Registration Form

INSTRUCTIONS:

1. Buyer Coordinator Information

Buyer Coordinator refers to the person authorized by the Agency to be responsible for management of the organization's information; as well as, add additional contacts.

2. Username – is a unique identification.

- i. For users that are already registered in PhilGEPS, please use your current USERID.
- ii. For new users, please provide at least three (3) username. The username that will be provided is subject for validation if it is still unused or available.

- 1. _____
- 2. _____
- 3. _____

Conditions in creating a username:

- At least 6 characters
- Must be alphanumeric characters (should contain at least 1 alpha and 1 numeric)

3. Email Address

- Every user should have a unique email address.
- No duplicate or the same email address can be used by two or more users.

Disclaimer:

The Procurement Service - PhilGEPS (PS-PhilGEPS) recognizes its responsibilities under the Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data it collects, records, organizes, updates, uses, consolidates or processed from and for you, our stakeholders.

Fully committed to the security and preservation of your data, any and all personal data obtained from this portal is entered and stored within the organization's fully secure information and communications system which is only accessible by the duly authorized PS-PhilGEPS.

Procurement Service - PhilGEPS

PS-PhilGEPS has instituted appropriate organizational, technical and physical security measures to ensure the protection of its stakeholders' personal data.

The information collected and stored in the portal shall only be used for the following purposes:

- 1. Processing and reporting of documents related to the inquiry, i.e. Plaisium membership application, account related requests, and other technical concerns, under certain conditions as required by law.*
- 2. Announcements, promotions of events, and other activities offered, organized by PS-PhilGEPS and its partners*
- Procurement Service - PhilGEPS*
- 3. Activities pertaining to establishing relations with stakeholders*

PS-PhilGEPS shall not disclose the stakeholders' personal information without their consent and shall only retain this information over a period of ten (10) years for the effective implementation and management of customer service records.

Procurement Service - PhilGEPS

I have read the Institute's Data Privacy Statement and express my consent for the Procurement Service - PhilGEPS (PS-PhilGEPS) to collect, record, organize, update or modify, retrieve, consult, use, consolidate, block, erase or destroy my personal data as part of my data.

I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

SIGNATURE