



SUPPLY AND PROPERTY MANAGEMENT OFFICE
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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University Information System (UIS) supplier Registry system Requirements:

- a. Scanned / Image copy of the BIR Certificate of Registration of the supplier;
- b. Scanned / Image copy of the DTI/SEC/CDA Certificate of Registration of the supplier;
- c. Scanned / Image copy of the Mayor's/Business Permit of the supplier;
- d. Scanned / Image copy of the PhilGEPS Certificate of Registration of the supplier;
- e. Scanned / Image copy of AOQ / Summary of Awards / NOA
- f. Contact details: telephone number (area code + telephone number/s); fax number (area code + fax number/s); mobile number/s; and email address; and
- g. If available, the Scanned / Image copy of any proof of Land Bank Account with details (Name, Number, and Branch).

Prospective suppliers/contractors not included in the UIS, please inquire through this official email address: spmo.uplb@up.edu.ph