

January 29, 2024

MEMORANDUM ORDER

No. 48

Series of 2024

SUBJECT: HARMONIZED REQUEST FOR QUOTATION (RFQ) FORM FOR SMALL VALUE PROCUREMENT (GOODS, SERVICES AND INFRASTRUCTURE) AND SHOPPING

In the interest of service, and to ensure the legitimacy of our prospective suppliers, the following are the requirements in the RFQ form to be submitted by the bidders along with their bids and other legal and technical requirements:

Section 1. MANDATORY REQUIREMENTS (Note: Failure to submit any of the following requirements will be automatically disqualified)

1.1 GOODS AND SERVICES

- a. PhilGEPs Registration
 - a.1 Red Membership
 - ✓ Mayor's / Business Permit
 - ✓ Income/Business Tax Return (for ABC 500k and Above)
 - ✓ Certificate of BIR Registration (for ABC 50k and Below)
 - ✓ DTI Registration
 - a.2 Platinum Membership
 - ❖ No additional documents required, provided that the eligibility documents are up to date
 - ❖ ***Submit a clear copy or documentation of the proof of payment for the renewal of expired permit/s.***
- b. Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature
- c. Notarized Omnibus Sworn Statement (OSS) (For ABC of Php50,000.00 and above only)
- d. Professional License/Curriculum Vitae (Consulting Services)
- e. For Catering Services - Menu list
- f. The supplier must not have any record of non-compliance over the past three (3) years.

1.1.1 SHOPPING

- a. PhilGEPs Registration
 - a.1 Red Membership
 - ✓ Mayor's / Business Permit
 - ✓ Income/Business Tax Return (for ABC 500k and Above)

- ✓ Certificate of BIR Registration (for ABC 50k and Below)
- ✓ DTI Registration
- a.2 Platinum Membership
 - ❖ No additional documents required, provided that the eligibility documents are up to date
- b. Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature
- c. Notarized Omnibus Sworn Statement (OSS) (For ABC of Php50,000.00 and above only)
- d. The supplier must not have any record of non-compliance over the past three (3) years.

1.2 INFRASTRUCTURE

- a. PhilGEPs Registration
 - a.1 Red Membership
 - ✓ Mayor's / Business Permit
 - ✓ PCAB License
 - ✓ Income/Business Tax Return (for ABC 500k and Above)
 - ✓ Certificate of BIR Registration (for ABC 50k and Below)
 - ✓ DTI Registration
 - a.2 Platinum Membership
 - ✓ No additional documents required, provided that the eligibility documents are up to date
 - ❖ ***Submit a clear copy or documentation of the proof of payment for the renewal of expired permit/s.***
- b. Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature
- c. Notarized Omnibus Sworn Statement (OSS) (For ABC of Php50,000.00 and above only)
- d. Certificate of Site Inspection (Duly signed by the End-user or their representative)
- e. The supplier must not have any record of non-compliance over the past three (3) years.

II. INSTRUCTIONS:

1. Please write legibly.
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including unit price and total price as well as sub- total and grand total (if applicable) and affix their signature over printed name indicated in the lower portion of this form.
3. Indicate offered brands and specifications (if applicable). Failure to comply shall automatically forfeit your bid.
4. Quotation(s)/Proposal(s) shall be submitted at the Procurement Management Section (BAC Office), Bureau of Plant Industry, 692 San Andres Street, Malate, Manila or through courier or email (pms.rfq@buplant.da.gov.ph).
5. Only sealed canvass submitted in person or through courier shall be considered by the BAC. The Bidders/Suppliers shall reflect on the envelope the RFQ Number and the PR No. The BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
6. Any insertions, erasures, or overwriting shall be valid if only they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.

10. DEADLINE FOR SUBMISSION OF BIDS: _____.
11. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the BPI- BAC shall employ the rules specified in the IRR of RA 9184.
12. Delivery/Installation/Completion Period: _____.
13. The Uniform guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply.
14. The Supplier/Bidder/Contractor must have no violation with its transactions with the Bureau based on BPI Records and BPI Memorandum Order 328 Series of 2023.
15. The Bureau of Plant Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:

Bureau of Plant Industry does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.

Section 2. Availability. Access and download the form and guidelines at this link (KMT Official Drive): <https://bit.ly/bpiforms>

Section 3. Effectivity. Updated forms, whether ISO-certified or not, shall be effective on **February 01, 2024**. This Memorandum shall supersede conflicting guidelines between the existing guidelines and this new Memorandum.

For your guidance and strict compliance.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director