

June 25, 2024

## MEMORANDUM ORDER

No. 184  
Series of 2024

**SUBJECT: AMENDMENT TO BPI MEMORANDUM ORDER NO. 154, S. 2024, 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 1.2 of BPI Memorandum Order No. 154, s. 2024 are hereby amended as follows:

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

### 1.2 INFRASTRUCTURE

- a. PhilGEPs Registration (Platinum Membership and 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
  - ❖ ***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.

**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 **July 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



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
692 San Andres St., Malate, Manila, Philippines  
Email Address: [bpi@buplant.da.gov.ph](mailto:bpi@buplant.da.gov.ph)  
Tel. No. (02) 8521-7650, (02) 8353-6976



June 04, 2024

## MEMORANDUM ORDER

No. 154  
Series of 2024

**SUBJECT: AMENDMENT TO BPI MEMORANDUM ORDER NO. 48, S. 2024, 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, Sections 1, 1.1, 1.1.1, and 1.2 of BPI Memorandum Order No. 48, s. 2024 are hereby amended as follows:

**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 (Platinum Membership and 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
  - ✦ *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 (Platinum Membership and 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

❖ **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. The supplier must not have any record of non-compliance over the past three (3) years.

## 1.2 INFRASTRUCTURE

- a. PhilGEPs Registration (Platinum Membership and 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

❖ **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.

**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 **June 24, 2024**. This Memorandum shall supersede conflicting guidelines between the existing guidelines and this new Memorandum.

For your guidance and strict compliance.



**GERALD GLENN E. PANGANIBAN, Ph.D.**  
Director

