



Department of Agriculture
BUREAU OF PLANT INDUSTRY

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ISO 9001:2015 Certified
Quality Management System

April 30, 2025

MEMORANDUM ORDER

No. *1166*

Series of 2025

SUBJECT: PRESCRIBED FORMS FOR DIRECT CONTRACTING AND REIMBURSEMENT AND AMENDMENTS TO BPI MEMORANDUM ORDER NO. 184, S. 2024, HARMONIZED REQUEST FOR QUOTATION (RFQ) FORM FOR SMALL VALUE PROCUREMENT (GOODS, SERVICES AND INFRASTRUCTURE) AND SHOPPING

In the interest of service, harmonization of forms, 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. 184, 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 or 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/SEC/CDA Registration (whichever is applicable)
 - ❖ *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 (for Consulting Services)
- e. Menu List (for Catering Services)
- 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 or 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/SEC/CDA Registration (whichever is applicable)
 - ❖ *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.

EFFECTIVITY DATE: AUGUST 15, 2023

FORM NO.: BPI-QMS-KMT-F1

REVISION NO.: 5



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**Additional notice/announcement for Shopping (Sec. 52.1.b) only*

NOTICE/ANNOUNCEMENT: Under Section 52.1 (b) of this IRR, at least three (3) price quotations from bona fide suppliers shall be obtained.

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.

1.2 INFRASTRUCTURE

- a. PhilGEPs Registration (Platinum Membership or 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/SEC/CDA Registration (whichever is applicable)
 - ❖ **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 of Prescribed Forms. All procuring units and concerned offices are hereby directed to use only the prescribed forms for the following procurement methods:

- Direct Contracting (Sec. 50)
- Reimbursement
- Small Value Procurement (Goods and Services / Infrastructure) (Sec. 53.9)
- Shopping (Sec. 52.1.b)

These forms and their accompanying guidelines may be accessed and downloaded through the official KMT Google Drive: <https://bit.ly/bpiforms>

Section 3. Effectivity. This Memorandum Order shall supersede all previous orders inconsistent herewith, and will remain valid unless amended, revoked, or superseded. This Memorandum Order shall take effect five (5) days after the official circulation of the Records Section .

For your guidance and strict compliance.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director