



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: Department of Health
Name of the Project: Procurement of Sterile Gloves
Delivery Site: DOH Warehouse
SVP No. 2022-033

Name of Company

Address

Please submit your lowest price quotation on the item listed below duly signed by your representative not later **21 July 2022; 9:00 A.M.** at Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

| Item No. | Particular | Qty. | Unit | Total Approved Budget for the Contract (PhP) |
|----------|----------------|--------|------|--|
| 1 | Sterile Gloves | 10,000 | Pair | 140,000.00 |

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.**
- Delivery Period:**

Sixty (60) calendar days upon receipt of approved Notice to Proceed (NTP).
- DELIVERY SITE:**

DOH warehouses within Metro Manila
- Terms of Payment/billing shall be made upon complete delivery and acceptance upon presentation of signed Invoice Receipts and submission of relevant documents as stipulated in the contract.**
- Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
- For one-time delivery: Terms of Payment /billing shall be made for the completed delivery and acceptance upon presentation of signed Invoice Receipt and submission of relevant documents as stipulated in the contract.**
- The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory each of the following requirements in one envelope:**

- a. Duly accomplished and signed Price Quotation inclusive of all taxes;
- b. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.

NOTE: In case of award, kindly send a soft copy of technical specifications being offered (word & pdf format) to this e-mail address: cobacc@doh.gov.ph;

- c. Duly signed Schedule of Requirements using the attached form;
- d. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA No. 9184) **together with the corresponding copy of the receipt of payment for the said permit;**

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LRCB after the award of contract but before payment (GPPB Circular No. 09-2020)

- e. PhilGEPS Registration Number;
- f. Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (per Revenue Regulation 3-2015), if applicable;
- g. Omnibus Sworn Statement using the attached form; and
- h. Duly notarized authority of the signatory using the attached form, whichever is applicable:
 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
 2. Special Power of Attorney (i.e. sole proprietor, partnership); or
 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate.

Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020)

NOTE: Bidders may submit their bid proposal on or before **21 July 2022, 9:00 AM.** to the COBAC-C Secretariat through any of the following options:

1. In printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to cobacc@doh.gov.ph provided that it complies with the following condition:

- i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184*;
- ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
- iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
- iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the d 2016 Revised IRR of RA No. 9184)*

Further, once the Community Quarantine is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

Pursuant to Section 62.1 of the 2016 Revised IRR of RA No.9184, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, after acceptance by the Procuring Entity of the delivered supplies.

The Obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after the consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been full met.

Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Omnibus Sworn Statement and Authority of the Signatory Forms.

ARNEL Z. RIVERA, MD, FPAFP, MHA, IDHA
OIC – Director IV
COBAC-C Vice Chairperson

ELIGIBILITY REQUIREMENTS CHECKLIST

PROCUREMENT OF STERILE GLOVES SVP NO. 2022-033

| ITEM NO. | REQUIREMENTS |
|----------|--|
| A. | Duly accomplished and signed Price Quotation inclusive of all taxes; |
| B. | <p>Duly accomplished and signed Technical Specifications using the attached form</p> <p>B.1. Valid and current Certificate Product Registration (CPR) or Certificate of Medical Device Registration (CMDR) or Certificate of Medical Device Notification (CMDN) issued by Philippine Food and Drug Administration (PFDA);</p> <p>B.2. Valid and current License to Operate (LTO) for Medical Device Importer/Wholesaler issued by Philippine Food and Drugs Administration (PFDA);</p> <p>Note: Existing Licenses to Operate (LTO) and Certificates of Product Registration/Notification (CPR/Ns), and other existing authorizations issued by the Food and Drug Administration (FDA) that have a validity expiring on 01 January 2022 to 30 September 2022, are automatically extended. An additional four (4) months validity from the original date of expiration of the market authorization shall be given; provided, that a complete application for renewal of the said authorizations have been filed with the FDA within the given extension period [FDA Circular No. 2021-025]</p> <p>B.3. The bidder shall submit any of the following whichever is applicable:</p> <ul style="list-style-type: none"> a) If the bidder is a manufacturer, certificate that the bidder manufactures the products/item; or b) If the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items, Certificate or Contract from the manufacturer or importer must be provided as proof that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items; or c) If the bidder is an agent of the exclusive distributor or dealer, the following must be provided: <ul style="list-style-type: none"> i. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and ii. Contract between the distributor/dealer and the bidder. <p>B.4. Product Insert/Product Information or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in 2nd page of Section VII. Technical Specifications of the Bidding Documents;</p> <p>B.5. Declaration of Conformity with appropriate ISO/IEC/PNS Standard issued to the manufacturer by an ISO certifying body or any appropriate agency or body;</p> <p><i>Additional requirements for Imported PPEs:</i></p> |

| | |
|----|--|
| | <ol style="list-style-type: none"> 1. Marketing Authorization, registration approval, or free sale certificate of the product issued by the health authority in the country of origin; 2. Authentication or red ribbon certificate from Philippine Consulate/Embassy or documents authenticated through an Apostille by the competent Authority based on the Apostille Convention; 3. Certificates showing that the PPE product is tested by recognized testing laboratories and conforms with the standards set by the DOH technical specifications; <p>Note:</p> <ul style="list-style-type: none"> •All documents, certificates and attachments issued by foreign entities shall be duly authenticated by the Philippines Embassy/Consulate in that foreign country; •If the red ribbon or apostille is not available during submission of bids, bidder may submit instead a copy of Official Receipt from the Consulate or Apostille issuing body proving that the subject document is undergoing authentication. •Copy of Red Ribbon/apostille should be already submitted prior the award of contract. |
| C. | Duly signed Schedule of Requirements using the attached form; |
| D. | <p>Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA No. 9184) together with corresponding copy of the receipt of payment of the said permit;</p> <p>NOTE: <i>In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, <u>Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular No. 09-2020)</u></i></p> |
| E. | PhilGEPS Registration Number; |
| F. | Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable); |
| G. | Omnibus Sworn Statement using the attached form; |
| H. | <p>Duly notarized authority of the signatory using the attached form, whichever is applicable:</p> <ol style="list-style-type: none"> 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or 2. Special Power of Attorney (i.e. sole proprietor, partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate |

PRICE QUOTATION

PROCUREMENT OF STERILE GLOVES SVP NO. 2022-033

| Item No. | Item Description | Qty. | Unit | Total Cost (PhP) |
|----------|------------------|--------|------|------------------|
| 1 | Sterile Gloves | 10,000 | Pair | |

- All price offered (price per item and total bid price) must be type or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name
[date of signing]

In the capacity of
Duly authorized to sign bid for and on behalf of :

:[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No./ Fax No.]
[Email Address]

Technical Specifications

| | | | |
|---|--|---|--|
| <p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p> | | | |
| Item No. | | Quantity | |
| ABC: | | | |
| PURCHASER'S SPECIFICATION | | STATEMENT OF COMPLIANCE | |
| | | <p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</u> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</p> | |

Technical Specifications

| | | | |
|---|----------------|--------------------------------|--------------|
| Republic of the Philippines Department of Health TECHNICAL SPECIFICATIONS | | | |
| Item No. 1 | Sterile Gloves | Qty./Unit | 10,000 pairs |
| Name of Manufacturer: | | Country of Origin: | |
| Brand: | | | |
| ABC: PhP140,000.00 | | | |
| PURCHASER'S SPECIFICATION | | STATEMENT OF COMPLIANCE | |
| A. Detailed Technical Specifications: <ol style="list-style-type: none"> 1) 50 pairs per box 2) Sterile 3) Individually packed 4) Natural latex rubber 5) Size 7 | | | |
| <u>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</u> <ol style="list-style-type: none"> 1. Valid and current Certificate of Product Registration (CPR) or Certificate of Medical Device Registration (CMDR) or Certificate of Medical Device Notification (CMDN) issued by Philippine Food and Drugs Administration (PFDA); 2. Valid and current License to Operate (LTO) for Medical Device Importer/ Wholesaler issued by Philippine Food and Drugs Administration (PFDA); <p>Note: Existing Licenses to Operate (LTO) and Certificates of Product Registration/Notification (CPR/Ns), and other existing authorizations issued by the Food and Drug Administration (FDA) that have a validity expiring on 01 January 2022 to 30 September 2022, are automatically extended. An additional four (4) months validity from the original date of expiration of the market authorization shall be given; provided, that a complete application for renewal of the said authorizations have been filed with the FDA within the given extension period [FDA Circular No. 2021-025]</p> <ol style="list-style-type: none"> 3. The bidder shall submit any of the following whichever is applicable: <ol style="list-style-type: none"> a. If the bidder is a manufacturer, certificate that the bidder manufactures the products/item; or b. If the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items, Certificate or Contract from the manufacturer or importer must be provided as proof that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items; or c. If the bidder is an agent of the exclusive distributor or dealer, the following must be provided: <ol style="list-style-type: none"> i. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and ii. Contract between the distributor/dealer and the bidder. 4. Product Insert/Product Information or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in 2nd page of Section VII. Technical Specifications of the Bidding Documents; 5. Declaration of Conformity with appropriate ISO/IEC/PNS Standard issued to the manufacturer by an ISO certifying body or any appropriate agency or body; | | | |

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

| | | | |
|----------------------------------|----------------|--------------------------------|--------------|
| Item No. 1 | Sterile Gloves | Qty./Unit | 10,000 pairs |
| Name of Manufacturer: | | Country of Origin: | |
| Brand: | | | |
| ABC: PhP140,000.00 | | | |
| PURCHASER'S SPECIFICATION | | STATEMENT OF COMPLIANCE | |

6. Sworn Statement *using the prescribed form.*

Additional requirements for Imported PPEs:

1. Marketing Authorization, registration approval, or free sale certificate of the product issued by the health authority in the country of origin;
2. Authentication or red ribbon certificate from Philippine Consulate/Embassy or documents authenticated through an Apostille by the competent Authority based on the Apostille Convention;
3. Certificates showing that the PPE product is tested by recognized testing laboratories and conforms with the standards set by the DOH technical specifications;

Note:

- All documents, certificates and attachments issued by foreign entities shall be duly authenticated by the Philippines Embassy/Consulate in that foreign country;
- If the red ribbon or apostille is not available during submission of bids, bidder may submit instead a copy of Official Receipt from the Consulate or Apostille issuing body proving that the subject document is undergoing authentication.
- Copy of Red Ribbon/apostille should be already submitted prior the award of contract.

C. Upon delivery the following shall be complied with:

1. Shelf life:

- a. Must be fresh commercial stock with a total shelf life of twenty four (24) months from the date of manufacture but not less than eighteen (18) months from the date of delivery.

2. Packaging instructions:

- a. Individually packed
- b. 50 pairs per box
- c. Standard packaging of the manufacturer as approved by PFDA.

3. Labeling instructions:

- i. On each pack/pair, the following should be imprinted or stickered with non-removable or permanent sticker or label that is binding and with residue and tearing if removed:

"Philippine Government Property – Department of Health

NOT FOR SALE"

Date of Manufacture: _____

Date of Expiry: _____

Batch/Lot No.: _____

- ii. On each small and bigger box, the following should be imprinted or stickered with non-removable or permanent sticker or label that is binding and with residue and

| | | | |
|--|----------------|--------------------------------|--------------|
| Republic of the Philippines Department of Health TECHNICAL SPECIFICATIONS | | | |
| Item No. 1 | Sterile Gloves | Qty./Unit | 10,000 pairs |
| Name of Manufacturer: | | Country of Origin: | |
| Brand: | | | |
| ABC: PhP140,000.00 | | | |
| PURCHASER'S SPECIFICATION | | STATEMENT OF COMPLIANCE | |
| tearing if removed: "Philippine Government Property – Department of Health NOT FOR SALE Date of Manufacture: ____ Date of Expiry: ____ | | | |
| C. Product Recall & Disposal: <ol style="list-style-type: none"> The Supplier must ensure the quality of products and if there will be problems in the quality, the Supplier will recall and replace the products distributed in the regions/hospitals/treatment hubs/RHU/HC/BHSS based on Guidelines on Product Recall, FDA Circular No. 2016-012; In instances of product recalls due to failures of suppliers and manufacturers to comply with standards of safety and quality, the cost associated with proper disposal/ destruction, handling or pull out from health facilities where these products have already been distributed shall be borne by the supplier (subject to the latest policy for disposal) (DOH Administrative Order(AO) No. 2019-0041); | | | |

 Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No/Fax No.]

[Email Address]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item No. | Particular | Qty./ Unit | Delivery Site | Delivery Schedule |
|----------|----------------|--------------|--|---|
| 1 | Sterile Gloves | 10,000 pairs | Department of Health warehouse/s within Metro Manila | Sixty (60) calendar days upon receipt of approved Notice to Proceed (NTP) |

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No./ Fax No]
[Email Address]

Omnibus Sworn Statement

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Corporate Secretary]

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [name], [title] of [name of Company], is lawfully authorized to represent and act on behalf of the [name of company], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby **APPOINT, NAME and CONSTITUTE**, [name], [title] of [name of company] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to be done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____