

#### Republic of the Philippines Department of Health

#### CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: I	Department of Health
Name of the Project: Procureme	ent of Service Provider for the Printing of Label for SCMS Owned
Transport Packaging System u	ınder SVP No. 2023-006
Name of Company	

Please submit your lowest price quotation on the lot listed below, duly signed by your representative not later than **29 March 2023**; **9:00 A.M.**, Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

Lot No.	Description	Qty.	Unit	Total ABC (PhP)
	Service Provider for the Printing of			
1	Label for SCMS owned Transport	1	lot	810,000.00
	Packaging System (TPS)			

#### Your quotation is subject to the following General Conditions:

- 1. Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.
- 2. **Contract Duration:** The project shall commence Forty-Five (45) calendar days upon receipt of the Contract and approved Notice to Proceed.
- 3. Schedule of Requirements:

Address

- a. Printing activities shall be done at the Service Provider's premises.
- b. The Procuring Entity (DOH) shall deliver and pick up at the Service Provider's premises.
- 4. **Terms of Payment**: Upon completion of the project.
- 5. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.
- 6. The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his authorized signatory of the following requirements arranged, numbered and tabbed in a sealed 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 specification being offered (Word & PDF format) to this email address: **cobacdsecretariat@doh.gov.ph** 

- i. List of current and previous contracts for the past two (2) years
- 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 RA9184) together with corresponding copy of the receipt of payment of the said permit;
- 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. 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

**NOTE:** Bidders may submit their bid proposal on or before **29 March 2023**, **9:00 AM** to the COBAC-D 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 **cobacdsecretariat@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 Request for Quotation 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 Request for Quotation 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, Request for Quotation 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 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.

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

Pursuant to Section 62.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, 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%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after 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 fully met.

ENRIQUE A. TAYAG, MD, PHSAE, FPSMID, CESO III

Undersecretary of Health Chairperson, COBAC-D

#### PRICE QUOTATION

## PROCUREMENT OF SERVICE PROVIDER FOR THE PRINTING OF LABEL FOR SCMS OWNED TRANSPORT PACKAGING SYSTEM (TPS)

**SVP No. 2023-006** 

Lot No.	Description	Qty.	Unit	Unit Cost (PhP)	Total Bid Price (PhP)
	Service Provider for the Printing of				
1	Label for SCMS owned Transport	1	lot		
	Packaging System (TPS)				

Note: Price shall be valid for Ninety (90) calendar days and shall not exceed the ABC.

All price offered (unit price and total bid price) inclusive of all taxes must be type or written in indelible ink.

After having carefully read and accepted your conditions, I / We quote you on the lot at price 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]

[Telephone No.]

[Fax No.]

[Email Address]

## **Technical Specifications**

Item	Specification	Statement of Compliance
		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. 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. 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.

**Technical Specifications** 

	Republic of the Phil		
Department of Health			
	TECHNICAL SPECIFIC	CATIONS	
Lot No. 1	Service Provider for the Printing of Label for SCMS owned Transport Packaging System (TPS)	Quantity / Unit	1 lot
Name of Ma	nnufacturer:	Country of Orig	gin:
Brand:			
<b>Total ABC</b>	for the lot: P810,000.00		
P	PURCHASER'S SPECIFICATION STATEMENT OF COMPLIANCE		NT OF COMPLIANCE
I. Deta	iled Technical Specification		
8	. Quantity: 2,700 pcs		
ł	b. Label: 4-digit number sequence from 0001 to		
C	2700  2. Print Size: 1-inch width per number  2 ½ inches height per number		
(	l. Font type: Times New Roman		
$\epsilon$	. Color: 1 color print (black)		
f	- J F		
٤	g. Process: Silk Screen		
ŀ	Placement of Label: Front, Top Right side of		
	the TPS		
	itional Requirements to be attached to Techni and tabbed as enumerated below:	cal Specification	s form arranged, numbered

Signature over Printed Name

[date of signing]

In the capacity of: [title or other appropriate designation]

1. List of current and previous contracts for the past two (2) years

Duly authorized to sign bid for and on behalf of: [Name of Company] [Complete office address]

[Telephone No.]

[Fax No.] [Email Address]

Bldg. 6,2/F Building 6, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Trunk Line#651-78-00 local #1601; 1650 Telefax: 741-97-75; 740-68-30 URL:http://www.doh.gov.ph

## Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot Number	Description	Quantity/Unit	Total ABC (PhP)	Delivery Site	Contract Duration
1	Service Provider for the Printing of Label for SCMS owned Transport Packaging System (TPS)	1 lot	810,000.00	Printing activities shall be done at the Service Provider's premises.  The Procuring Entity (DOH) shall deliver and pick up at the Service Provider's premises.	Forty-Five (45) calendar days upon receipt of the Contract and approved Notice to Proceed.

<sup>\*</sup>Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.

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]

#### **Terms of Reference**

<b>Project Title:</b> Procurement of Service Provider for the Printing of Label for SCMS owned Transport		
Packaging System		
Type of Service: Contract of Service □ Individual 🗷 Firm		
End-User/Client: Supply Chain Management Service		
Funding Source:   ☑ GOP ☐ Foreign Funded, please specify		
□ Others, please specify		
ABC: 810,000.00		

#### I. RATIONALE

The Department of Health (DOH) is mandated to ensure delivery of health services in all areas of the country. This includes delivery of Perishable Goods such as Vaccines and other health commodities that requires Cold Chain equipment specifically Transport Packaging System (Biothermal Box). These Transport Packaging System are used to ensure that vaccine and other health commodities that requires cold chain are delivered in their required temperature. Use of these Transport Box should be monitored and accounted for. For easy monitoring and accounting, these transport box should be properly labeled. Since the said transport box shall be disinfected after every use, box labeling requires silk screen printing for long last use. SCMS has no capacity to do the silk screen printing/labeling.

#### II. OBJECTIVE

To acquire the services of qualified Printing Service providers to print the labels for the Transport Packaging System (TPS) or Biothermal Box. Labeling of Transport box is critical to monitor the movement and accounting of the said Transport Box to be utilized once the National Cold Chain facilities start on its operation. The project shall commence 45 calendar days upon release of the Contract and Notice to Proceed.

#### III. SCHEDULE OF REQUIREMENTS

#### A. 1 lot Printing of Label for Transport Packaging System

A.1 Size of Thermal Packaging System:62x42x44cm (24.4x16.5x17.3in)

A.2 Printing activities shall be done at the Service Provider's premises.

A.3 The Procuring Entity shall deliver and pick up at the Service Provider's premises.

#### **B.** Technical Specification

#### **B.1 Detailed Technical Specification**

B.1.1 Quantity: 2,700 pcs

B.1.2 Label: 4-digit number sequence from 0001 to 2700

B.1.3 Print Size: 1-inch width per number

2 ½ inches height per number

B.1.4 Font type: Times New Roman

B.1.5 Color: 1 color print (black)

B.1.6 Type of Paint: Vinyl Paint

B.1.7 Process: Silk Screen

B.1.8 Placement of Label: Front, Top Right side of the TPS

#### **B.2** Other Requirements

- 1. The Service Provider shall receive the 2,700 pieces of Transport Packaging System from DOH through SCMS.
- 2. The Service Provider shall be responsible for losses or damages while the goods are in its possession
- 3. The Service Provider must submit sample of printing prior to mass production.

- 4. Must have at least two (2) years of experience in printing
- 5. The Service Provider shall submit list of current and previous contracts for the past two (2) years

#### C. CONTRACT IMPLEMENTATION AND PENALTIES

#### A. Contract Implementation

The project shall commence Forty-Five (45) calendar days upon receipt of the Contract and approved Notice to Proceed.

#### B. Contact Persons:

Project Management Group (PMG) composed of the following:

#### MARIA JOYCE U. DUCUSIN, MD, MPH

OIC-Director IV Supply Chain Management Service Tel. No. 8651-7800 loc. 2354 Email: scms@.doh.gov.ph

#### ENGR. MAXIMO A. ADAN, JR

OIC, Division Chief, WDD Supply Chain Management Service Tel. No. 8651-7800 loc 2228/2227 Email: maadan@.doh.gov.ph

#### C. Penalties

- 1. For commodities lost or damaged, the Service Provider would be charged with the actual acquisition cost. Legal action may also be pursued by the procuring entity, if applicable.
- 2. For delivery delays, the Service Provider shall be charged with penalties for delivery delays except for force majeure. The penalty will be equivalent to one tenth (1/10) of one percent (1%) of the cost of the transaction for every day of delays.
- C. Terms of Payment upon completion of the project

Signature over Printed Name [date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

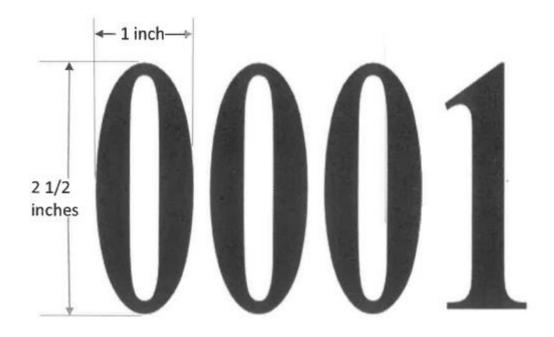
[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Contact No.] [Fax No.]

[Email Address]



#### **Omnibus Sworn Statement (Revised)**

[shall be submitted with the Bid]

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REPUBLIC	OF	THE	PHILIPPINES)
CITY/MUNICI	PALITY C	)F)	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 enduser 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;

Series of \_

- 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.

Code.				
IN WITNESS WHEREOF, I have, Philippines.	e hereunto set my hand this	day of	, 20at	
		IDDER OR ITS AUTHOR atory's legal capacity] Affiant	IZED REPRESENT	'ATIVE]
[Fo	[Jurat] ormat shall be based on the latest Rul	'es on Notarial Practice]		
SUBSCRIBED AND SWORN to known to me and was/were identified by me 8-13-SC). Affiant/s exhibited to me his/her thereon, with no and his/her Cor Witness my hand and seal this	[insert type of government identification mmunity Tax Certificate No iss	as defined in the 2004 Rules card used], with his/her pho	s on Notarial Practice	(A.M. No. 02-
	NAME OF NOTARY I Serial No. of Commission Notary Public for Roll of Attorneys No PTR No [date in the content of the con	on until issued]		
Doc. No Page No Book No				

### REPUBLIC OF THE PHILIPPINES ) SECRETARY'S CERTIFICATE \_\_\_\_, 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.
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#### 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 underthe laws of the Republic of the Philippines with its registered office at [complete office address], do herebyAPPOINT, 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 todo 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 done under and by virtue of these presents.

that my said attorney- in-fact shall lawfully do or cause to	done under and by virtue of these presents.
<b>IN WITNESS WHEREOF</b> , I/We have hereur [month][year] at [place of execution].	nto set my/our hands thisday of
	[Principal]
[Legal Representative/s]	
Attorney-in-Fact SIGNED IN T	HE PRESENCE OF
	own to me and was/were identified by me e 2004 Rules on Notarial Practice (A.M. No. type of government identification card used], appearing thereon, with no.  Tax Certificate No.
Doc. No. Page No. Book No. Series of	NAME OF NOTARY PUBLIC Serial No. of Commission Notary Public for

## ELIGIBILITY REQUIREMENTS CHECKLIST

# Procurement of Service Provider for the Printing of Label for SCMS owned Transport Packaging System SVP No. 2023-006

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form
B. 1	List of current and previous contracts for the past two (2) years
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 RA9184) together with corresponding copy of the receipt of payment of the said permit;
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;
Н.	Duly notarized authority of the signatory using the attached form, whichever is applicable:  1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
	<ul><li>2. Special Power of Attorney (i.e. sole proprietor, partnership); or</li><li>3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate</li></ul>