DOMESTIC BIDDERS CERTIFICATE OF PREFERENCE APPLICATION

DOCUMENTARY REQUIREMENTS

☐ Duly Accomplished Application Form and its Annexes
  • Make sure to fill out ALL BLANKS
  • Updated application form can be accessed thru: https://bit.ly/DoBidAPPForms

A. LEGAL DOCUMENTS:

☐ Photocopy of Business Name Registration / SEC cert of Registration / CDA Registration Certificate
☐ Photocopy of Mayor’s Permit
☐ Photocopy of FDA registration / PS license (if applicable)
  • NOTE: For class A medical products (face masks, PPEs, head or shoe covers, etc.), two FDA permits are required: (1) FDA License to Operate and (2) FDA Certificate of Medical Device Notification (CMDN)

B. DOBID-RELATED DOCUMENTS:

☐ Brochure of Goods sought to be certified indicating the brand and model / brand and generic
☐ Complete list of raw materials or components comprising the goods sought to be certified, together with the percentage cost
  • The total percentage to be submitted should equal 100%
☐ Proof to support place of origin of each raw material or component that goes into every unit of the goods sought to be certified (e.g. copies of the delivery receipts issued by the supplier/s of the applicant for certification); and
  • Each declared raw material should have a corresponding proof to support place or origin.
☐ Sworn statement from the applicant, as to the place of origin of each raw material or component that goes into every unit of the goods sought to be certified and the place of manufacture of the goods sought to be certified (e.g. delivery receipts)
  • Has to be notarized indicating the place of origin of each raw material.