



22 June 2022

**Name:**  
**Authorized Representative:**  
**Company:**  
**Address:**  
**Email Address:**

**REQUEST FOR QUOTATION**  
**SUPPLY AND DELIVERY OF FILE TAB DIVIDER**  
**FOR THE PROCUREMENT SERVICE**  
**AMP NO. 22-001-8 (SVP)**

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see *Annex "C"* of the Request for Quotation), subject to terms and conditions stated in the RFQ.

<b>Lot</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>APPROVED BUDGET FOR THE CONTRACT</b>
<b>1</b>	<b>9,648 sets</b>	<b>File Tab Divider, A4</b>	<b>₱ 173,664.00</b>
<b>2</b>	<b>7,724 sets</b>	<b>File Tab Divider, Legal</b>	<b>₱ 146,756.00</b>
<b>Total Amount:</b>			<b>₱ 320,420.00</b>

*\* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not later than **01 July 2022; 10:00AM**. Quotations must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before the deadline.

- *Mayor's Permit for 2022*
- *PhilGEPS Registration Number (Organization ID or screenshot from PhilGEPS Website);*
- *Brochure or Technical Data Sheet, if applicable;*
- *Annual Income Tax Return CY 2021 or Latest Business Tax Return covering the last six (6) months prior to the deadline for submission and receipt of quotation; filed through the Electronic Filing and Payment System (EFPS);*
- *Compliance with the Schedule of Requirements (Annex "A");*
- *Compliance with the Technical Specifications (Annex "B");*

- *The Price Quotation Form (Annex "C");*
- *Omnibus Sworn Statement (Annex "D")*

**Only one (1) set of documents certified to be true copies of the original shall be required.**

Proposals and other documents required **must be submitted on or before the deadline of submission as stated in this RFQ.** Late submission of quotations shall not be accepted and considered.

**SIGNATURE REDACTED**

**JULIUS M. SANTOS**

Chairperson, Bids and Awards Committee VIII

*N.B.: Suppliers directly and not directly invited may participate. For all interested prospective bidders, the duly accomplished Quotation ("Annex C") shall be submitted on or before the deadline for submission of quotation or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:*

1. *Mayor's Permit for 2022;*
2. *PhilGEPS Registration Number;*
3. *Brochure or Technical Data Sheet, if applicable;*
4. *Annual Income Tax Return CY 2021 or Latest Business Tax Return covering the last six (6) prior to the deadline for submission and receipt of quotation and filed through (EFPS); and*
5. *Omnibus Sworn Statement*

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents (1 and 2) except 3, 4 and 5.*

*Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating "**COMPLY**".*

## SCHEDULE OF REQUIREMENTS

Lot No.	Qty	Item/Description	Delivery period
1	9,648 sets	File Tab Divider, A4	<b>1<sup>st</sup> tranche</b> <ul style="list-style-type: none"> <li>• <b>3,216 sets</b> within 15 calendar days upon receipt of Purchase Order;</li> </ul> <b>2<sup>nd</sup> tranche</b> <ul style="list-style-type: none"> <li>• <b>3,216 sets</b> within 15 calendar days upon receipt of Notice to Deliver.</li> </ul> <b>3<sup>rd</sup> tranche</b> <ul style="list-style-type: none"> <li>• <b>3,216 sets</b> within 15 calendar days upon receipt of Notice to Deliver.</li> </ul>

**Project Sites:**

PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and Direct Delivery to End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.

Contact person: Ms. Catherine Ann DG. Mirabel  
OIC-Chief – Warehousing and Logistics Division  
cdmirabel@ps-philgeps.gov.ph

**I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

## SCHEDULE OF REQUIREMENTS

Lot No.	Qty	Item/Description	Delivery period
2	<b>7,724 sets</b>	<b>File Tab Divider, Legal</b>	<p><b>1<sup>st</sup> tranche</b></p> <ul style="list-style-type: none"> <li>• <b>2,575 sets</b> within 15 calendar days upon receipt of Purchase Order;</li> </ul> <p><b>2<sup>nd</sup> tranche</b></p> <ul style="list-style-type: none"> <li>• <b>2,575 sets</b> within 15 calendar days upon receipt of Notice to Deliver.</li> </ul> <p><b>3<sup>rd</sup> tranche</b></p> <ul style="list-style-type: none"> <li>• <b>2,574 sets</b> within 15 calendar days upon receipt of Notice to Deliver.</li> </ul>

**Project Sites:**

PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and Direct Delivery to End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.

Contact person: Ms. Catherine Ann DG. Mirabel  
 OIC-Chief – Warehousing and Logistics Division  
 cdmirabel@ps-philgeps.gov.ph

**I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.**

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Signature over Printed Name of  
 Authorized Representative

\_\_\_\_\_  
 Date

## **SUBMISSION OF SAMPLES**

All bidders shall submit the following samples/demo units to the Bids and Awards Committee (BAC) through the Technical Working Group (TWG) **on or before the deadline for submission and receipt of quotation** for evaluation and testing purposes:

<b>LOT NO.</b>	<b>ITEM/DESCRIPTION</b>	<b>REQUIREMENTS</b>	<b>TESTING AND EVALUATION</b>
1	File Tab Divider, A4	Two (2) sets	In-house Testing
2	File Tab Divider, Legal		

All deliveries shall be subject to Acceptance Test Requirements pursuant to **GCC Clause 4** in which case the awardee-supplier shall include additional quantity in every batch of delivery for acceptance and testing purposes.

Evaluation of sample/demo unit during post-qualification stage shall be conducted by the BAC, through Technical Working Group using in-house tests.

**TECHNICAL SPECIFICATIONS**

LOT NO. 1	:	<b>FILE TAB DIVIDER, A4</b>
QUANTITY	:	<b>9,648 sets</b>
APPROVED BUDGET PER UNIT	:	₱ 18.00
APPROVED BUDGET FOR THE CONTRACT	:	₱ 173,664.00

<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<p><b>File Tab Divider, A4</b></p> <p>Conforms to the minimum specifications unless specified. See attached detailed Technical Specifications:</p> <p>PS STANDARD NO. PP 004:2014 UNSPSC Code No. 44122018-FT-DO1 Dated: September 2014</p> <p>For Packaging and Marking/Labeling Requirements based from TSRC Resolution No. 2021-001 dated March 04, 2021.</p>	<p>Brand:</p> <p>Note: Brand shall be IPO registered.</p>

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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\*[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. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

# COMMON-USE ITEMS and EQUIPMENT

PS STANDARD No. PP 044:2014

UNSPSC Code: 44122018-FT-D01

## TECHNICAL SPECIFICATIONS

### FILE TAB DIVIDER, A4

For 210mm x 297mm (A4 size) documents
Material: Bristol Board
Size (min):
Leaf:
Length: 297mm
Width: 210mm
Tab:
Length: 65mm
Width: 12mm
Basis Weight: 153gsm (-5%)
Thickness: 0.22mm (min.)
Five (5) colors per set
Packaging: Ten (10) sets per pack Twenty-five (25) packs per box

#### TECHNICAL SPECIFICATION REVIEW COMMITTEE:

**SIGNATURE REDACTED**

ENGR. MANUEL S. AVILA  
Head, Technical Working Group

**SIGNATURE REDACTED**

SISTON, ANTONIO, JR.  
Senior BAC Chairman

**SIGNATURE REDACTED**

ENGR. JULIETA M. LOZANO  
Chief, Inspection Division

**SIGNATURE REDACTED**

FLERIDA G. ARIAS  
Operations Manager

**SIGNATURE REDACTED**

ATTY. JOSE TOMAS C. SYQUIA  
Executive Director IV

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LOT NO. 2	:	<b>FILE TAB DIVIDER, Legal</b>
QUANTITY	:	<b>7,724 sets</b>
APPROVED BUDGET PER UNIT	:	<b>₱ 19.00</b>
APPROVED BUDGET FOR THE CONTRACT	:	<b>₱ 146,756.00</b>

<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<p><b>File Tab Divider, Legal</b></p> <p>Conforms to the minimum specifications unless specified. See attached detailed Technical Specifications:</p> <p>PS STANDARD NO. PP 037:2016 UNSPSC Code No. 44122018-FT-DO2 Dated: November 25, 2016</p> <p>For Packaging and Marking/Labeling Requirements based from TSRC Resolution No. 2021-001 dated March 04, 2021.</p>	<p>Brand:</p> <p>Note: Brand shall be IPO registered.</p>

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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\*[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. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Technical Requirements for  
**FILE TAB/INDEX DIVIDER, LEGAL**

**PRODUCT SPECIFICATIONS**

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- For legal size documents
- Material: Bristol Board
- Size (min)
  - Leaf
    - Length: 330mm
    - Width: 216mm
  - Tab
    - Length: 68mm
    - Width: 15mm
- Basis Weight: 153gsm (-5%)
- Thickness: 0.22mm (min)
- Five (5) colors per set

**EVIDENCE AND VERIFICATION**

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- One (1) pack shall be submitted to the BAC during opening of bids for verification of the product specifications.

**PACKAGING**

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- Ten (10) sets per pack each set is individually wrapped in clear plastic  
Twenty-five (25) packs per box.

**MARKING/LABELING**

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- Shall conform with the Consumer Act of the Phil. (RA 7394)

**REFERENCES**

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- none

*AS*

*F*

*h*

*AS*

*J*

**Additional Requirement on Packaging and Marking/Labeling  
Based on TSRC Resolution No. TSRC 2021-001**

**PACKAGING:**

On each pack, box or item whichever is applicable, the following should be legibly imprinted or stickered with a non-removable or permanent sticker or label that is binding and with residue and tearing. If removed:

- The name and logo of the Procurement Service
- A statement which states that the item is “For Government Use Only”
- Procured by Procurement Service-DBM

On each corrugated carton or outer box or outer packaging, the following should be legibly imprinted or stickered with non-removable or permanent sticker or label that is binding with residue and tearing, if removed:

- The name and logo of the Procurement Service
- A statement which states that the item is “For Government Use Only”
- Procured by Procurement Service-DBM

*(Complete details of the sticker will be given to the responsive bidder upon receipt of Notice of Single/Lowest Calculated and Responsive Bid (S/LCRB))*

NOTE: The sticker will be placed on the dominant side of the box.

- The size of the logo must be manufacturer/distributor standard provided that:
  - It must be placed in visible area of the box;
  - Stocking position must be also considered in placing the stickers; and
  - Size must be large enough to be seen and recognized from a small distance away.

**MARKING/LABELING:**

Shall conform with the following minimum Marking and Labeling requirement, whichever is/are applicable with reference to Consumer Act of the Philippines (R.A. No. 7394):

1. Its correct and registered trade name or brand name;
2. Its duly registered trademark;
3. Its duly registered business name;
4. The address of the manufacturer, importer, re-packer of the consumer products in the Philippines;
5. Its general make or active ingredients;
6. The net quality of contents, in terms of weight, measure or numerical count rounded to at least the nearest tenths in the metric system;
7. Country of the manufacturer;
8. If a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact.

Note: Recommended sticker design and dimensions.

## 3 x 5 cm



## 7 x 2 cm



## 1.4 x 2 inches



## 10.5 x 2 cm



2 x 6 inches



PROCURED BY:  
**PROCUREMENT SERVICE**  
DEPARTMENT OF BUDGET AND MANAGEMENT

**FOR GOVERNMENT USE ONLY**

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PROVIDING SMART PROCUREMENT SOLUTIONS



PROCURED BY:  
**PROCUREMENT SERVICE**  
DEPARTMENT OF BUDGET AND MANAGEMENT

**FOR GOVERNMENT USE ONLY**

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PROVIDING SMART PROCUREMENT SOLUTIONS

## Price Quotation Form

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Date: \_\_\_\_\_  
**AMP No. 22-001-8**

*The Chairperson, Bids and Awards Committee VIII  
 Procurement Service  
 PS Complex, Cristobal Street  
 Paco, Manila*

*Gentlemen and/or Ladies:*

Having examined the Request for Quotation No. \_\_\_\_\_, **which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Deliver of File Tab Divider for the Procurement Service** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT	QTY/UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>1</b>	<b>9,648 sets</b>	<b>FILE TAB DIVIDER, A4</b>		
<b>2</b>	<b>7,724 sets</b>	<b>FILE TAB DIVIDER, LEGAL</b>		

*Note: For purposes of bid evaluation, bidders are advised to use two (2) decimal places in setting up their bid prices.*

### TOTAL PRICE IN WORDS:

Lot 1: \_\_\_\_\_

Lot 2: \_\_\_\_\_

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this [Date]

*(signature)*

[Name of Authorized Representative]

[Capacity]

Duly authorized to sign Quotation for and on behalf of:

[Name of Company]

[Address]

[Official Contact Number]

A handwritten mark or signature in blue ink, located in the bottom right corner of the page. It appears to be a stylized letter or symbol.

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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;**

11. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are **deemed received** as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**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. \_\_\_\_\_ .

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 \_\_\_\_\_

Note:

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

*The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.*