

## DOBiD APPLICATION FORMS: INSTRUCTIONS FOR USE

### I. List of Requirements:

- DoBid Application Form – Annexes A, B, and C (this already includes list of raw materials)
- SEC Registration / Mayor's Permit / CDA Registration
- Mayor's Permit
- FDA Registration or PS License (if applicable)
- Brochure of good applied for certification
- Proof to support place of origin (e.g. delivery receipts, invoices, etc.)
- Sworn Statement

### II. Template # 1: DoBid Application Form

**dti**  
PHILIPPINES

**DOMESTIC BIDDERS CERTIFICATE OF PREFERENCE**  
APPLICATION FORM

DTI-GB Form No: 01-2009  
Revision No.: 3  
Effectivity Date: 24 Nov 2020

**The Bureau Director**  
Competitiveness Bureau  
Department of Trade and Industry  
2F HPGV Building  
385 Senator Gil J. Puyat Avenue  
Makati City, Philippines

Sir/Madam:

In accordance with the Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", in conjunction with the provisions of DTI Department Administrative Order (DAO) 19-01, as amended by DAO 19-10, we wish to apply for Domestic Bidder Preference on our product. We submit herewith the following information and requirements for certification.

A. APPLICANT'S INFORMATION	
1. NAME OF BUSINESS/ COMPANY:	
2. ADDRESS:	(House/Building No./Building Name) (Street Name)
	(Barangay) (City/Municipality) (Province) (District) (Region) (Zip Code)
3. CONTACT DETAILS:	Telephone Number: Mobile Number: Email Address: Fax Number: Social Media/ Website:
4. FORM OF ORGANIZATION	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership / Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Others (please specify):
5. INDUSTRY CLASSIFICATION	<input type="checkbox"/> Grower <input type="checkbox"/> Manufacturer/Producer <input type="checkbox"/> Trader (Distributor, Wholesaler, Retailer)
6. COMPANY'S CAPITALIZATION (PH Legal Tender: Currency):	<input type="checkbox"/> not more than 3 Million <input type="checkbox"/> 3,000,001 to 15 Million <input type="checkbox"/> 15,000,001 to 100 Million <input type="checkbox"/> Above 100 Million
7. ASSET SIZE (in Philippine Pesos)	<input type="checkbox"/> Less than or equal to ₱3M <input type="checkbox"/> Between ₱3M - ₱15M <input type="checkbox"/> Between ₱15M - ₱100M <input type="checkbox"/> Above ₱100M
8. EXISTENCE OF PLANTATION/ FARM / FACTORY:	<input type="checkbox"/> NONE <input type="checkbox"/> YES, Location: _____
9. TOTAL NUMBER OF EMPLOYEES	Direct hire: _____ Contractual: _____
10. BUSINESS OPERATIONS	<input type="checkbox"/> New (operation is new and will only start once bid is won) <input type="checkbox"/> For resumption (operation stopped for a while, but will resume once bid is won) <input type="checkbox"/> Continuous/Existing (operation/production is continuous) <input type="checkbox"/> Temporary/Repurposed (operation is only for a short period of time, part of the facilities will be temporarily repurposed)

Make sure to leave no blanks.  
Answer the checkboxes; write  
"N/A" if not applicable.

B. PRODUCT SPECIFICATION (Declared specifications here will be reflected in the Certificate of Preference)		
Product Name	Brand	Type/Model/Generic
Description		
Selling Price:		
Current Production Capacity:		
Rated Production Capacity:		
IMPORTANT NOTE: The Domestic Preference Application is assessed per good. Thus, one certified good requires one set of application documents.		

This is the declaration of the good applied for certification. Information here would be reflected on the Certificate of Preference. **Be as specific as possible.**

**C.1. SUMMARY OF RAW MATERIALS' INFORMATION\***

Complete list of Raw Materials (Include generic name)	Name of Supplier	Place of Origin**	Percentage Cost <i>How much (in percent) does each raw material cost from the overall product price?</i>
(Local)			
1.			
2.			
3.			
4.			
5.			
		Total percentage cost of local raw materials:	
(Foreign)			
1.			
2.			
3.			
4.			
5.			
		Total percentage cost of imported raw materials:	

Continue in a separate sheet if necessary

\*Provide a detailed information on the suppliers on ANNEX A and B.

\*\*Information included here should be supported by the documentary proof to support place of origin, as prescribed in the documentary requirements

**C.2. VALUE-ADDED COSTS**

Specify how much (in percent) does each of the following cost from the total expenses:

Direct Material Cost:		Others, please specify:	
Marketing Cost:			
Labor Cost:			
Overhead Cost:		OVERALL TOTAL (should equal 100%):	

Continue in a separate sheet if necessary

**D. OWNER / AUTHORIZED REPRESENTATIVE**

Name:	(Personal Title/ Prefix) (First) (Middle) (Last) (Suffix)			
Designation:				
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Social Classification:	<input type="checkbox"/> Able <input type="checkbox"/> Differently-Abled <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Others (pls. specify):			
Contact Details:	Telephone Number:		Fax Number:	
	Mobile Number:		Email Address:	

Together with this duly accomplished application form are the required documents listed below to support our application for a Domestic Bidder Preference Certification.

- ☐ Photocopy of DTI business name registration (if sole proprietorship), or SEC certificate of registration (if corporation or partnership), or CDA registration certificate (if cooperative);
- ☐ Photocopy of Mayor's Permit;
- ☐ Photocopy of FDA registration or PS license (if applicable);
- ☐ Brochure of goods sought to be certified, indicating the brand and model / brand and generic (or any term applicable);
- ☐ 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
- ☐ 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.

**UNDERTAKING**

I hereby declare that all information supplied in this application are true and correct to the best of my belief and knowledge, and any false or misleading information supplied, or production of materially false or misleading document to support this application shall be a ground for the appropriate criminal, civil and/or administrative action against me.

\_\_\_\_\_  
PRINTED NAME / SIGNATURE  
OWNER/AUTHORIZED REPRESENTATIVE

**DISCLAIMER**

All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and related issuances.

List all the raw materials used to grow, produce, or manufacture the good applied for certification. Specify the name of the supplier and its address.

On the percentage cost column, provide percentages of how each raw material cost from the total production cost.


**NOTE: Total percentage cost of local + total percentage cost of imported raw materials should equal Direct Material Cost.**

➡ Total percentage cost from these should equal 100%.

Leave no blanks.

➡ Should be signed.

### III. Template # 2: DoBid Application Form Annex A and B



**DOMESTIC BIDDERS CERTIFICATE OF PREFERENCE**  
 APPLICATION FORM—ANNEX A

DTI-CB Form No: 01-2020  
 Revision No.: 2  
 Effectivity Date: 24 Nov 2020

**SUPPLIER INFORMATION**

**LOCALLY GROWN, PRODUCED, OR MANUFACTURED RAW MATERIALS**

**NAME OF APPLICANT FIRM / COMPANY:** \_\_\_\_\_

**GOODS/PRODUCTS TO BE CERTIFIED:** \_\_\_\_\_


SUPPLIER 1:					
Address:		(House/ Building No / Building Name)		(Street Name)	
(Barangay)	(City/ Municipality)	(Province)	(District)	(Region)	(Zip Code)
Contact Details:	Telephone Number:		Mobile Number:		
	Email Address:		Fax Number:		
	Social Media / Website:				

SUPPLIER 2:					
Address:		(House/ Building No / Building Name)		(Street Name)	
(Barangay)	(City/ Municipality)	(Province)	(District)	(Region)	(Zip Code)
Contact Details:	Telephone Number:		Mobile Number:		
	Email Address:		Fax Number:		
	Social Media / Website:				

SUPPLIER 3:					
Address:		(House/ Building No / Building Name)		(Street Name)	
(Barangay)	(City/ Municipality)	(Province)	(District)	(Region)	(Zip Code)
Contact Details:	Telephone Number:		Mobile Number:		
	Email Address:		Fax Number:		
	Social Media / Website:				

#### ANNEX A: Local Suppliers' Information

Provide details of all declared suppliers as listed in the Page 2 of the DoBid Application Form.



**DOMESTIC BIDDERS CERTIFICATE OF PREFERENCE**  
 APPLICATION FORM—ANNEX B

DTI-CB Form No: 01-2020  
 Revision No.: 2  
 Effectivity Date: 24 Nov 2020

**SUPPLIER INFORMATION – IMPORTED RAW MATERIALS**

**NAME OF APPLICANT FIRM / COMPANY:** \_\_\_\_\_

**GOODS/PRODUCTS TO BE CERTIFIED:** \_\_\_\_\_

SUPPLIER 1:	
Tariff Classification:	
An explanation as to why the industry has imported the raw material:	
Supplier type:	<input type="checkbox"/> Domestic Supplier / Importer <input type="checkbox"/> Overseas Supplier / Exporter supplying the imported material
Address:	
(House/ Building No / Building Name) (Street Name)	
(City)	(Country) (Zip Code)
Contact Details:	Telephone Number:
	Mobile Number:
	Email Address:
Fax Number:	
Social Media / Website:	

SUPPLIER 2:	
Tariff Classification:	
An explanation as to why the industry has imported the raw material:	
Supplier type:	<input type="checkbox"/> Domestic Supplier / Importer <input type="checkbox"/> Overseas Supplier / Exporter supplying the imported material
Address:	
(House/ Building No / Building Name) (Street Name)	
(City)	(Country) (Zip Code)
Contact Details:	Telephone Number:
	Mobile Number:
	Email Address:
Fax Number:	

#### ANNEX B: Foreign Suppliers' Information


Provide details of all declared suppliers as listed in the Page 2 of the DoBid Application Form.

Please make sure to include the **tariff classification** (you may consult your customs broker) and the explanation why there is a need to import.

**Domestic Suppliers/Importers** are companies located in the country but business is only trading imported products here.

**Overseas Suppliers/Exporters** pertain to companies who directly supply goods from outside the country.

#### IV. Template #3: DoBid Application Form Annex C



**DOMESTIC BIDDERS CERTIFICATE OF PREFERENCE**  
**APPLICATION FORM—ANNEX C**

DTI-CB Form No: 01-2020  
 Revision No.: 1  
 Effectivity Date: 24 Nov 2020

I. Machines Information				
Name of Machine (Generic)	Brand	Units	Function	Type of Ownership* (check one)
				<input type="checkbox"/> Owned <input type="checkbox"/> Others: _____
				<input type="checkbox"/> Owned <input type="checkbox"/> Others: _____
				<input type="checkbox"/> Owned <input type="checkbox"/> Others: _____
				<input type="checkbox"/> Owned <input type="checkbox"/> Others: _____
				<input type="checkbox"/> Owned <input type="checkbox"/> Others: _____

(Continue in a separate sheet if necessary)

\*Types of ownership: Rented, leased to own, consigned, etc.

#### ANNEX C: Machines and Manufacturing Facilities' Information

Specify all the machines, its brand, units, and functions used to grow, produce, or manufacture the good applied for Certification.

Also check the type of ownership for each machine.

II. Manufacturing Facilities Information	
1. Total Production Area:	
2. Type of Ownership of the facility:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Others, please specify: _____
3. Current site's operations	<input type="checkbox"/> Dedicated <input type="checkbox"/> Multi-purpose <input type="checkbox"/> Others, please specify: _____
4. Year started using the declared site	
5. Other sites/plants used for manufacturing:	<input type="checkbox"/> None <input type="checkbox"/> Yes, where? _____
6. Percentage of production usually being subcontracted:	
7. Presence of storage facilities	<input type="checkbox"/> None (proceed to number 8) <input type="checkbox"/> Yes (continue to 7.1 and 7.2)
7.1 Total area of storage facility	
7.2 Total capacity of storage facility	
8. Largest Completed Contract with the applied good	Procuring Entity: _____ Volume: _____ Year: _____

Leave no blanks.  
Put "N/A" if not applicable.

## V. Other Instructions

- For your production flowchart and floor plan, only **focus** on the facilities and processes done to grow, produce, or manufacture the good applied for certification. You may either send it separately or attach as photo inside the Annex C form. **However, make sure the photo is clear.**
- Proof to support place of origin (e.g. delivery receipts or invoices): This should show the name of the raw material you purchased from the declared supplier used in the production/manufacturing.
- Sworn statement template: fill out the blue highlighted portions. Have the statement notarized. Just make sure the raw materials declared in DoBid Application Form Page 2 **are the same** as the list in the sworn statement.
- FOR ONLINE SUBMISSION (via email to [CBDoBid@dti.gov.ph](mailto:CBDoBid@dti.gov.ph))
  - For easier assessment and information organization, kindly rename your application documents with the following preferred document names: “01\_Application Form” “05\_Brochure” etc.
  - Refrain from sending documents in PNG or JPG formats (except for floor plan and production flowchart). Preferred file formats are: “.docx” or “.pdf.” You may also send a zipped folder.
  - For multiple goods to be applied, please organize each files and send them per folder or one set per email. **One set of application documents should be sent for each good applied.** Grouping documents together or merging forms and information to cover for multiple goods will NOT be accepted.