



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

September 27, 2002

ADMINISTRATIVE ORDER
No. 154 S 2002

Subject: Requirements for Suppliers Authorized Representatives During Public Bidding and Other Modes of Procurement

In addition to the mandatory requirements for suppliers eligibility participate in a public bidding and other modes of procurement conducted by the DOH and to enter into a procurement contract with DOH, the following certifications are required from the representative(s) of a prospective bidder. This shall be part of the first envelope required for public bidding and for other modes of procurement:

1. For a local company representing a foreign manufacturer, Suppliers and/or distributOrs — A certification from the foreign manufacturer, supplier and/or distributor indicating the extent of authority given to a local supplier and/or distributor during the procurement process, duly attested by the Philippine Consulate at the foreign suppliers country. It shall specifically indicate in what capacity it is affording the local supplier such as, as official representative to tender bid and/or to enter in to contract in its behalf.
2. For a joint venture between a local and foreign supplier — a joint certification from both the suppliers. indicating who is/are their official representatiye(s).
3. For a local supplier, that is:
 - a. Corporation - A Board Resolution signed by the Members of the Board or a Secretary's Certificate proclaiming who is/are the corporations official representative(s),
 - b. Sole proprietorship or partnership, choperative- Certification issued by the Company/Cooperatives President or CEO disclosing who is/are their authorized Representatiye(s);
 - b. Joint venture— Ajoint certification issued by the suppliers' authorized officials making known who is/are their authorized Representative(s)

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Secretary of Health