

## **Competitiveness and Innovation**

### Frontline Service

## 1. Certificate of Preference for Domestic Bidders

The issuance of Certificate of Preference for Domestic Bidders is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the certificate is not released within 20 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph)).

Processing of application and issuance of certificate of preference for Domestic Bidders participating in government procurement projects.

|  |   |                 |                 |                                  |
|--|---|-----------------|-----------------|----------------------------------|
| Office or Division:  | Competitiveness Bureau  |                 |                 |                                  |
| Classification:  | Highly Technical  |                 |                 |                                  |
| Type of Transaction:   | G2B   |                 |                 |                                  |
| Who may avail:   | Any person or entity offering goods, supplies, or materials which are grown, produced, manufactured in the Philippines may file an application. |                 |                 |                                  |
| CHECKLIST OF REQUIREMENTS  |   |                 |                 | WHERE TO SECURE                  |
| 1. Application for Domestic Bidders Certificate of Preference;   |   |                 |                 |                                  |
| 2. Photocopy of DTI Business Name Registration (if sole proprietorship), or SEC certificate of registration (if corporate or partnership), or CDA registration certificate (if cooperative);   |   |                 |                 |                                  |
| 3. Photocopy of Mayor’s Permit;  |   |                 |                 |                                  |
| 4. Photocopy of FDA Registration/ PS License (if applicable);  |   |                 |                 |                                  |
| 5. Brochure of goods sought to be certified, indicating the brand and model/brand and generic (or any term applicable)   |   |                 |                 |                                  |
| 6. Complete list of raw materials or components comprising the goods sought to be certified, together with the percentage cost;  |   |                 |                 |                                  |
| 7. 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 |   |                 |                 |                                  |
| 8. Sworn statement from the applicant, as to the place of origin of each raw material or component that goes into every unit of the foods sought to be certified and the place of manufacture of the goods sought to be certified.         |   |                 |                 |                                  |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE               |
| Submit application   | Pre-screening and acceptance of application   | N/A             | 1 day           | DTI CB-SCLMD (DoBid Secretariat) |
|  | Acknowledgement and acceptance of Application   |                 |                 |                                  |

| CLIENT STEPS                      | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME                          | PERSON RESPONSIBLE   |
|-----------------------------------|--|---|--|--|
| Payment for the application       | Process payment and issue Official Receipt   | <b>Micro-enterprises:</b><br>₱5, 000<br><br><b>Small Enterprises:</b><br>₱10,000<br><br><b>Medium Enterprises:</b><br>₱15,000<br><br><b>Large Enterprises:</b><br>₱20,000 | 30 minutes                               | DTI-Cashier<br>DTI-HO 4/F                                    |
|                                   | a. Evaluation of document submitted and validation of information provided<br>b. Conduct ocular inspection<br>c. Preparation of Inspection (Technical) Report<br>d. Submission of report to the Director<br>e. Approval/Denial of application<br>f. Preparation of Certification | N/A   | 14 days (a-d)<br>2 days (e)<br>1 day (f) | DTI CB-SCLMD (a-d, f) (DoBid Secretariat)<br>CB Director (e) |
| Receive Certificate of Preference | Issuance of Certificate of Preference  | N/A   | 1 day                                    | DTI CB-SCLMD (DoBid Secretariat)                             |

## 2. Registration of Business Name

The issuance of Business Name Registration Certificate is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If BNRC is not released within 3 days, you may file a complaint via email ([ask@dti.gov.ph](mailto:ask@dti.gov.ph)).

BNR is mandated by Act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

The BNR should be renewed every 5 years from the date of registration. The application for renewal of BNR may be filed one hundred eighty (180) calendar days prior to its expiration up to 180 calendar days after the expiration date.

| <b>Office or Division:</b>  | DTI Regional and Provincial Offices |  |
|---|-------------------------------------|--|
| <b>Classification:</b>  | Simple                              |  |
| <b>Type of Transaction:</b>   | G2B                                 |  |
| <b>Who may avail:</b>   | Individuals/sole proprietors        |  |
| CHECKLIST OF REQUIREMENTS   |                                     | WHERE TO SECURE  |
| <b>For walk-in/over-the-counter application</b>   |                                     |  |
| 1. Applicant must be at least 18 years old  |                                     |  |
| 2. One (1) duly filled-out Application Form signed by the applicant of the BNR  |                                     | DTI Regional and Provincial Offices<br>Negosyo Centers |
| 3. One (1) valid government-issued ID   |                                     |  |
| 4. Additional requirements for non-Philippine national:   |                                     |  |
| a. Applicant must be at least 18 years old (where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non-Philippine national shall submit proof thereof)  |                                     |  |
| b. Clear certified copy of the Alien Certificate of Registration  |                                     | Bureau of Immigration                                  |
| c. Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act No. 7042 (Foreign Investment Act) as amended by Republic Act No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be |                                     | Concerned DTI Office                                   |
| 5. Additional requirement for refugee/stateless persons:  |                                     |  |
| 1. Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as a  |                                     | Department of Justice                                  |

| refugee/stateless person or presentation of the original Certificate of Recognition and submission of a duplicate copy thereof  |  |   |   |   |
|---|--|---|---|---|
| <p><b>For online applications</b>, a signed application form is no longer required since the accomplished online application is equivalent to the duly-accomplished physical application form. The online application for BN registration is subject to the Terms and Conditions set forth under the Rules and by clicking the “I Agree” button, the applicant is deemed to have understood and accepted all such Terms and Conditions including the mandatory undertakings as posted on the web-enabled BN registration system.</p> <p>Online applications filed by non-Philippine nationals, refugees and stateless persons shall be acted upon submission of the abovementioned supporting documentary requirements.</p> |  |   |   |   |
| <b>Additional requirements if filer is other than the owner</b>   |  |   |   |   |
| 1. Authorization letter from the owner  |  |   |   |   |
| 2. Valid ID of the authorized representative  |  |   |   |   |
| <b>For renewal of registration</b>  |  |   |   |   |
| 1. Same requirements as that for new application  |  |   |   |   |
| CLIENT STEPS  | AGENCY ACTIONS                               | FEES TO BE PAID   | PROCESSING TIME   | PERSON RESPONSIBLE  |
| Accomplish and submit application form  | Receive, verify and process application form |   | Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is <b>fifteen (15) minutes</b> | BN Processor/NC Business Counsellor, if through NC  |
| Pay registration fee  | Receive payment and issue official receipt   | Registration fee based on territorial scope:<br><br>Barangay: ₱200.00<br><br>City/ Municipal: ₱ 500.00<br><br>Regional: ₱1,000.00<br><br>National: ₱2,000.00<br><br>Plus Documentary Stamp Tax of ₱30.00 per registration |   | Cashier/Special Collecting Officer (SCO)<br><br>If online application, through online payment |

| CLIENT STEPS             | AGENCY ACTIONS                     | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE                                 |
|--------------------------|------------------------------------|---|-----------------|--|
|                          |                                    | Surcharge for Renewal - Additional 50% of registration fee if filed within ninety-one (91) days to one hundred eighty days (180) days after the expiration date |                 |  |
| Claim Certificate of BNR | Print and issue Certificate of BNR |   |                 | BN Processor/NC Business Counsellor, if through NC |