



PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)
Website: www.davaodelsur.gov.ph/pgo-bac
Email Add.: bac.davaodelsur2@gmail.com (Goods)
sbacdavaodelsur@gmail.com (Infra)

I Love Davao del Sur

INVITATION TO QUOTE

Date: August 31, 2023

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential bidders/suppliers to quote for the following goods under **Alternative Methods of Procurement (Small Value Procurement)**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PGO-Administrative Services	1194-AM-23	Supply/Delivery of Other Supplies. Please see attached RFQ.	₱ 53,500.00	10 Calendar Days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City** from **8:00 a.m. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on September 07, 2023**:
Advance Dropping (before September 07, 2023) Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 07, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 07, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The BAC Chairperson
Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

MS. NORJANNA M. CAMAGUIN, MPA
PMO-Chief Administrative Officer
Head BAC Secretariat
Procurement Management Office
Room 4, Executive Building, Barangay Matti, Digos City
Website: www.davaodelsur.gov.ph
Email: bac.davaodelsur2@gmail.com
Telephone No.: (082) 553-9579
Mobile Nos.:
Globe 0905-229-0526; 0966-974-7142
Smart 0908-332-2024; 0946-194-2281


DESSAMIE BUAT-SANCHEZ, CPA, J.D
(Provincial Budget Officer)
BAC Chairperson



INVITATION TO QUOTE

Date: August 31, 2023

1. The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) invites all qualified bidders to quote for the following goods under Alternative Methods of Procurement (Small Value Procurement):

Office	PR	Description	AEC	Delivery Period	Place of Delivery	Mode of Procurement	Small Value Procurement
100-Administrative Services	100-AM-23	Supply/Delivery of Office Supplies Please see attached RFO.	₱ 53,500.00	10 Calendar Days	Various	Procurement	Procurement

- Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Maiti, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.
- Price Quotations must be delivered to the following address on September 07, 2023:
Address: Procurement (Before September 07, 2023) Room 4, Procurement Management Office, Executive Building, Maiti, Digos City. Date of Opening (September 07, 2023) – Ballot Hall, Davao del Sur Coliseum, Province of Davao del Sur.
- Quotations for Opening shall be on September 07, 2023 at 9:00 a.m. at Ballot Hall, Davao del Sur Coliseum, Provincial Government of Davao del Sur.
- The procured Request for Quotation's form as attached. Late bid shall not be accepted.
- If applicable, Brand Name shall be indicated in the RFO by the participating bidders. In the absence of Brand Name, offered shall be sufficient ground for disqualification of the participating supplier/bidder.
- Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.
- The supplier shall notify the PGSO a day before the actual delivery.
- The Provincial Government of Davao del Sur reserves the right to reject any and all bids which are not in compliance with the contract or any other contract award in accordance with Sections 35.6 and 41 of the 2014 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder.

For further information, please refer to:

The BAC Chairperson
Provincial Government of Davao del Sur
Email: procurement@psd.gov.ph
MS. ROSALINA M. C. MAGCIN, MBA
PHO-Contract Administration Office
Room 4, Executive Building, Barangay Maiti, Digos City
Website: www.psd.gov.ph
Email: procurement@psd.gov.ph
Telephone: (082) 353-8179
Mobile: 092-329-0258; 092-074-7143
Phone: 082-329-0258; 092-074-7143

DEBARRIE BEAT P. FORNELL, CPA, J.B.
Provincial Engineer/Officer
BAC Chairperson



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
 Mati, Digos City

BIDS AND AWARDS COMMITTEE
CANVASS/REQUEST FOR QUOTATION

Small Value Procurement (Sec 53.9)
 Recanvass Item/s (2ND Opening)

August 31, 2023

(Company Name & Address)

Sir/madam:

Please quote your price on items listed below, subject to General Conditions at the back of this page, stating the shortest time of delivery and submit your quotation at the following not later than **September 07, 2023 @ 9:00 AM:**

Advance Dropping (before **September 07, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.
 Date of Opening (**September 07, 2023**) – Ralota Hall Davao Del Sur Coliseum, Province of Davao Del Sur.

Late submission of quotation shall not be accepted. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

PR. NO.: **1194-AM-23**

End User:

Dated: **08/24/2023**

PGO - Administrative Services

DESSAMIE BUAT SANCHEZ, CPA, JD

PGDH-PBO / BAC CHAIRPERSON

Item No.	Unit	Item and Description	Qty	Approved Budget for Contract (ABC) Total	Approved Budget for Contract (ABC) Unit	Supplier's Quotation Unit Price	Brand Name
1	pcs	Office Table with Center drawer 120cm x 60cm (color gray)	3	24,000.00	8,000.00		
2	pcs	Chair with Arm board Size: 47cm x 48cm seat (please see attached picture)	3	13,500.00	4,500.00		
3	pc	Executive Chair Size: 52 x 45 x 88cm or manufacturer's standard dimentions equivalent Material: Synthetic Leather # Of wheels: 5 (five)	1	16,000.00	16,000.00		
Charges: PGO-Admin. Services Office Other Supplies- 5-02-03-990 Purpose/Remarks: For use of Provincial Administrator's, and Admin. Office. NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.				53,500.00			

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.

ITR/BTR and Omnibus sworn statement shall be submitted prior to the release of payment in the case of Small Value Procurement.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

CANVASSER:

Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ.

 Name & Signature of Canvasser

 (Name & Signature of proprietor or its duly authorized representative)

HOW DID YOU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:

- Through a Canvasser Walk-in Supplier
 Downloaded through Philgeps Sent through BAC Email
 Downloaded through Davao del Sur Website

 Valid ID

 (Telephone, Cellphone No. and/or Email Address)

GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATIONS/S.
12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
 - a. NOT ENCLOSED IN AN ENVELOPE
 - b. ENVELOPE NOT SEALED
 - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
 - a. COMPANY NAME
 - b. CONTACT NUMBER
 - c. PURCHASE REQUEST NO. & DATE
 - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
 - a. COMPANY NAME AND ADDRESS
 - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
 - c. VALID ID
 - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS



PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)
Website: www.davaodelsur.gov.ph/pgso-bac
Email Add.: bac.davaodelsur2@gmail.com (Goods)
sbacdavaodelsur@gmail.com (Infra)



INVITATION TO QUOTE

Date: August 31, 2023

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential bidders/suppliers to quote for the following goods under **Alternative Methods of Procurement (Small Value Procurement)**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
DSPH	1220-AM-23	Supply/Delivery of Aircon. Please see attached RFQ.	₱ 95,000.00	10 Calendar Days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.**
3. Price Quotations must be delivered to the following at **9:00am on September 07, 2023:**

Advance Dropping (before September 07, 2023) Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. Date of Opening (September 07, 2023) – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 07, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The BAC Chairperson
Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

MS. NORJANNA M. CAMAGUIN, MPA
PMO-Chief Administrative Officer
Head BAC Secretariat
Procurement Management Office
Room 4, Executive Building, Barangay Matti, Digos City
Website: www.davaodelsur.gov.ph
Email: bac.davaodelsur2@gmail.com
Telephone No.: (082) 553-9579
Mobile Nos.:
Globe 0905-229-0526; 0966-974-7142
Smart 0908-332-2024; 0946-194-2281


DESSAMIE BUAT-SANCHEZ, CPA, J.D
(Provincial Budget Officer)
BAC Chairperson



INVITATION TO QUOTE

Date: August 21, 2023

The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC) invites all qualified bidders to quote for the following goods under Alternative Methods of Procurement (AMPS) as follows:

Item No.	Quantity	Description	Unit	Estimated Price	Delivery Period	Place of Delivery	Remarks
1	1000	Supply/Delivery of...	kg	1,000,000.00	10 days	Writers	

Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Bangangay Street, Digos City from 8:00 a.m. to 4:00 p.m., Monday to Friday.

Bids/quotations must be delivered to the following address on September 07, 2023:

Address: Procurement Management Office, Room 4, Executive Building, Bangangay Street, Digos City. Date of Opening (September 07, 2023) - Before 11:00 a.m. Davao del Sur Coliseum, Province of Davao del Sur.

Request for Quotation's opening shall be on September 07, 2023 at 9:00 a.m. at Katoza Hall, Davao del Sur Coliseum, Province of Davao del Sur.

The prescribed Request for Quotation form is attached. Late bid shall not be accepted.

If applicable, brand name shall be indicated in the BFO by the participating bidders. In the absence of brand name, bidders shall be sufficient ground for disqualification of the participating bidder.

Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.

The supplier shall notify the PGO a day before the actual delivery.

The Provincial Government of Davao del Sur reserves the right to reject any and all bids, declare a follow-up bidding or not award the contract at any time prior to contract award in accordance with sections 35 and 41 of the R.A. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The BAC Chairperson
 Provincial Government of Davao del Sur
 Email: bac@pgo.gov.ph
 MR. NORLANKA M. CAMAGUEY, MBA
 PGO Chief Administrative Officer
 Hall, BAC Division
 Procurement Management Office
 Room 4, Executive Building, Bangangay Street, Digos City
 Website: www.pgo.gov.ph
 Email: bac@pgo.gov.ph
 Telephone No. (083) 542-5575
 Office No. 339-0750, 0946-974-7112
 Fax No. 332-5024, 0946-194-5781

DISSAATHE BUA-SAMRITEL CPA, Ltd.
 Provincial Bids and Awards Committee
 BAC Chairperson



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
 Mati, Digos City

BIDS AND AWARDS COMMITTEE
CANVASS/REQUEST FOR QUOTATION

Small Value Procurement (Sec 53.9)

August 31, 2023

(Company Name & Address)

Sir/madam:

Please quote your price on items listed below, subject to General Conditions at the back of this page, stating the shortest time of delivery and submit your quotation at the following not later than **September 07, 2023 @ 9:00 AM:**

Advance Dropping (before **September 07, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.
 Date of Opening (**September 07, 2023**) – Ralota Hall Davao Del Sur Coliseum, Province of Davao Del Sur.

Late submission of quotation shall not be accepted. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

PR. NO.: **1220-AM-23**

End User:

DESSAMIE BUAT SANCHEZ, CPA, JD

Dated: **08/31/2023**

DSPH

PGDH-PBO / BAC CHAIRPERSON

Item No.	Unit	Item and Description	Qty	Approved Budget for Contract (ABC) Total	Approved Budget for Contract (ABC) Unit	Supplier's Quotation Unit Price	Brand Name
1	unit	3.0HP Wall Mounted Split type Air-Condition (Inverter) with Installation service	1	95,000.00	95,000.00		
		* fulfills at least ENERGY STAR 4.0 * do not contain "controlled refrigerants" or CFCFree * the supplier shall ensure that the products are repairable and that replacement parts are available * In recyclable packages					
		Charges: CY 2022 SUPPLEMENTAL AIP NO. 1 - 20% LGDF Purchase of Medical Equipment and Other Necessary Supplies and Equipment for DSPH Emergency Room OFFICE EQUIPMENT 1-07-05-020 8918461 Purpose/Remarks: FOR DSPH EMERGENCY ROOM USE. NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		95,000.00			

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.

ITR/BTR and Omnibus sworn statement shall be submitted prior to the release of payment in the case of Small Value Procurement.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

CANVASSER:

Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ.

Name & Signature of Canvasser

(Name & Signature of proprietor or its duly authorized representative)

HOW DID YOU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:

- Through a Canvasser Walk-in Supplier
 Downloaded through Philgeps Sent through BAC Email
 Downloaded through Davao del Sur Website

Valid ID

(Telephone, Cellphone No. and/or Email Address)

Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Mati, Digos City

GENERAL CONDITION

CANVASSER'S FOR QUOTATION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.
12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
 - a. NOT ENCLOSED IN AN ENVELOPE
 - b. ENVELOPE NOT SEALED
 - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
 - a. COMPANY NAME
 - b. CONTACT NUMBER
 - c. PURCHASE REQUEST NO. & DATE
 - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
 - a. COMPANY NAME AND ADDRESS
 - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
 - c. VALID ID
 - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS