

SUPPLY AND DELIVERY OF ASSORTED BOOKS  
FOR THE UPBAGUIO LIBRARY  
**ABC = 1,639,055.78**  
CHECKLIST OF DOCUMENTARY REQUIREMENTS

DATE: \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

ENVELOPE 1: ELIGIBILITY & TECHNICAL REQUIREMENTS

ELIGIBILITY DOCUMENTS		
REMARKS		
PASS	FAIL	
		<b>1 PhilGEPS Platinum Certificate of Registration</b> and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participation in the procurement by a Philippine Foreign Service Office or Post which shall submit eligibility documents under Section 23.1 of the IRR: provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1/4 of this IRR
		<b>OR, Class "A" Legal Documents</b>
		<b>1.a</b> Registration certificate from the <b>Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI)</b> for sole proprietorship, or <b>Cooperative Development Authority (CDA)</b> for cooperatives, or any proof of such registration as stated in the BDS;
		<b>1.b</b> <b>Valid and Current Mayor's or Business permit/license</b> issued by the city or municipality where the principal place of business of the prospective bidder is located;
		<b>1.c</b> <b>Tax Clearance</b> per C.O. 398, Series of 2005 as finally reviewed and approved by BIR;
		<b>1.d</b> <b>Audited Financial Statement</b> received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
		<b>2</b> <b>Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the period two (2) years as stated in the BDS; (Please see SF-GOOD-13a).</b> <i>Note:</i> GPPB Resolution No. 29-2012 provides "that submission of a Statement of On-going contract should only be required if the bidder opts to submit an NFCC computation. If the bidder opts to submit a Committed Line of Credit (CLC), it need not submit the statement)
		<b>3</b> <b>Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4; (Please see SF-GOOD-13b)</b>
		<b>4</b> Computation of <b>Net Financial Contracting Capacity [NFCC]</b> -(Please see form provided in the PBD) or a <b>Committed Line of Credit</b> from a universal or commercial bank.

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**Class "B" Documents**  
Valid **Joint Venture Agreement**, if applicable; or, in lieu thereof, duly notarized statements from all the potential joint venture partners in accordance with Section 23.1 (b) of the IRR; *(Please see template at the PBD)*

TECHNICAL DOCUMENTS

APPROVED BUDGET for the CONTRACT (ABC): 1,639,055.78

6. <b>BID SECURITY</b> in any of the following forms:	
a) Cash or cashier's/manager's check from Universal or Commercial Bank; Bank draft/guarantee or irrevocable letter of credit from Universal or Commercial Bank; <b>(2% of ABC)</b> , or	32,781.12
b) Surety Bond <b>(5% of ABC)</b> and/or	81,952.80
c) Bid Securing Declaration <i>(Please see template at the PBD)</i>	

REMARKS		
PASS	FAIL	
		7 Conformity with the Technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents;
		8 Sworn statement <b>in accordance with Sec. 25.3 of the IRR of R.A. 9184 AND USING THE FORM PRESCRIBED IN Section VIII Bidding FORMS– (Pls. refer to standard form: <b>OMNIBUS SWORN STATEMENT</b>)</b> ;
		9 After sales services / packages, <b>IF ANY</b>

**Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.**

ENVELOPE 2: FINANCIAL PROPOSAL

Unless otherwise stated in BDS, the Financial component shall contain the following information/documents. It shall be opened only if the bidder has complied with the requirements in the Technical Envelope.

**Note: Bids received in excess of the ABC shall be automatically rejected at Bid Opening.**

REMARKS		
PASS	FAIL	
		10 Duly signed Financial Bid Form ( <b>BID FORM</b> ) which include bid prices;
		12 Applicable <b>Price Schedules</b> in accordance with ITB Clause 15.1 and 15.4 <b>AND SOFT COPY OF BID PRICES and Price Schedules</b>
		12 If the bidder claims preference as a Domestic Bidder or Domestic Entity, a certification. from the DTI, Sec, or CDA issued in accordance with ITB Clause 27;
		13 Any other document required in the BDS – <b>NOTARIZED ACCOMPLISHED UP QUESTIONNAIRE</b>

**IMPORTANT: The abovementioned documents shall be arranged according to the checklist and properly labeled/tagged for easy checking**