

CHECKLIST OF REQUIREMENTS FOR BIDDERS

**ENVELOPE1: Eligibility and Technical Components**

➤ **ELIGIBILITY DOCUMENTS –**

**Class "A" Documents:  
Legal Documents**

1. PhilGEPS certificate of Registration and membership (Platinum) 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.

or if none (PhilGeps\_Platinum);

submit 1) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; 2) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; 3) Tax Clearance per EO 398, Series of 2005 as finally reviewed and approved by BIR.

**Technical Documents**

2. Statement of all its ongoing and completed 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, and Statement of the Bidder's SLCC similar to be bid, in accordance with ITB Clause 5.4.

The following statements required shall indicate for each contract of the following:

- 1) name of the contract,
  - 2) date of the contract,
  - 3) contract duration,
  - 4) owner's name and address,
  - 5) kinds of Goods,
  - 6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts; total contract value at award,
  - 7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; total contract value at completion, if applicable,
  - 8) date of delivery; and,
  - 9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
3. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank;

**Class "B" Document:**

4. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

➤ **TECHNICAL DOCUMENTS –**

5. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule as prescribed in ITB Clause 18:
  - 5.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank.
  - 5.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
  - 5.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
6. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
7. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms (**Omnibus Sworn Statement**);
8. Other technical requirements,
9. After sales services;

**ENVELOPE2: Financial Component**

Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

10. Financial Bid Form ("Bid Form");
11. Bill of Quantities;
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.

***Unless otherwise stated in the BDS, all bids that exceed the ABC shall not be accepted.***

**CHECKLIST OF POST-QUALIFICATION DOCUMENT REQUIREMENTS (ITB Clause 28.2)**

Within a non-extendible period of Five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:

1. Latest income and business tax returns, tax returns filed through the Electronic Filing and Payments System (EFPS); and
2. Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as LCB to duly submit the requirements under this Clause or a finding against the veracity of such, shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

**REMINDERS:**

1. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder. (ITB Clause 19.4)
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder. (ITB Clause 19.5)
3. Each Bidder shall submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 & 2 of its bid. (ITB Clause 20.3/BDS)