

## CHECKLIST OF REQUIREMENTS FOR BIDDERS

### ENVELOPE1: Eligibility and Technical Components

#### ➤ **ELIGIBILITY DOCUMENTS –**

##### **Class "A" Documents:**

##### **Legal Documents**

1. PhilGEPS certificate of Registration 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.

##### **Technical Documents**

2. Statement of all its ongoing and completed government and private contracts similar to the contract to be bid, unless otherwise stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, 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.

##### **Financial Documents**

3. NFCC computation in accordance with ITB Clause 5.5;
4. Certification that remittances of concerned Security Agency are up-to-date:
  - Certification issued by SSS
  - Certification issued by Pag-ibig
  - Certification issued by PhilHealth;
5. 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.

#### **Class "B" Document:**

#### ➤ **TECHNICAL DOCUMENTS –**

6. Bid security as prescribed in ITB Clause 18.
  - a. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
  - b. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms (**Omnibus Sworn Statement**);
  - c. Other technical requirements, including but not limited to the following: (*per GPPB Resolution No. 24-2007*)
    - a. Organizational Set-up/Chart;
    - b. List of Add-on Services, if any;

### ENVELOPE2: Financial Component

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

7. Financial Bid Form ("Bid Form");
8. 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;
9. 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)