

CHECKLIST OF DOCUMENT REQUIREMENTS FOR BIDDERS (JANITORIAL SERVICES CONTRACT)

A. ENVELOPE 1: ELIGIBILITY & TECHNICAL REQUIREMENTS

ELIGIBILITY DOCUMENTS

Class "A" Documents:

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 C.O. 398, Series of 2005 as finally reviewed and approved by BIR;
4. 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;
5. Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
 - a) name of the contract;
 - b) date of the contract;
 - c) kinds of Goods;
 - d) amount of contract and value of outstanding contracts;
 - e) date of delivery; and
 - f) end user's acceptance or official receipt(s) issued for the contract, if completed.

This statement shall be supported with Notice of Award and/or Contract, Notice to Proceed issued by the owner;

Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the Contract to the bid, except under conditions provided in section 23.4.1.3 and 23.4.2.4 of this IRR;

6. NFCC computation, or, Credit Line Certificate (CLC) in accordance with **ITB** Clause 5.5;
7. Certification that remittances of concerned Janitorial Agency are up-to-date:
 - a) Certification issued by SSS
 - b) Certification issued by Pag-ibig
 - c) Certification issued by PhilHealth;

Class "B" Document:

8. If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

TECHNICAL DOCUMENTS

9. Bid security as prescribed in ITB Clause 18;

10. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
11. 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**);
12. Other technical requirements, including but not limited to the following: (*per GPPB Resolution No. 24-2007*)
 - a. Organizational Set-up/Chart of the Janitorial Agency;
 - b. List of Add-on Services, if any;

B. ENVELOPE 2: FINANCIAL COMPONENT

FINANCIAL PROPOSAL

13. Financial Bid Form (**Bid Proposal**), including Cost Distribution (**Bid Breakdown**);
 14. 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;
 15. 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

(per ITB Clause 29.2)

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, either manually filed tax returns, or, tax returns filed through the Electronic Filing and Payments System (EFPS).
2. Certificate of PhilGEPS Registration; and
3. 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.