

SUPPLY, DELIVERY, AND INSTALLATION OF GYM EQUIPMENT FOR UP
BAGUIO

CHECKLIST OF DOCUMENTARY REQUIREMENTS

DATE: _____

BIDDER NAME: _____

ENVELOPE 1: ELIGIBILITY & TECHNICAL REQUIREMENTS

ELIGIBILITY DOCUMENTS	
REMARKS	<p>1 PhilGEPS Platinum 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</p> <p>OR, Class "A" Legal Documents</p> <p>1.a 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;</p> <p>1.b Valid and Current Mayor's or Business permit/license issued by the city or municipality where the principal place of business of the prospective bidder is located;</p> <p>1.c Tax Clearance per C.O. 398, Series of 2005 as finally reviewed and approved by BIR;</p> <p>1.d Audited Financial Statement 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;</p> <p>2 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, unless otherwise stated in the BDS; The statement shall include for each contract the following: <i>(Please see template at the PBD)</i></p> <ul style="list-style-type: none">a. name of contract;b. date and period of contract;c. amount of contract and value of outstanding contracts;d. date of delivery/ performance; <p>3 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; ; The statement shall include for each contract the following: <i>(Please see template at the PBD)</i></p> <ul style="list-style-type: none">a. date and period of contract;b. amount of contract and value of outstanding contracts;c. date of delivery/ performance;d. end-user's acceptance or official receipts issued for the contract (if completed); copy of the contract <p>4 Computation of Net Financial Contracting Capacity (NFCC)</p> <p>Class "B" Documents</p>

	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; <i>(Please see template at the PBD)</i>
5	

TECHNICAL DOCUMENTS

APPROVED BUDGET for the CONTRACT (ABC): 7,514,400.00

6. BID SECURITY 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; (2% of ABC) , or	<u>150,288.00</u>
b) Surety Bond (5% of ABC) and/or	<u>375,720.00</u>
c) Bid Securing Declaration (Please see template at the PBD)	

REMARKS	
	7 Conformity with the Technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents;
	8 Sworn statement in accordance with Sec. 25.3 of the IRR of R.A. 9184 AND USING THE FORM PRESCRIBED IN Section VIII Bidding FORMS- OMNIBUS SWORN STATEMENT ;
	9 After sales services / packages, if any
	10 Brochures/manuals/illustrations/catalogues, if any

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	
	12 Duly signed Financial Bid Form (BID FORM) ;
	13 Bill of Quantities; with SOFT COPY OF BID
	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 – NOTARIZED ACCOMPLISHED UP QUESTIONNAIRE

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