

CHECKLIST

1. Documents Comprising the Bid: Eligibility and Technical Components

(a) Eligibility Documents –

Class “A” Document:

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their 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 the IRR; **OR** pursuant to GPPB Resolution No. 26-2017:

- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, **or** the appropriate equivalent document in English, issued by the country of the bidder; and
- Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent documents for Economic Zones or Areas, **or** the appropriate equivalent document in English, issued by the country of the bidder; and

(In case of recently expired Mayor’s/Business permit, submission of the expired Mayor’s/Business permit together with the official receipt (renewal) shall be accepted; provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184); and

- Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the BIR **or** the appropriate equivalent document in English, issued by the country of the bidder; and
 - Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission **or** the appropriate equivalent document in English, issued by the country of the bidder;
- (ii) Statement of the prospective bidder of all its ongoing government and private contracts (*please refer to Annex A*), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- (iii) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (*please refer to Annex B*) within the last two (2) years;

- (iv) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (*please refer to Annex C*) **or** Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = **PhP110,000.00**; if the CLC is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank and;

Class "B" Document:

- (v) Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR of RA9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.

(b) Technical Documents –

- (i) The bid security in any of the form below:
 - (i.1) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; - equivalent to not less than **Two Percent (2%) of the ABC = PhP22,000.00 or its equivalent in USD; or**
 - (i.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; equivalent to not less than **Two Percent (2%) of the ABC = PhP22,000.00 or its equivalent in USD; or**
 - (i.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 – **Five Percent (5%) of the ABC = PhP55,000.00; or**
 - (i.4) Duly Notarized Bid-Securing Declaration (*please refer to Annex D*)
- (ii) Schedule of Requirements (*please refer to Annex E*)

- (iii) Conformity with the Technical specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable (*please refer to Annex F*); and
- (iv) Duly Notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative (*please refer to Annex G*).

2. Documents Comprising the Bid: Financial Component

- (a) Financial Bid Form (*please refer to Annex H*).

NOTE:

*All documents shall be current and updated **and translated in English**. Any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidder shall submit one (1) original and six (6) photocopies of the first and second components of its bid in sealed envelope.*

In case of foreign bidders, the eligibility requirements or statements, the bids and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.