

## CHECKLIST OF DOCUMENTARY REQUIREMENTS

### 1. Documents Comprising the Bid: Eligibility and Technical Components (1<sup>st</sup> Envelope)

#### (a) Eligibility Documents –

#### (i) **Valid PhilGEPS Platinum Certificate of Registration and Membership** in accordance with Section 8.5.2 of the IRR.

In case the PhilGEPS Platinum Certificate of Registration and Membership is not yet available, the prospective bidder may submit the following Class "A" Documents, provided however that the PhilGEPS Platinum Certificate of Registration and Membership must be submitted during Post-qualification:

#### Class "A" Document:

- Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for Cooperative;
- Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones (EEZ).

In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit. *Provided*, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA 9184.

- Valid Tax Clearance per EO 398, s.2005, as finally reviewed and approved by the BIR.
  - Audited Financial Statements (AFS), showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- (ii) Statement of the prospective bidder of all its ongoing 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, within the last *two (2) years*. **(please refer to Annex A)**
- (iii) **Statement of the bidder's Single Largest Completed Contract (SLCC)** similar to the contract to be bid within the last *two (2) years*. This statement shall be supported with End-user's Acceptance, or

Official Receipt(s), or Sales Invoice issued for the Contract. **(please refer to Annex B)**

- (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:**

**At least US\$3,375.00 or its equivalent in Philippine Peso**

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:**

**At least US\$675.00 or its equivalent in Philippine Peso; 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:**

**At least US\$675.00 or its equivalent in Philippine Peso; 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:**

**At least US\$1,687.50 or its equivalent in Philippine Peso; or**

- (i.4) Duly Notarized Bid-Securing Declaration **(please refer to the template in the Bidding Documents)**
- (i) **Schedule of Requirements (please refer to Section VI of the Bidding Documents)**
- (ii) Conformity with the **Technical specifications**, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable **(please refer to Section VII of the Bidding Documents)**; and
- (iii) **Duly Notarized Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable. **(please refer to the template in the Bidding Documents)**

**2. Documents Comprising the Bid: Financial Component (2<sup>nd</sup> Envelope)**

- (a) **Financial Bid Form (please refer to Section VIII of the Bidding Documents).**

**NOTE:**

*All documents shall be current and updated and 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) certified true copies of the original** of the first and second components of its bid in sealed envelope.*

*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.*

**NOTE: For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued 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.**