

Checklist of Documentary Requirements for the Procurement of GOODS

The **FIRST ENVELOPE** shall contain the following **ELIGIBILITY AND TECHNICAL COMPONENTS**:

(a) Eligibility Documents:

Class “A” Documents (pursuant to GPPB Circular No. 07-2017, July 31, 2017)

- i. Registration certificate from SEC for corporation, DTI for sole proprietorship, or CDA for cooperatives.
- ii. Mayor’s / Business permit issued by the city or municipality where the principal place of business is located.
- iii. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
- iv. Audited Financial Statements, showing, among others, the 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.
- v. Or in lieu of the above documents, bidder may submit their PhilGEPS Certificate of Registration and Membership under Platinum Category or a combination thereof.
- vi. a.) Statement of bidder’s **all 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, using the **Form 1** provided under **Section VIII. Bidding Forms**. The statement shall bear all the required information in the Form and attached thereof a copy of the following:
 1. Notice of Award and / or Contract,
 2. Notice to Proceed issued by the owner, and/or
 3. Certificate of Accomplishment signed by the owner or authorized representative.b.) Statement of bidder’s **Single Largest Completed Contract (SLCC)** similar to the contract to be bid, in accordance with ITB Clause 5.4, using the **Form 2** provided under **Section VIII. Bidding Forms**. The statement shall bear all the required information in the Form and attached thereof a copy of the following:
 1. Contract,
 2. End-user’s certificate of completion and acceptance, and/or
 3. Official Receipts or Sales Invoice issued for the contract.
- vii. NFCC Computation (**Form 3**) which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

Class “B” Documents:

- viii. 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.

(b) Technical Documents:

- i. Bid Security: Any of the following:

<i>Form of Bid Security</i>	<i>Amount of Bid Security (Must not be less than the Percentage of the ABC)</i>
<i>Cash or cashier’s/manager’s check issued by</i>	<i>Two percent (2%)</i>

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<i>a Universal or Commercial Bank.</i>	
<i>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.</i>	<i>Two percent (2%)</i>
<i>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</i>	<i>Five Percent (5%)</i>
<i>Bid Securing Declaration</i>	<i>No percentage required (Form 4 found in Section IX. Bidding Forms)</i>

- ii. Conformity with technical specifications as shown in the following:
 - a. Section VI. Schedule of Requirements;
 - b. Section VII. Technical Specifications;
 - c. Brochure and picture of goods offered; and
 - d. Statement of After-Sales Service/ Parts

- iii. Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the **Form 5** (Omnibus Sworn Statement) prescribed in Section VIII. Bidding Forms.

The **SECOND ENVELOPE** shall contain the following **FINANCIAL BID**:

1. Financial Bid Form
2. Price Schedules

Post-Qualification Documents:

1. BIR Certificate of Registration
2. Latest business/income tax returns for the past 6 months;
3. Certificate of PhilGEPS Registration (Platinum Membership), if the bidder submitted only its Class "A" Documents in its Eligibility and Technical Components.