

CHECKLIST OF DOCUMENTS

- (i) 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**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Tax Clearance (previous year) as per Executive Order 398, Series of 2005, as finally reviewed and Approved by the Bureau of International Revenue (BIR). (GPPB Resolution No. 21-2013).
- (iv) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**
- (v) Audited financial statements, stamped "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;
- (vi) NFCC computation or CLC in accordance with **ITB** Clause 5.5

TECHNICAL DOCUMENTS

- (vii) Bid security in accordance with **ITB** Clause 18.
- (viii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (ix) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section 8 in bidding forms.

FINANCIAL DOCUMENTS

- i) The prospective bidder's audited financial statements, 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.
- ii) Any of the following:
 - a. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) or
 - b. A commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid (CLC).

THE BID SECURITY IN THE PRESCRIBED FORM, AMOUNT AND VALIDITY PERIOD.

2%: Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank; 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.

5%: Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security

Affidavit of Bid Securing Declaration

TECHNICAL SPECIFICATIONS, WHICH INCLUDE, IF APPLICABLE, THE FOLLOWING:

- a. Production/Delivery Schedule
- b. Manpower Requirements,
- c. After-Sales Service/Parts

SWORN STATEMENT BY THE PROSPECTIVE BIDDER OR ITS DULY AUTHORIZED REPRESENTATIVE IN THE FORM PRESCRIBED BY THE GPPB AS TO THE FOLLOWING:

- a. Certification that the bidder is not "blacklisted" or barred from bidding
- b. Letter certifying that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- c. Letter authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
- d. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding.
- e. Certification that the bidder complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
- f.
- g. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
- h. It complies with existing labor laws and standards, in the case of procurement of services.

CHECKLIST FOR THE FINANCIAL REQUIREMENTS (2ND ENVELOPE)

As per Section 25.3 of the Revised IRR, the second envelope shall contain the financial information/documents as specified in the PBDs.

Duly Signed Bid Prices in the Bill of Quantities

Recurring and maintenance costs, if applicable