

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING

Name of Bidder: _____

Date: _____

Item No	Technical Envelope	Pass	Fail
	Class "A" Documents		
1	Registration Certificate from the SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives		
2	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;		
3	Tax Clearance per EO 398, 2. 2005		
4	Statement of the 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.		
5	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the relevant period as provided in the Bidding Documents		
6	Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited authorized institutions, for the preceding calendar year which should not be earlier than 2 years from date of bid submission		
7	NFCC Computation. For procurement of goods, bidder may submit Line of Credit from a Universal or Commercial Bank		
	Class "B" Document		
1	If applicable, the JVA in case of joint venture		
	Technical Documents		
1	Bid Security		
2	Technical Specifications and Schedule of Requirements;		
3	Omnibus Sworn Statement using the prescribed form in Bidding Forms Section		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Eligible () Ineligible

Bids and Awards Committee:

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING

Name of Bidder: _____

Date: _____

Item No	Financial Envelope	Pass	Fail
1	Bid Form including the Cost Distribution and applicable price schedules		
2	If the bidder claims preference as domestic bidder or domestic entity, a certification from the DTI, SEC, or CDA in accordance with ITB Clause 27		
3	Other documents required in the Bid Data Sheet		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying () Non-complying

Bids and Awards Committee:
