

CHECKLIST OF REQUIREMENTS FOR BIDDING

Name of Contract to be Bid: _____
Name of Bidder: _____ Date: _____

Item No	Technical Envelope	Pass	Fail
1	PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the IRR [All bidders shall upload and maintain in PhilGEPS a current and updated file of Class A eligibility documents: a) Registration Certificate; b) Mayor's Business Permit or its equivalent document; c) Tax Clearance; d) Audited Financial Statements.] <i>Bidders may still submit their Class "A" Eligibility Documents; if this option is chosen, the Certificate of PhilGEPS Registration (Platinum) shall be submitted during post-qualification. Reference: GPPB Circular 07-2017 dated 31July2017</i>		
2	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; it shall indicate the following: a) Name of the contract; b) Date of the contract; c) Contract duration; d) Owner's name and address; e) Kinds of goods; and f) Amount of contract and value of outstanding contracts. <i>Note: Follow format provided by UP Mindanao for the Statement.</i>		
3	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; it shall indicate the following: a) Name of the contract; b) Date of the contract; c) Contract duration; d) Owner's name and address; e) Kinds of goods; f) Amount of completed contracts; g) Date of delivery; and h) End user's acceptance or official receipt(s) or sales invoice issued for the contract, <u>which shall be attached to the statement</u> . <i>Note: Follow format provided by UP Mindanao for the Statement.</i>		
4	NFCC Computation For procurement of goods, bidder may submit Line of Credit from a Universal or Commercial Bank		
5	JVA or duly Notarized Statement in accordance with Section 23.1(b) of the IRR, if applicable		
6	Bid Security in the prescribed form, amount and validity period		
7	Technical Specifications - including Security Plan and List of Fire Arms Equipment		
8	Omnibus Sworn Statement using the prescribed form in Bidding Forms		
9	For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a Certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.		

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:

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Item No	Financial Envelope	Pass	Fail
1	Bid Form with Cost Distribution per Month/Breakdown per Month Based on Wage Order No. RXI-19 <i>Note: Bidder shall submit appropriate form provided in Section VIII. Bidding Forms</i>		
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:
