

CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Bidder: \_\_\_\_\_

Date opened: \_\_\_\_\_

Eligibility and Technical Component (Envelope 1)

**Eligibility Documents**

**Certification** in lieu of Class A requirements or

***Class “A” Documents***

1. 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;
2. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Statement of all its ongoing and completed government and private contracts within the period stated in the BDS, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - a. Name of the contract;
  - b. Date of the contract;
  - c. Kinds of goods;
  - d. Amount of contract;
  - e. Date of delivery, and
  - f. End user’s acceptance or official receipt(s) issued, if completed.
4. Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited authorized institutions
5. NFCC computation
6. Tax Clearance per Executive Order 398 series of 2005, as finally reviewed and approved by the BIR.
7. PhilGEPS Registration Certificate

***Class “B” Documents***

8. If applicable, the JVA in case of joint venture;
9. Notarized UP Questionnaire for Prospective Bidders

**Technical Documents**

10. Bid Security (Bid Securing Declaration or Surety Bond)
11. Conformity with the Technical Specifications and Schedule of Requirements; and
12. 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**

Special Bids and Awards Committee:

Chair \_\_\_\_\_ Vice Chair \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_

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**Financial Component (Envelope 2)**

**Financial Proposal**

13. Bid Form including the Cost Distribution and applicable price schedules
14. 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;
15. Other documents required in the BDS.

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

**Remarks:** (    ) **Complying**      (    ) **Non-complying**

Special Bids and Awards Committee:

Chair \_\_\_\_\_ Vice Chair \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_