



PROCUREMENT CENTRAL OFFICE

BPSU Main Campus, Capitol Compound
City Of Balanga, 2100, Bataan Philippines

CHECKLIST OF TECHNICAL & ELIGIBILITY AND FINANCIAL COMPONENT REQUIREMENT FOR BIDDERS (GOODS/SERVICES)

Supplier's/Bidder's Name: _____ Date of Opening of Bids: _____
Project Title: _____

The Technical and Eligibility Documents shall contain the following:

CLASS "A" DOCUMENTS

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR
 - General Information Sheet
- Statement 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; and
- Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.
 - The two statements required shall indicate for each contract the following:
 1. name of the contract;
 2. date of the contract;
 3. contract duration;
 4. owner's name and address;
 5. kinds of Goods;
 6. For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 7. For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 8. date of delivery; and
 9. end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- Audited Financial Statements, stamped "received" by the BIR or its duly accredited and authorized
- NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

CLASS "B" DOCUMENTS

- 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.

Technical Documents –

- Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments; or
 - bid securing declaration duly notarized
- Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and indicated the following:
 - Production Schedule
 - Delivery Schedule
 - Manpower Requirements
 - After-sales service parts (for equipment) and Warranty
Note: Warranty shall be for a period minimum of six(6) months for supplies & materials, minimum of one(1) year for equipment from the date of final acceptance by the procuring entity
- Omnibus Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms

The Financial Component/ Envelope shall contain the following:

- Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses **15.1** and **15.4**

Note: Please arrange the documents in the sequence indicated above; Each set of documents (1 original and 3 copies of the original) shall be initialed, with table of contents, with index tabs and shall be placed in separately marked envelopes and will be packaged in one (1) big marked envelope.