



Republic of the Philippines
Province of South Cotabato
BIDS AND AWARDS COMMITTEE
Capitol Compound, Alunan Avenue, Koronadal City

**BIDDER'S CHECKLIST OF REQUIREMENTS FOR ITS BID, INCLUDING
ELIGIBILITY DOCUMENTS, TECHNICAL DOCUMENTS AND FINANCIAL
PROPOSALS (GOODS)**

1. First Envelope shall contain the following:

(A) Eligibility Documents:

Class "A" Documents:

1. PhilGEPS Certificate of Registration and Membership under Platinum category (GPPB circular 03-2016(4.1.2) dated October 27, 2016) **with Annex "A", current & updated eligibility documents. If eligibility documents have expired, attach the updated or renewed copy of Registration Certificate, Mayor's/Business Permit, Tax Clearance and Audited Financial Statement.**

Note: In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit.

2. Duly signed 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.
3. Duly signed Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The statement shall be supported by:

- a. **End user's acceptance or official receipt(s) or sales invoice issued for the contract.**

Note: Collection Receipts are not acceptable supporting documents for the SLCC per GPPB NPM No. 125-2015 and GPPB NPM No. 040-2016.

4. **Net Financial Contracting Capacity (NFCC)**, which must be at least equal to the ABC to be bid. The value of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

Or

If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank

Class "B" Document:

If applicable, valid Joint Venture Agreement (JVA), in case the joint venture is already in existence. In the absence of a Joint Venture Agreement (JVA), duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of JVA in the event that the bid is successful.

(B) Technical Documents:

1. Bid Security in the prescribed form, amount and validity period, in no case shall the period exceed one

hundred twenty (120) calendar days from date of the opening of bids:

The bidders, as prescribed in the BDS, shall submit a **Bid Securing Declaration**, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGU's, the cashier/manager's may be issued by other banks certified by the BSP as authorized to issue such financial instruments.	Two percent (2%)
(b) Bank draft/guarantee 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. For biddings conducted by LGUs' bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instruments.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

2. Technical specifications, which may include the following and must be signed by the authorized signatory:

1. Production/delivery schedule
2. Manpower requirements (if applicable)
3. After-sales service/parts (if applicable)

3. Sworn Statement in accordance with Section 25.2(a)(viii) of the IRR of RA 9184 using the prescribed Forms (OMNIBUS SWORN STATEMENT) including item # 9 as per GPPB Resolution no. 22-2013 dated July 30, 2013, which shall include:

(9.) [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

2. Second Envelope shall contain the following:

Financial component:

1. Unless otherwise stated in **BDS**, the financial component of the bid shall contain the following:
 - a. 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;
 - b. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27; and
 - c. Any other document related to the financial components of bids as stated in the **BDS**.
2. All bids that exceed the ABC shall not be accepted.