

## CHECKLIST OF REQUIREMENTS FOR BIDDING – GOODS

Note:

- All submitted documents should be provided with identification “TAGS”;
- All submitted documents should affix name and signature of the supplier/contractor/ owner or authorized representative;
- Kindly ensure proper sealing and marking of all envelopes; The **mother envelope** should contain two separate sealed envelopes: the **first envelope marked ORIGINAL COPY** (containing an **envelope of Eligibility and Technical Documents**, and an **envelope of Financial Documents**), the **second envelope marked COPY ONE** (containing an **envelope of Eligibility and Technical Documents**, and an **envelope of Financial Documents**). Make all envelopes **clearly labeled and sealed with signature**;
- PHILGEPS MUST BE UPDATED – “Annex A”;
- Use blue envelope

### ELIGIBILITY AND TECHNICAL DOCUMENTS

#### A.) Eligibility Documents:

##### Class “A” Documents

1. Certificate of PhilGEPS Registration (Platinum Membership);
2. Statements of all its ongoing government and private contracts, (2 years); 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. Statement of Single Largest Completed Contract (SLCC) that is similar to the contract to be bid; Must be at least fifty percent (50%) in the case of Non-Expendable Supplies; And at least twenty five percent (25%) in the case of Expendable Supplies;
4. Net Financial Contracting Capacity (NFCC) computation; Must be at least equal to the ABC to be Bid;
5. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
6. Business Permit (Current);
7. Updated Audited Financial Statement & ITR (Complete set) stamped received by the BIR;
8. SEC Registration/DTI/CDA

##### Class “B” Documents

1. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the Bid is successful.

#### B.) Technical Documents:

##### A.) Original Copy of Bid Security;

- Cash/ Cashier’s/ Manager’s Check, Bank guarantee/ Draft - 2% of the ABC or
- Irrevocable Letter of Credit – 2% of the ABC
- Surety Bond – 5% of the ABC
- Bid Securing Declaration (BSD)

##### B.) Schedule of requirements;

##### C.) Technical specifications (State “comply” or “not comply”)

##### D.) Original duly signed Omnibus Sworn Statement of the Bidder;

##### E.) LTO/CPR & ISO (Drugs and Medicines, Fluids, Medical Supplies and Laboratory Supplies/Reagents);

##### F.) SPA (Special Power of Attorney), Secretary Certificate;

##### G.) Brochure (If applicable)

### FINANCIAL DOCUMENTS

- A.) Original duly signed and accomplished Financial Bid Form;
- B.) Technical Specifications Form;
- C.) Any other document required in the BDS

# SAMPLE SEALING AND MARKING OF BID ENVELOPES

