

CHECKLIST OF REQUIREMENTS FOR BIDDING – GOODS

Note:

- All submitted documents shall be provided with proper identification **tabs**;
- All submitted documents shall bear the **name and signature** of the supplier/contractor/owner or the duly authorized representative;
- Kindly ensure the proper sealing and marking of all bid envelopes. The Mother Envelope shall contain two (2) separately sealed envelopes:
 - a. The first envelope, marked "**ORIGINAL COPY**," shall contain one sealed envelope for **Eligibility and Technical Documents** and one sealed envelope for **Financial Documents**.
 - b. The second envelope, marked "**COPY ONE**," shall likewise contain one sealed envelope for **Eligibility and Technical Documents** and one sealed envelope for **Financial Documents**.

All envelopes must be clearly labeled, properly sealed, and signed across the flap;

- **PHILGEPS registration must be updated** and supported by **Annex "A."**;
- Use a blue envelope for the Mother Envelope.

ELIGIBILITY AND TECHNICAL DOCUMENTS

A. Eligibility Documents

Class "A" Documents

1. Certificate of PhilGEPS Registration (at least Platinum Membership)
2. Statement of all ongoing government and private contracts within the last two (2) years, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, which must be at least:
 - Fifty percent (50%) of the ABC for Non-Expendable Supplies; or
 - Twenty-five percent (25%) of the ABC for Expendable Supplies;
4. Net Financial Contracting Capacity (NFCC) computation, which must be at least equal to the Approved Budget for the Contract (ABC) to be bid;
5. Tax Clearance issued by the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, Series of 2005, as finally reviewed and approved;
6. Valid and current Business Permit;
7. Latest Audited Financial Statements and Income Tax Return (ITR) (complete set), stamped "Received" by the BIR;
8. Registration Certificate from SEC, DTI, or CDA, whichever is applicable.

Class "B" Documents

9. Joint Venture Agreement (JVA), if applicable:
 - A duly notarized JVA in case the joint venture is already in existence; or
 - Duly notarized statements from all prospective joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

B. Technical Documents

1. Original Copy of Bid Security, in any of the following forms:
 - Cash, Cashier's/Manager's Check, Bank Draft/Guarantee – Two percent (2%) of the ABC; or
 - Irrevocable Letter of Credit – Two percent (2%) of the ABC; or
 - Surety Bond – Five percent (5%) of the ABC; or
 - Bid Securing Declaration (BSD), as prescribed;

2. Schedule of Requirements;
3. Technical Specifications, duly marked “Comply” or “Not Comply”;
4. Original, duly signed Omnibus Sworn Statement (OSS) of the bidder;
5. LTO, CPR, and ISO Certifications, where applicable (for drugs and medicines, fluids, medical supplies, and laboratory supplies/reagents);
6. Special Power of Attorney (SPA) and/or Secretary’s Certificate, as applicable;
7. Product Brochures or Catalogues, if applicable.

FINANCIAL DOCUMENTS

1. Original, duly signed and accomplished Financial Bid Form;
2. Financial Component of the Technical Specifications Form;
3. Any other financial document required under the Bid Data Sheet (BDS).

SAMPLE SEALING AND MARKING OF BID ENVELOPES

