

# ***Section VIII. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

##### Technical Documents

- ☐ (b) Statement of the prospective bidder 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

The statement shall include, for each contract, the following:

- i) name of the contract,
- ii) date of the contract,
- iii) kinds of Goods,
- iv) amount of contract and value of outstanding contracts,
- v) date of delivery;

**and**

- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents

The statement shall include, for each contract, the following

- i) name of the contract,
- ii) date of the contract,
- iii) kinds of Goods,
- iv) amount of contract and value of outstanding contracts,
- v) date of delivery; and,
- vi) end user’s acceptance or official receipt(s) issued for the contract, if completed

**and**

- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

**or**

Original copy of Notarized Bid Securing Declaration; **and**

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- (e) Conformity with the Schedule of Requirements; **and**
- ☐ (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or

- after-sales/parts, if applicable;
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS);  
and  
☐ (f.1) if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or  
☐ (f.2) Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (h) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- ☐ (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
or  
 A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- ☐ (j) 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.  
or  
 If not applicable, a Certificate of No Joint Venture Agreement must be submitted

**II. II FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; and
- ☐ (b) Original of duly signed and accomplished Price Quotation List (Note: The Price Quotation List is the ONLY excel file in the issued Bidding Documents). Bidder must fill in the ff: bid price per unit, amount in words, bidder's specifications, brand and country of origin. Failure to comply shall be the ground for disqualification.
- ☐ (c) Bidder should provide a separate **Compact Disc** (CD-R, CD-RW, DVD-R, DVD-RW, etc.) or **Universal Serial Bus (USB)** containing the Price Quotation List in an **excel file**. Only one (1) Compact Disc or USB is required to be included in the Original Financial Folder.

