



**BIDS AND AWARDS COMMITTEE**

## CHECKLIST FOR BIDDERS

Project: **Public Bidding for the Supply and Delivery of Various Office Supplies CY 2023**  
**( LOT ITEM)**

Approved Budget for the Contract (ABC): Php 1,331,248.20

Date/Time and Venue of Opening of Bids: May 31, 2023 (9:00AM)

PAG-ASA HALL, NCMH-Compound

### Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.

### CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE

#### I. TECHNICAL COMPONENT ENVELOPE

##### CLASS "A" DOCUMENTS

##### A. LEGAL DOCUMENTS

- (1) **REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) – Platinum Membership; or**
- (2) **BUSINESS REGISTRATION CERTIFICATE** from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; **and**
- (3) **MAYOR'S PERMIT**(valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; **and**
- (4) **TAX CLEARANCE CERTIFICATE** (valid and current) for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

##### B. TECHNICAL DOCUMENTS

- (5) Statement of **ALL ITS ON-GOING 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, using the form prescribed in Annex: Bidding Forms; **and**  
*\*All spaces should be filled up with correct information.*
- (6) Statement of the Bidder's **SINGLE LARGEST COMPLETED CONTRACT (SLCC)\* similar** to the contract to be bid, in accordance with ITB Clause 5.4 and using the form prescribed in Annex: Bidding Forms.

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NOTE: Similar project refers to "Office Supplies", costing at least twenty five percent (25%) of the ABC.

\*All spaces should be filled up with correct information.

(7) **BID SECURITY** in any of the following form:

- (7.1) **Notarized Bid Securing Declaration**, using the form prescribed in Annex: Bidding Forms; or
- (7.2) **Cash, Cashier's/Manager's Check**, issued by a Universal or Commercial Bank (not less than 2% of the ABC); or
- (7.3) **Bank Draft/Guarantee or an irrevocable Letter of Credit** issued by a Universal or Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation from a Universal or Commercial Bank (not less than 2% of the ABC); or
- (7.4) **Surety Bond, callable upon demand** [issued by a surety or insurance company, with a certification from the Insurance Commission as authorized to issue such instrument] (not less than 5% of the ABC).
- (8) Conformity to **TECHNICAL SPECIFICATIONS**, using the prescribed form in Section VII of the Bidding Documents and showing compliance to each item description provided for by NCMH;
- (9) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.
- (10) **AUTHORITY OF THE SIGNATORY**, whichever is applicable:
  - (a) Special Power of Attorney, in case of single proprietorship.
  - (b) Resolution from the General Manager or President, if partnership.
  - (c) Board resolution with Secretary's Certificate, in case of Corporation.
  - (d) Resolution signed by all the joint-venture partners, in case of Joint-Venture.

## FINANCIAL DOCUMENTS

- (11) **The Supplier's AUDITED FINANCIAL STATEMENTS**, showing among others the 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 date of bid submission. (CY 2022 with comparative statement CY 2022 and CY 2021).
- (12) Duly signed **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION**, in accordance with ITB Clause 5.5, or a commitment from a Universal **OR** Commercial Bank to extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.

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**CLASS "B" DOCUMENTS: IF APPLICABLE —**

- (13) **JOINT VENTURE AGREEMENT (JVA)**, in case the joint venture is already in existence; or In the absence of a JVA, **Duly Notarized Statements** (i.e., Protocol/Undertaking of Agreement) 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 the JVA in the event that the bid is successful; and *That*, failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of the 2016 Revised IRR).

**NOTES:**

- (a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.
- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

**\*\*\*\*IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THAT JOINT VENTURE AGREEMENT IS NOT APPLICABLE\*\*\*\***

**FINANCIAL COMPONENT ENVELOPE**

- (1) Original of duly signed and completed **FINANCIAL BID FORM**. And
- (2) Original of duly signed and completed **PRICE SCHEDULE FORM**.

**Note well:**

1. Any missing, incomplete, or patently insufficient document in the above-mentioned checklist shall be considered "FAILED" (as per Rule IX, Sec. 30.1 of R.A. No. 9184).
2. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.

The above checklist was discussed and agreed upon by the members of the NCMH Bids and Awards Committee in consultation with its Technical Working Group, including the proponent /end-user/ implementing unit.