

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

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# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (e) 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; **and**
- ☐ (f) 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; **and**
- ☐ (g) 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**
- ☐ (h) Conformity with the Technical Specifications, which **shall** include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or 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

- ☐ (j) 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**
- ☐ (k) 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**

- ☐ (l) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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## ***Bidding Forms***

Form 1	Statement of All Ongoing Government & Private Construction Contracts Awarded But Not Yet Started
Form 2	Statement of Single Largest Completed Contract Similar to the Contract to be Bid
Form 3	Bid Securing Declaration
Form 4	Omnibus Sworn Statement
Form 5	Financial Bid Form
Form 6	Price Schedule
Form 7	Performance Securing Declaration
Form 8	Contract Agreement Sample

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Statement of all Ongoing Government & Private Contracts

This is to certify that [name of company] has the following ongoing and awarded but not yet started contracts for \_\_\_\_\_.

Date of the Contract	Contracting Party	Name of Contract	Kinds of Service/Goods sold	Amount of Contract	Value of Outstanding Contracts	Bidder is a. Manufacturer b. Supplier/Contractor c. Distributor

Note: This statement shall be supported with Notice of Award, Purchase Order/Contract, Notice to Proceed.

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for the bidding) as of: The day before the deadline of submission and opening of bids.
2. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state NONE.
3. The total amount of the ongoing contract and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

**Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid  
(except under conditions provided in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA 9184,  
within the relevant period as provided in the Bidding Documents)**

This is to certify that [name of company] has the SLCC for the period CY 2019-2021:

Date of the Contract	Contracting Party	Name of Contract	Kinds of Service/ Goods sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is
							a. Manufacturer b. Supplier/Contractor c. Distributor

*Note: This statement shall be supported with Purchase Order/Contract, Certificate of Completion and Acceptance.*

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

**Instructions:**

1. Cut-off date as of: The day before the deadline of submission and opening of bids.
2. In the column under "dates", indicate the dates of Delivery/End-user's acceptance and official receipt.
3. Name of contract refers to the nature/scope of the contract for the procuring entity to determine the relevance of the entry with the procurement at hand.