



Index Tabs	I. ELIGIBILITY REQUIREMENTS
I-1	<p>Class "A" Documents:</p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) or,</p> <p>(b) Registration certificate from Securities and Exchange Commission (SEC); Department of Trade and Industry (DTI), for a sole proprietorship; or Cooperative Development Authority (CDA), for a cooperative. and</p> <p>(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</p> <p>(d) Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</p>
I-2	<p>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, within three (3) years (May 2018 to May 2021) prior to the date of bid submission.</p> <p>The statement shall be supported by the following documents:</p> <p>1. Copies of the Contracts; and</p> <p>(If there is no contract, the purchase order (P.O.) may be submitted as long as the terms and conditions are included therein)</p> <p>2. Copies of the Notice of award (NOA) or Notice to Proceed (NTP)</p> <p>(For private contracts, NOA or NTP shall not be required)</p> <p><i>(Bidder's statement shall follow the sample form provided in Annex "A")</i></p>
I-3	<p>Statement identifying the bidder's single largest completed contract 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.</p> <p><u>Supporting Document/s:</u></p> <p>The statement shall be supported by a copy/(ies) of the End-User's Acceptance or Official Receipt/(s) Issued for the Contract/(s) therein</p> <p><i>(Bidder's statement shall follow the sample form provided in Annex "B")</i></p>
I-4	<p>Original copy of Bid Security, If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;</p> <p>or</p> <p>Original copy of the Notarized Bid Securing Declaration; and</p> <p><i>(For the Bid Securing Declaration, use the actual form provided in Annex "C")</i></p>
I-5	<p>Completely filled out Technical Bid Form, showing the Bidder's conformity with the technical specifications as enumerated and specified in Schedule of requirements and Technical Specification, if any.</p> <p><i>(For the Technical Bid form, use the actual form provided in Annex "D")</i></p> <p>Please include in the submission the following:</p> <p>a. Production/delivery schedule;</p> <p>b. Manpower requirements; and/or</p> <p>c. After-sales/parts, if applicable</p>

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I-6	<p>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.</p> <p style="text-align: center;"><i>(For the Omnibus Sworn Statement, use the sample form provided in Annex “E”)</i></p> <p>Note: The Omnibus Sworn Statement needs to be submitted under oath.</p>
I-7	<p>Accomplished Schedule of Requirements</p> <p style="text-align: center;"><i>(For the Schedule of Requirements, use the actual form provided in Annex “F”)</i></p>
I-8	<p>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</p>
I-9	<p>The prospective bidder’s computation of its Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC of the lot to be bid, calculated as follows:</p> <p style="text-align: center;">NFCC – [(Current Assets minus Current Liabilities) x 15] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>The value of the bidder’s current assets and current liabilities shall be based on the date submitted to the Bureau of Internal Revenue (BIR), through its Electronic Filing and Payment System (EFPS).</p> <p>Or –</p> <p>A Committed Line of credit from a Universal or Commercial Bank (10% of the ABC).</p>
I-10	<p>Authority of the representative/signatory.</p>

Class “B” Documents

Index Tabs	II. FINANCIAL DOCUMENTS
II-1	<p>Original of duly signed and accomplished Financial Bid Form</p> <p style="text-align: center;"><i>(The Financial Bid Form shall follow the sample form provided in Annex “G”)</i></p>
II-2	<p>Completely filled up Bid Price Schedule</p> <p style="text-align: center;"><i>(For the Bid Price Schedule, use the actual form provided in Annex “H”)</i></p>



STATEMENT OF ALL ON-GOING GOVERNMENT & PRIVATE
 CONTRACTS INCLUDING CONTRACTS
 AWARDED BUT NOT YET STARTED

Sample form only

STATEMENT OF (I) ONGOING CONTRACTS AND (II) AWARDED BUT NOT YET STARTED CONTRACTS							
This is to certify that _____ (company) has the following ongoing and awarded contracts for the period CY _____.							
Date of Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Date of Notice of Award or Notice to Proceed
I. Ongoing Contracts							
II. Awarded But not Yet Started Contracts							
TOTAL							
_____				_____			
Name and Signature of Authorized Representative				Date			

- Instructions:
 - State **ALL** ongoing contracts including those awarded but not yet started (contracts which may be similar or not similar to the project called for bidding) **as of the day before the deadline of submission and opening of bids.**
 - If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
 - The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
 - "Name of Contract". Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations.

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