



Checklist of Eligibility (Legal, Technical and Financial) and Financial Proposal Documents

Index Tabs	Class "A" DOCUMENTS
	LEGAL DOCUMENTS
I-1	<p>(a) Photocopy of valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).</p> <p>(b) Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable.</p> <p>(c) Photocopy of valid Mayor's or Business permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>(d) Photocopy of Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>
	TECHNICAL DOCUMENTS
I-2	<p>Statement of ALL 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.</p> <p>The statement shall be supported by the following documents:</p> <ol style="list-style-type: none">1. Copies of the Contracts (if there is no contract, the Purchase Order (P.O.) may be submitted as long as the terms and conditions are included therein)2. Copies of the Notice of award (NOA) or Notice to Proceed (NTP) (For private contracts, NOA or NTP shall not be required) <p><i>(Bidder's statement shall follow the sample form provided in Annex "A")</i></p>
I-3	<p>Statement of a 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</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>Accomplished Schedule of Requirements</p> <p><i>(For the Schedule of Requirements, use the actual form provided in Annex "C")</i></p>
I-5	<p>Completely filled out Technical Specifications Form, showing the Bidder's conformity with the technical specifications as enumerated and specified in Schedule of Requirements, Technical Specifications and Terms of Reference.</p> <p>Please include in the submission the following:</p> <ol style="list-style-type: none">a. Production/delivery schedule;b. Manpower requirements; and/orc. After-sales/parts, if applicable <p><i>(For the Technical Specifications Form, use the actual form provided in Annex "D")</i></p>



I-6	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 the Notarized Bid Securing Declaration. <i>(For the Bid Securing Declaration, follow the sample form provided in Annex "E")</i>
I-7	Original duly signed and notarized 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. <i>(For the Omnibus Sworn Statement, follow the sample form provided in Annex "F")</i>
FINANCIAL DOCUMENTS	
I-8	Photocopy of 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 the date of bid submission.
I-9	Duly signed Net Financial Contracting Capacity (NFCC) computation of at least equal to the ABC of the lot to be bid. <i>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).</i> or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
Class "B" DOCUMENTS	
I-10	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 and abide by the provisions of the JVA in the instance that the bid is successful.

Index Tabs	FINANCIAL PROPOSAL DOCUMENT
II-1	Original of duly signed and accomplished Financial Bid Form <i>(The Financial Bid Form shall follow the sample form provided in Annex "G")</i>
II-2	Original of duly signed and accomplished Price Schedule (For Goods Offered from Abroad and/or For Goods Offered from within the Philippines) <i>(For the Bid Price Schedule, use the actual form provided in Annex "H" and/or "I")</i>

Statement of all Ongoing Government & 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)

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 2016-2021:

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.