

BUCOR-SPPF BAC
CHECKLIST OF REQUIREMENTS

Name of Supplier: _____

Name of Project: Supply & Delivery of Hygiene Kit for SPPF's PsDL Use (5 Lots)

1. First Envelope	Passed	Failed
<p>Certified True Copy of PhilGEPS Certificate of Registration (Platinum Membership)</p> <p><i>A. Class "A" Documents</i></p> <p>Legal Documents</p> <p>i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.</p> <p>ii) Mayor's/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.</p> <p>iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.</p>		
<p>Technical Documents</p> <p>iv) 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, within the relevant period as provided in the Bidding Documents</p> <p>v) 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 this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.</p>		
<p>Financial Documents</p> <p>vi) The prospective bidder's audited financial statements, showing, among others, the prospective bidder'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.</p> <p>vii) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit</p>		
<p><i>B. Class "B" Document</i></p> <p>JVA of the Duly Notarized Statement in accordance with Section 23.1(b) of the RIRR of RA 9184, if applicable</p>		
<p>Bid Security</p> <p>1. <u>Two percent (2%)</u></p> <p>a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank <i>or</i></p> <p>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank</p> <p>2. <u>Five percent (5%)</u></p> <p>a. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p> <p>3. Bid Securing Declaration- an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days, as indicated in the Bidding Documents, from receipt of the Notice of Award.</p>		
<p>Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable</p>		
<p>Omnibus Sworn Statement in accordance to Section 25.3 of the RIRR of RA 9184</p>		
<p>2. Second Envelope</p>		
<p>1. Financial Bid Form</p>		

- Prepare 4 sets of all documents (1-Certified True Copy of the Original file and 3 photocopies) duly labelled and tabbed.

Checked by:

(Signature over Printed Name)

Designation: _____

Date: _____