



BIDS AND AWARDS COMMITTEE (BAC) OFFICE

BPSU Main Campus, Capitol Compound, City Of Balanga, 2100, Bataan Philippines

CHECKLIST ON TECHNICAL AND FINANCIAL DOCUMENTS (GOODS)

TECHNICAL COMPONENT ENVELOPE	
CLASS "A" Documents	
Legal Documents	
1	Valid PhilGEPS Registration Certificate (<i>Platinum Membership</i>)
2	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,
3	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;
4	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Technical Documents	
5	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; (<i>attachment - NOA, Contract, PO, NTP and other relevant documents</i>)
6	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 last three (3) years from the date of submission and receipt of bids, a contract similar to the Project; (<i>the relevant period or delivery date when the said SLCC was completed; end user's acceptance or official receipt(s) or sales invoice issued for the contract.</i>)
7	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
8	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and brand/samples offered, brochures, if any
9	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	
10	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;
11	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	
12	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
FINANCIAL COMPONENT ENVELOPE	
1	Original of duly signed and accomplished Financial Bid Form, BPSU Official Bidding Form; and
2	Original of duly signed and accomplished Price Schedule(s)