



**Annex “B”: Checklist for Eligibility, Technical and Financial Components**

### Checklist of Technical Documents

Name of Project	: NEGOTIATED PROCUREMENT OF FIELD EQUIPMENT FOR SLOPE STABILITY ANALYSIS AND ENGINEERING INTERVENTION FOR RICE TERRACES AND ROAD INFRASTRUCTURES IN TERRAIN AREAS RESEARCH PROJECT
Approved Budget for the Contract	: Total ABC: Php 2,164,954.21
Name of Bidder	:
Address of Bidder	:

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>I. TECHNICAL COMPONENT ENVELOPE</b>			
<u>Legal Documents</u>			
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b>and</b>		
<input type="checkbox"/>	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, <b>and</b>		
<input type="checkbox"/>	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; <b>and</b>		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<u>Technical Documents</u>			
	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; <b>and</b>		
	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;  This statement shall be supported with any of the following as applicable:  a) For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the Contract; <b>or</b> Sales Invoice issued for the Contract, if completed.  b) For Private Contracts: i. End-user's Acceptance, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the Contract; <b>and</b>		
<input type="checkbox"/>	G. Original duly signed Omnibus Sworn Statement ( <i>see Annex C_Bidding Forms</i> ); <b>and</b>		
<input type="checkbox"/>	i.1. if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; <b>or</b> 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>Authority of the signatory</i> )		



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
 Tabuk City, Kalinga 3800  
*Bids and Awards Committee*



ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	i.2. Integrity Pledge of KSU Service Provider with an attached ID of AMO (see Annex C Bidding Forms)		
<i>Financial Documents</i>			
<input type="checkbox"/>	H. The Supplier's <b>audited financial statements</b> , 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; <b>and</b>		
<input type="checkbox"/>	I. The prospective <b>bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit</b> from a Universal or Commercial Bank in lieu of its NFCC computation.		
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>			
<input type="checkbox"/>	J. Certificate of Exclusive Distributorship		
<input type="checkbox"/>	K. License to Operate issued by a relevant government agency		

**NOTE:**

- Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.

**CHECKED BY:**

BAC MEMBER's/TWG's Name and Signature: \_\_\_\_\_

DATE AND TIME OF EVALUATION: \_\_\_\_\_

- REMARKS:**
- Eligible/ Passed
- Non-Eligible/ Failed



## Checklist of Financial Documents

Name of Project	:	NEGOTIATED PROCUREMENT OF FIELD EQUIPMENT FOR SLOPE STABILITY ANALYSIS AND ENGINEERING INTERVENTION FOR RICE TERRACES AND ROAD INFRASTRUCTURES IN TERRAIN AREAS RESEARCH PROJECT
Approved Budget for the Contract	:	Total ABC: Php 2,164,954.21
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>II. FINANCIAL COMPONENT ENVELOPE</b>			
<input type="checkbox"/>	<b>A.</b> Original of duly signed and accomplished <b>Price Schedule(s)</b>		
<input type="checkbox"/>	<b>B.</b> <b>Technical Data Sheet</b> of Items		

**NOTE:**

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.
3. **Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

**CHECKED BY:**

BAC MEMBER's/TWG's Name and Signature: \_\_\_\_\_

DATE AND TIME OF EVALUATION: \_\_\_\_\_

**REMARKS:**

- Complying**  
 **Non-Complying**