



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

### Checklist of Technical Documents

Name of Project : **NEGOTIATED PROCUREMENT FOR PURCHASE OF LABORATORY AND OTHER EQUIPMENT**

Total ABC for Lots 1 - 7 : **Php 3,242,501.00**

	<input type="checkbox"/> Lot 1: PhP 865,500.00	<input type="checkbox"/> Lot 2: PhP 227,000.00
Lot No. and ABC :	<input type="checkbox"/> Lot 3: PhP 302,000.00	<input type="checkbox"/> Lot 4: PhP 180,000.00
	<input type="checkbox"/> Lot 5: PhP 900,000.00	<input type="checkbox"/> Lot 6: PhP 368,001.00
	<input type="checkbox"/> Lot 7: PhP 400,000.00	

Name of Bidder :

Address of Bidder :

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>I. TECHNICAL COMPONENT ENVELOPE</b>			
<u>Legal Documents</u>			
<input type="checkbox"/>	<b>A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);</b> <b>or</b>		
<input type="checkbox"/>	<b>B. Registration certificate</b> 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"/>	<b>C. Mayor's or Business permit</b> 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"/>	<b>D. Tax clearance</b> per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<u>Technical Documents</u>			
<input type="checkbox"/>	<b>E. Conformity with the Technical Specifications</b> , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable ( <b>Annex A</b> ); <b>and</b>		
<input type="checkbox"/>	<b>F. Original duly signed Omnibus Sworn Statement (see Annex C_Bidding Forms, page 4-5); and</b>		
<input type="checkbox"/>	<b>i.1. if applicable, Original Notarized Secretary's Certificate</b> in case of a corporation, partnership, or cooperative; or <b>Original Special Power of Attorney</b> 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 ( <b>Authority of the signatory</b> )		
<input type="checkbox"/>	<b>i.2. Integrity Pledge of KSU Service Provider with attached ID of AMO</b>		

**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.

**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 FOR PURCHASE OF LABORATORY AND OTHER EQUIPMENT	
Total ABC for Lots 1 - 7	:	Php 3,242,501.00	
Lot No. and ABC	:	<input type="checkbox"/> Lot 1: PhP 865,500.00	<input type="checkbox"/> Lot 2: PhP 227,000.00
		<input type="checkbox"/> Lot 3: PhP 302,000.00	<input type="checkbox"/> Lot 4: PhP 180,000.00
		<input type="checkbox"/> Lot 5: PhP 900,000.00	<input type="checkbox"/> Lot 6: PhP 368,001.00
		<input type="checkbox"/> Lot 7: PhP 400,000.00	
Name of Bidder	:		
Address of Bidder	:		

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>II. FINANCIAL COMPONENT ENVELOPE</b>			
<input type="checkbox"/>	G. Original of duly signed and accomplished Price Schedule(s). <i>(refer to Annex C Bidding Forms, page 2 or 3 as applicable);</i>		

**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**