



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

Checklist of Technical Documents

Name of Project : **NEGOTIATED PROCUREMENT FOR PURCHASE OF OFFICE AND JANITORIAL SUPPLIES AND MATERIALS**

Total ABC for Lots 1 - 7 : **Php 2,036,640.37**

Lot No. and ABC : Lot 1: PhP 1,845,756.93 Lot 2: PhP 190,883.44

Name of Bidder :

Address of Bidder :

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I. TECHNICAL COMPONENT ENVELOPE			
<u>Legal Documents</u>			
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or		
<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, and		
<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; and		
<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>			
<input type="checkbox"/>	E. Conformity with the Technical Specifications , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (Annex A); and		
<input type="checkbox"/>	F. Original duly signed Omnibus Sworn Statement (see Annex C_Bidding Forms, page 4-5); and		
<input type="checkbox"/>	i.1. 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 (Authority of the signatory)		
<input type="checkbox"/>	i.2. Integrity Pledge of KSU Service Provider with an attached ID of AMO		

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 OFFICE AND JANITORIAL SUPPLIES AND MATERIALS**

Total ABC for Lots 1 - 7 : **Php 2,036,640.37**

Lot No. and ABC : Lot 1: PhP 1,845,756.93 Lot 2: PhP 190,883.44

Name of Bidder : _____

Address of Bidder : _____

ITEM NO.	REQUIREMENTS	PASSED	FAILED
II. FINANCIAL COMPONENT ENVELOPE			
<input type="checkbox"/>	G. Original of duly signed and accomplished Price Schedule(s) . <i>(refer to Annex A_Schedule of Prices)</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