



**Annex "C": Checklist for Eligibility, Technical and Financial Components**

**Checklist of Technical Documents**

Name of Project : **NEGOTIATED PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT FOR CAFFEINE PROJECT**

---

Approved Budget for the Contract : **PHP 1,010,250.00/ [ ] Lot 1: Php 550,000.00/ [ ] Lot 2: Php 266,500.00/ [ ] Lot 3: Php 193,750.00**

---

Name of Bidder :

---

Address of Bidder :

---

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>I. TECHNICAL COMPONENT ENVELOPE</b>			
<u><b>Legal Documents</b></u>			
<input type="checkbox"/>	<b>A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); and</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><b>Technical Documents</b></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 B</b> ); <b>and</b>		
<input type="checkbox"/>	<b>F. Original duly signed Omnibus Sworn Statement</b> (see <i>Annex D_Bidding Forms</i> ); <b>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 an attached ID of AMO</b> (see <i>Annex D_Bidding Forms</i> )		

**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 SUPPLIES, MATERIALS AND EQUIPMENT FOR CAFFEINE PROJECT**

---

Approved Budget for the Contract : **PHP 1,010,250.00/ [ ] Lot 1: Php 550,000.00/ [ ] Lot 2: Php 266,500.00/ [ ] Lot 3: Php 193,750.00**

---

Name of Bidder :

---

Address of Bidder :

---

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>II. FINANCIAL COMPONENT ENVELOPE</b>			
<input type="checkbox"/>	<b>G. Original of duly signed and accomplished Price Schedule(s). 3. (refer to Annex A_Schedule of Prices) including Technical Data Sheet of the Equipment</b>		

**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.
- 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**