



Annex "A": Checklist for Eligibility, Technical and Financial Components

Checklist for Eligibility and Technical Components

COMPANY: _____

ADDRESS: _____

ITEM NO.	REQUIREMENTS	PASSED	FAILED
	ELIGIBILITY AND TECHNICAL DOCUMENTS		
	1. Eligibility Documents --		
	<u>Class "A" Documents:</u>		
	Legal Documents		
A	a. <input type="checkbox"/> Updated PhilGEPs Platinum Certificate of Registration with Annex A, and/or		
	b. <input type="checkbox"/> Class "A" Eligibility Documents pursuant to GPPB Resolution No. 26-2017, such as: <input type="checkbox"/> Registration Certificate (SEC, DTI or CDA),		
	<input type="checkbox"/> CY 2017 Mayor's/ Business Permit or its equivalent document for EEZ areas,		
	<input type="checkbox"/> Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR		
	<input type="checkbox"/> Tax payer's Identification number or VAT registration for the type & cost of contract to be bid (<u>SF-GOOD-10</u>). // TIN _____		
	Technical Documents		
B	a. <input type="checkbox"/> Statement of the prospective Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, within THREE (3) years from bid submission, if any, whether similar or not similar in nature and complexity to the contract to be bid.		
	b. <input type="checkbox"/> Statement identifying the bidder's Single Largest Completed Contracts (SLCC) similar to the contract to be bid. The two statements (a & b) required shall indicate for each contract the following: <ol style="list-style-type: none"> 1. name of the contract; 2. date of the contract; 3. contract duration; 4. owner's name and address; 5. kinds of Goods; 6. For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts; 7. For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index; 8. date of delivery; and 9. end user's Certificate of Final Acceptance/Completion or Purchase Order or Official Receipt(s) or Sales Invoice issued for the contract if completed. 		
D	Proof of authorization as franchise dealer of the vehicle being sold.		
	Financial Documents		
E	Y2016 Audited Financial Statements (AFS), stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.		
F	<input type="checkbox"/> NFCC computation of which the <i>K factor shall be fixed at 15, regardless of contract duration, and the values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. NFCC = Php _____; or</i>		
	<input type="checkbox"/> Committed Line of Credit (CLC) from a universal or commercial bank, at least Php150,000.00 (10% of the ABC).		
	<u>Class "B" Documents:</u>		
G	<input type="checkbox"/> Valid JVA in case the joint venture is already in existence; or		
	<input type="checkbox"/> Duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.		



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ITEM NO.	REQUIREMENTS	PASSED	FAILED
	2. Technical Documents --		
H	Duly conformed Delivery Schedule (Schedule of Requirements) (attached as Annex "B").		
I	Duly conformed Technical Specifications based on Terms of Reference (attached as Annex "C").		
J	Duly signed statement of the prospective bidder (OMNIBUS SWORN STATEMENT , that		
	a) Signatory is proprietor/duly authorized representative of bidder.		
	b) Full power and authority to perform acts or represent bidder.		
	c) Not "blacklisted" or barred from bidding		
	d) Each document is authentic copy of original, complete, and correct.		
	e) Authorizing Head of Procuring Entity to verify all documents submitted.		
	f) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.		
	g) Complies with existing labor laws and standards.		
	h) Aware of and undertaken responsibilities as a bidder.		
K	i) Did not give any commission, amount, fee, or consideration.		
	Authority of the signatory based on 6.2(h) on the ITB, which read as follows: <i>"Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture"</i> Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company.		

Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.

CHECKED BY: _____

BAC MEMBER's Name and Signature: _____

DATE: _____

REMARKS: **Eligible**
 Non-Eligible



Checklist for Financial Component

COMPANY: _____

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	3. Financial Documents --		
A	Duly signed Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with ITB Clauses Error! Reference source not found. and REF_Ref33261715 \r \h * MERGEFORMAT Error! Reference source not found. of this Bid Document.		
B	Recurring and maintenance costs, <i>if applicable</i>		

Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.

CHECKED BY: _____

BAC MEMBER's Name and Signature: _____

DATE: _____

REMARKS:

Complying

Non-Complying