



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

**CHECKLIST FOR ELIGIBILITY AND TECHNICAL COMPONENTS**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	PASSED	FAILED
	<b>ELIGIBILITY AND TECHNICAL DOCUMENTS</b>		
	<b>1. Eligibility Documents -- <u>Class “A” Documents:</u></b>		
	<b>Legal Documents</b>		
<b>A</b>	a. <input type="checkbox"/> Updated PhilGEPS Platinum Certificate of Registration with Annex A, <b>and/or</b>		
	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 2018 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 /// <b>TIN</b> _____		
<b>B</b>	Acceptable proof of registration from PSIA Accredited Seed Source and/or NSIC Accredited Supplier		
	<b>Technical Documents</b>		
<b>C</b>	a. <input type="checkbox"/> <b>Statement of the prospective Bidder of all its ongoing and completed government and private contracts</b> within <b>FIVE (5)</b> years from bid submission, if any, whether similar or not similar in nature and complexity to the contract to be bid ( <b>SF-GOOD-13a</b> ).  This statement shall be supported with: 1) Notice of Award and/or Contract; 2) Purchase Order and/or Notice to Proceed issued by the owner; and 3) Certificate of Accomplishments signed by the owner or authorized representative.		
<b>D</b>	b. <input type="checkbox"/> Statement identifying the bidder’s Single Largest Completed Contracts (SLCC) similar to the contract to be bid.  This statement (of the Bidder’s SLCC) shall be supported with: 1) Signed Contract; 2) Certificate of Completion; and 3) Project Owner’s Certificate of Final Acceptance issued by the Owner.  The two statements (a & b) required shall indicate <b>for each contract</b> the following: a) name of the contract; b) date of the contract; c) contract duration; d) owner’s name and address; e) kinds of Goods; f) For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts; g) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index; h) date of delivery; and i) end user’s Certificate of Final Acceptance/Completion or Purchase Order or Official Receipt(s) or Sales Invoice issued for the contract if completed.		
	<b>Financial Documents</b>		
<b>E</b>	Audited Financial Statements, showing, among others, the prospective bidder’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year which should not be earlier than two (2) years from the date of bid submission.		



<b>F</b>	<p><input type="checkbox"/> <b>NFCC computation</b> of which the <i>K</i> factor shall be <u>fixed at 15</u>, 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.  <b>NFCC = Php_____</b>; or</p> <p><input type="checkbox"/> <b>Committed Line of Credit (CLC)</b> from a universal or commercial bank, <b>at least PhP 126,386.50</b> (10% of the ABC).</p>		
	<b><u>Class "B" Documents:</u></b>		
<b>G</b>	Valid JVA in case the joint venture is already in existence		
	<b>2. Technical Documents --</b>		
<b>H</b>	Duly conformed Delivery Schedule/Schedule of Requirements		
<b>I</b>	Duly conformed Technical Specifications		
<b>J</b>	<p>Duly signed statement of the prospective bidder (<b>OMNIBUS SWORN STATEMENT</b>, that</p> <p><b>a)</b> Signatory is proprietor/duly authorized representative of bidder.</p> <p><b>b)</b> Full power and authority to perform acts or represent bidder.</p> <p><b>c)</b> Not "blacklisted" or barred from bidding</p> <p><b>d)</b> Each document is authentic copy of original, complete, and correct.</p> <p><b>e)</b> Authorizing Head of Procuring Entity to verify all documents submitted.</p> <p><b>f)</b> Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.</p> <p><b>g)</b> Complies with existing labor laws and standards.</p> <p><b>h)</b> Aware of and undertaken responsibilities as a bidder.</p> <p><b>i)</b> Did not give any commission, amount, fee, or consideration.</p>		
<b>K</b>	<p>Authority of the signatory, which read as follows:</p> <p><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></p> <p><b>Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company.</b></p>		

**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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	<b>Financial Documents (Second Envelope)</b>		
<b>A</b>	Duly signed Financial Bid Form, which includes bid prices and the applicable Price Schedules		
<b>B</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**