



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
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Annex "A": Checklist for Eligibility, Technical and Financial Components

Name of Project	:	Negotiated Procurement for Purchase of Library Books
Approved Budget for the Contract	:	Php613,177.50
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
ELIGIBILITY AND TECHNICAL DOCUMENTS			
Eligibility Documents --			
A	Updated PhilGEPS Platinum Certificate of Registration with Annex Pages. *In case the bidder has a valid PhilGEPS Certificate of Registration (Platinum) but with expired Tax Clearance/Mayor's or Business Permit in Annex "A", the bidder should attach an updated valid BIR Tax Clearance/Mayor's or Business Permit.		
B	1. Statement of the prospective Bidder of all its Ongoing Government and Private Contracts , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (SF-GOOD-13a).		
C	2. Statement identifying the bidder's Single Largest Completed Contracts (SLCC) similar to the contract to be bid (SF-GOOD-13b). This statement (of the Bidder's SLCC) shall be supported with: 1) Signed Contract; 2) Certificate of Completion; and 3) Certificate of Acceptance. The two statements (1 & 2) required shall indicate for each contract 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 & 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 acceptance or official receipt(s) or sales invoice issued for the contract if completed.		
D	<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.</i> NFCC = Php_____; or <input type="checkbox"/> Committed Line of Credit (CLC) from a universal or commercial bank (10% of the ABC of the Lot/s they are bidding).		
Technical Documents --			
E	PROJECT REQUIREMENTS , which shall include the following: 1) Company Profile, which may include Organizational Chart, Services, List of Clients, Key Personnel and Staff, List of Major Equipment, among others.		
F	2) Duly conformed Delivery Schedule under Annex "C" - Schedule of Requirements.		
G	3) Duly conformed Technical Specifications under Annex "D", with pictures of items as applicable.		



Checklist for Financial Component

Name of Project	:	Negotiated Procurement for Purchase of Library Books
Approved Budget for the Contract	:	Php613,177.50
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	Financial Documents (Second Envelope)		
A	Duly signed Bid Prices in the Bill of Quantities (lump sum bid prices), which includes bid prices and the applicable Price Schedules, and with attached clear Pictures of all the Items offered (<i>BOQ is attached as Annex "B"</i>).		
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 (non-complying) of the bid.
- Financial Proposal is preferably to be soft bounded and with Ear-Tabbing for each Checklist above, for easier evaluation of bids. 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:

TWG/BAC MEMBER's Name and Signature: _____

DATE: _____

REMARKS:

- Complying**
 Non-Complying