

# SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

**ABC: ₱1,984,000.00**

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

**PROJECT: PROCUREMENT FOR THE SUPPLY AND DELIVERY OF DUPLICATING AND SHREDDING MACHINES IN PRC REGIONAL OFFICE IX.**

REQUIREMENTS <small>BIDDER'S INITIALS</small>	P or F	P or F	P or F

## LEGAL DOCUMENTS

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR.			
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## TECHNICAL DOCUMENTS

2. * The statement of all 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; and			
3. * The statement identifying the Bidder's single largest completed contract similar to the contract to be bid from <b>January 2005 up to the date of submission and opening of bids.</b> Both statements shall include, for each contract, the following: i. name of the contract; ii. date of the contract; iii. contract duration; iv. owner's name and address; v. kinds of Goods; vi. For Statement of Ongoing Contracts, the amount of contract and value of outstanding contracts; vii. For Statement of SLCC, the amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; viii. Date of delivery; and ix. End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.			
4. Bid Securing Declaration Unnotarized Bid Securing Declaration may be accepted in accordance with GPPB Resolution No. 09-2020 dated May 7, 2020			
5. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.  *Section VI, Schedule of Requirements, and Section VI, Technical Specifications, must form part of the submissions of the documents.  *Technical Specification shall supported by submitting samples or evidence of such compliance, as applicable.			
6. Acknowledgment and compliance with Sections IV and V of the Bidding Documents: the General Conditions and Special Conditions of Contract.			
7. Omnibus Sworn Statement in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.			

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REQUIREMENTS	P or F	P or F	P or F
BIDDER'S INITIALS			
8. 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.			
<b>FINANCIAL DOCUMENTS</b>			
9. The Supplier's audited financial statements, showing among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;			
10. For compliance with financial eligibility requirement, the bidders must submit a computation of its Net Financial Contracting Capacity (NFCC). Pursuant to Section 23.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.			
11. CLASS "B" If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provision of the JVA in the instance that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.			
<b>FINANCIAL COMPONENT ENVELOPE</b>			
12. Duly accomplished Financial Bid in the Official Bid Form			
13. Original of duly signed and accomplished price schedule(s).			
<b>14. Bid Price</b>			
<b>Legend:</b> <b>P = Passed F = Failed N/A=Not Applicable</b>			

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REQUIREMENTS	P or F	P or F	P or F
BIDDER'S INITIALS			

### Bids and Awards Committee

\_\_\_\_\_  
**ERL C. VILLAGONZALO**  
 Chairman

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**ATTY. MAY S. CARREON**  
 Vice-Chairperson

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**GUILBERT J. CATUBAY**  
 Member

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**GLADYS CLAIRE R. ENOT**  
 Member

\_\_\_\_\_  
**MARIA PINKY M. DE PANO**  
 Member

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**JORGE B. DUTERTE**  
 Member

\_\_\_\_\_  
**NORA A. SIASON**  
 Member

\_\_\_\_\_  
**MONTANO A. JANOLINO III**  
 Provisional Member, Non-IT Projects

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**OSCAR B. BELARGA**  
 Provisional Member, IT Projects

**BIDDERS:**

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 Signature Over Printed Name

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 Signature Over Printed Name

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 Signature Over Printed Name

**OBSERVERS:**

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 Signature Over Printed Name

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 Signature Over Printed Name