

CHECKLIST
OPENING OF BIDS FOR THE PROJECTS
July 13, 2016

Provision of School Furniture to Newly Constructed Classrooms – Batch 1&2

Contractor/Prospective Bidder:

I. TECHNICAL COMPONENTS ENVELOPE

a. Eligibility Requirements

Class "A" Documents

Legal Documents

- Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration.
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located

Technical Documents

- Duly signed Statement of all ongoing government and private contracts within the last 10 years reckoned from the date of submission and receipt of bids, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
 1. Name of the contract
 2. Date of the contract
 3. Kinds of goods
 4. Amount of contract and value of outstanding contracts
 5. Date of delivery and
 6. End user's acceptance or official receipt(s) issued for the contract, if completed.
- Duly signed Statement of all completed government and private contracts within the last 10 years reckoned from the date of submission and receipt of bids.
- Valid PCAB License and Registration for the type and cost of contract to be bid
- Certificate of Non-Slippage of completed and/or on-going projects for the last two (2) years.

Financial Documents

- Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.
- Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid; or

- Certificate of commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this Project, in an amount equal to at least 10% of the ABC to be bid.

Class "B" Documents

- Valid and duly signed joint venture agreement pursuant to ITB 5.1, 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 provisions of the JVA in the instance that the bid is successful.

b. Technical Documents

- Original copy of Bid Security, in accordance with ITB Clause 18.,
- Duly signed Organizational Chart for the Contract to be bid,
- List of Contractor's Personnel to be assigned to the Contract,
- List of Equipment, Owned or Leased and/or under Purchase Agreements Pledged to the proposed Contract,
- Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- Original and duly signed copy of Omnibus Sworn Statement in accordance with Section VIII. Bidding Forms

NUMBER OF COPIES OF TECHNICAL COMPONENT IN SEPARATE ENVELOPES

- One (1) original copy and
- One (1) additional copy

II. FINANCIAL COMPONENT ENVELOPE

- Original copy of duly signed Financial Bid Form

NUMBER OF COPIES OF FINANCIAL COMPONENT ENVELOPES

- One (1) original copy and
- One (1) additional copy

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

<i>BAC Chairman</i>	<i>BAC Vice Chairman</i>	<i>BAC Member</i>	<i>BAC Member</i>
<i>BAC Member</i>	<i>BAC Member</i>	<i>Representative</i>	<i>Representative</i>
<i>Head BAC TWG</i>	<i>PMO/End User</i>	<i>Representative</i>	<i>Representative</i>