

**CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS**

**Project** : **PROCUREMENT of the 2021 IT and OFFICE EQUIPMENT**  
**Date/Time/Place of Opening of Bids** : December 2, 2020  
 10:00 AM  
 EMB-CAR, DENR Compound, Gibraltar Road, Baguio City

<b>CHECKLIST OF REQUIREMENTS</b>	
<b>A. Documents Comprising the Bid: Eligibility and Technical Components</b>	
<b>ELIGIBILITY REQUIREMENTS</b>	
<u>Class "A" Documents:</u>	
<i>Legal Documents</i>	
1.	Registration Certificate from SEC, DTI (for sole proprietorship), or CDA (for cooperatives)
2.	Mayor's/Business Permit
3.	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR
<i>Technical Documents</i>	
1.	PhilGEPS Registration Certificate
2.	Statement of all its ongoing government & private contracts (including contracts awarded but not yet started, if any, whether similar or not similar in nature & complexity to the contract to be bid)
3.	Statement of the Bidder's SLCC similar to the contract to be bid (w/n 5 years from Bid Opening)
<i>Financial Documents</i>	
1.	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 preceding calendar year which should not be earlier than two (2) years from the date of bid submission
2.	Computation of Net Financial Contracting Capacity (NFCC). However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation
<u>Class "B" Document:</u>	
The Joint Venture Agreement (JVA) or the Duly Notarized Statement (in accordance with Section 23.1(b) of the IRR, if applicable)	
<b>TECHNICAL DOCUMENTS</b>	
1.	Bid Security (Bid Securing Declaration or Cash/Cashier's check/bank draft, or Surety Bond)
2.	Conformity with technical specifications (which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable)
<b>Omnibus Sworn Statement</b>	
	a. sole proprietor or authorized representative
	b. sole proprietor/authorized representative has full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract accompanied by Special Power of Attorney/Board Resolution/Secretary's Certificate
	c. it is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, etc.
	d. documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, all statements & information provided therein are true & correct
3.	e. authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted
	f. owner/sole proprietor is not related to the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree
	g. complies with existing labor laws and standards;
	h. aware of and has undertaken the following responsibilities as a Bidder: carefully examine of the Bidding Documents, acknowledge all conditions, local or otherwise, affecting the implementation of the Contract, made an estimate of the facilities available and needed for the contract to be bid, if any, and inquire/secure Supplemental/Bid Bulletin(s) issued;
	i. did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
<b>B. Documents Comprising the Bid: Financial Component</b>	
Financial Bid Form (w/c includes bid prices & applicable Price Schedules, in accordance w/ ITB Clauses 15.1 & 15.4)	