

## BIDDER'S CHECKLIST OF REQUIREMENTS

### DESIGN AND INSTALLATION OF MODULAR WORKSTATIONS, PARTITIONS AND FURNITURE (Two-Stage Competitive Bidding)

<b>Envelope No. 1 – TECHNICAL PROPOSAL</b>		
	PASS (✓)	FAIL (X)
<b>I. ELIGIBILITY REQUIREMENTS</b>		
Each bidder shall submit <b>ONE (1) ORIGINAL AND FOUR (4) PHOTOCOPIES of the first and second components of its bid, duly initialed in each page by the bidder or his or her authorized representative.</b> Bidder must ensure that ELIGIBILITY AND FINANCIAL DOCUMENTS are <b>securely bound</b> and <b>properly labeled</b> .		
(Class "A" Documents)		
<b>*Legal Documents</b>		
1. Certified true copy of Department of Trade & Industries (DTI) for Sole Proprietorship Business Name Registration, Securities & Exchange Commission (SEC) Registration Certificate for Corporation and Partnership, Cooperative Development Authority (CDA) for Cooperatives – <b>TAB A</b>		
2. Valid and Current Mayor's Permit/Municipal Licenses -- <b>TAB B</b>		
3. Tax Clearance (BDS#12.1(a) The 1 <sup>st</sup> envelope containing the technical components of the bid <b>shall also include the current Tax Clearance per Executive No. 398 series of 2005.</b> – <b>TAB C</b>		
<b>*Technical Documents</b>		
4. Statement of all its completed/on-going government and private contracts <b>within three (3) years</b> prior to deadline for submission and receipt of bids (BDS#12.1.0), <b>at least two (2) similar contracts the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project</b> , including similar contracts awarded but not yet started, if any. The statement shall include, for each contract, the following: <ul style="list-style-type: none"> <li>- Name of contract;</li> <li>- Date of contract;</li> <li>- Kinds of goods;</li> <li>- Amount of contract and value of outstanding contracts;</li> <li>- Date of delivery; and</li> <li>- Certificate of Acceptance or Official Receipt/s for the contract from the Bidder's client, if completed</li> </ul> <p><i>For this purpose, similar contracts shall refer to contracts involving "<u>Design, Fabrication, Installation of Modular Workstations, Furniture and Partitions</u>"</i> – <b>TAB D</b></p>		
<b>*Financial Documents</b>		
5. Certified true copy of Audited Financial Statements, stamped " <b>RECEIVED</b> " by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which <b>should not be earlier than two (2) years</b> from date of bid submission.		
6. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC), which shall be at least equal of the ABC to be bid or commitment from a Universal Bank to extend a Credit Line Certificate, which will be at least equal to Ten percent (10%) of the ABC to be bid if awarded the contract for this project. – <b>TAB F</b>		
<b>II. BID SECURITY: -- TAB G</b>		
<input type="checkbox"/> Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, irrevocable letter of credit at 2% of ABC;		
<input type="checkbox"/> Surety Bond at 5% of ABC;		
<input type="checkbox"/> Any combination of the foregoing proportionate to the share of form		

with respect to total amount of security.		
<input type="checkbox"/> Bid Securing Declaration		
<b>III. TECHNICAL SPECIFICATIONS &amp; SCHEDULE OF REQUIREMENTS – TAB H &amp; I</b>		
Technical specifications which may include production, delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable. <i>[The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.]</i>		
<b>IV. SWORN STATEMENT – TAB J</b>		
Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:		
(1) It is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;		
(2) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;		
(3) It is authorizing the Head of the Procuring Entity (HOPE) or his/her duly authorized representative/s to verify all the documents submitted and make inquiries with any public office, bank, person or firm which the HOPE may deem necessary in order to confirm that all statements and information provided in the documents are true and correct;		
(4) The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding with the duly notarized Secretary’s Certificate attesting to such fact, if the prospective bidder is a corporation, partnership, cooperative, or joint venture ( <u>For designated representative - Special Power of Attorney is required</u> );		
(5) It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019; - All bids must be accompanied by a sworn affidavit of the bidder that it is not related to the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree.		
(6) It complies with the responsibilities of a prospective or eligible bidders in the PBDs;		
(7) It complies with existing labor laws and standards, in the case of procurement of services.		
<b>(Class “B” Documents) – TAB K</b>		
1. 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 provisions of the JVA in the instance that the bid is successful.		

**Envelope No. 2 – FINANCIAL PROPOSAL**

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