



**PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC)**

**CHECKLIST OF REQUIREMENTS**  
**(PROCUREMENT OF GOODS and SERVICES)**

Title of Project : \_\_\_\_\_  
 Reference : P.R. No.: \_\_\_\_\_ IB. No.: \_\_\_\_\_  
 ABC : \_\_\_\_\_  
 Date of Evaluation : \_\_\_\_\_  
 Name of Bidder : \_\_\_\_\_

**ENVELOPE NO.1: ELIGIBILITY AND TECHNICAL COMPONENTS**

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:**

**I. ELIGIBILITY REQUIREMENTS**

	<b>TAB</b>
<i>DESCRIPTION</i>	
<b>➤ CLASS "A" DOCUMENTS</b>	
<b><u>LEGAL DOCUMENTS</u></b>	
<input type="checkbox"/> PhilGEPS Certificate of Registration and Membership under <b>Platinum</b> category.	<b>A</b>
<b><u>TECHNICAL DOCUMENTS</u></b>	
<input type="checkbox"/> Statement of all <b>ON-GOING government and private contracts</b> within the period of <b>three (3) years</b> , unless otherwise stated in the <b>BDS</b> , including contracts awarded but not yet started, if any, <b>WHETHER SIMILAR OR NOT SIMILAR</b> in nature and complexity to the contract to be bid. Each statement shall be supported by any of the following documents: <input type="checkbox"/> i. Copy of the Contract <b>OR</b> Purchase Order (PO) <b>OR</b> Notice of Award (NOA) <b>OR</b> Notice to Proceed (NTP)	<b>B</b>
<input type="checkbox"/> Statement of all <b>COMPLETED</b> government and private contracts which are <b>similar in nature</b> within the period of <b>three (3) years</b> , unless otherwise stated in the <b>BDS</b> . <u>Only the bidder's SINGLE LARGEST COMPLETED CONTRACT</u> that is similar in nature to the project to be bid shall be supported with complete documentary evidence, enumerated below: <input type="checkbox"/> i. Copy of the Contract <b>OR</b> Purchase Order (PO); <input type="checkbox"/> ii. Copy of Certificate of Completion <b>OR</b> Sales Invoice; and <input type="checkbox"/> iii. Copy of Certificate of Acceptance <b>OR</b> Official Receipt (OR) / Collection Receipt.	<b>C</b>
<b>N.B.</b> The PAGASA-BAC, however, reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post evaluation stage.	
<b><u>FINANCIAL DOCUMENTS</u></b>	
<input type="checkbox"/> Audited Financial Statements duly stamped <b>RECEIVED*</b> by Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the <b>Calendar Year 2017</b> ; <b>* First five (5) pages AND last five (5) pages only.</b>	<b>D</b>
<input type="checkbox"/> Computation of Net Financial Contracting Capacity (NFCC)*; <b>OR</b> , Certificate of Cash Deposit; <b>OR</b> , Credit Line Certificate (CLC) issued by a Universal or Commercial Bank in favor of the bidder, if awarded the contract for the project. <b>* The constant NFCC's K factor is set at 15, regardless of contract duration.</b>	<b>E</b>
<b>➤ CLASS "B" DOCUMENTS</b>	
<input type="checkbox"/> If <b>Joint Venture</b> , Valid and duly notarized <b>JOINT VENTURE AGREEMENT (JVA)</b> in case the joint venture is already in existence <b>or</b> duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful.	<b>F</b>



<b>II. TECHNICAL REQUIREMENTS</b>		<i>DESCRIPTION</i>	<b>TAB</b>
<input type="checkbox"/>	<b>Bid Security</b>		<b>A</b>
	<b>FORM OF SECURITY</b>	<b>AMOUNT (Equal to Percentage of the ABC)</b>	
	<ul style="list-style-type: none"> <li>• Cash or cashier's/manager's check issued by a Universal or Commercial Bank; <b>OR</b>,</li> <li>• Bank Draft/Guarantee or an Irrevocable Letter of Credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</li> </ul>	<b>2%</b>	
	<ul style="list-style-type: none"> <li>• Surety bond callable upon demand accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments</li> </ul>	<b>5%</b>	
	<ul style="list-style-type: none"> <li>• Bid Securing Declaration (GPPB Resolution No. 03-212)</li> </ul>		
<input type="checkbox"/>	<b>Conformity with the Technical Specifications</b> as specified in the Terms of Reference (TOR). Bidders must submit the duly filled-up Form, attached in the bidding documents as <b>Section 7</b> and supported with the following documents:		<b>B</b>
	<input type="checkbox"/>	Evidence in support of the Bidder's Statement of Compliance in the form of: manufacturer's un-amended literature or brochures, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as may be appropriate.	<b>B-1</b>
	<input type="checkbox"/>	Duly Filled-up <b>Manufacturer's Authorization Form or Duly Authenticated Certification of Sole/Exclusive Distributorship</b> issued by the manufacturer.	<b>B-2</b>
	<input type="checkbox"/>	Other additional requirements as stated in the Terms of Reference (TOR) and/or the BDS	<b>B-3</b>
<input type="checkbox"/>	<b>Schedule of Requirements</b> stating the complete schedule of delivery of each item/lot/project. Bidders must submit the duly filled-up Form, attached in the bidding documents as <b>Section 6</b> .		<b>C</b>
<input type="checkbox"/>	<b>Omnibus Sworn Statement</b> , in accordance with Section 25.3 of the 2016 Revised IRR of R.A. 9184 and using the prescribed form.		<b>D</b>
	<input type="checkbox"/>	<b>Authority of the Signatory</b> , <i>i.e.</i> , the Secretary's Certificate <b>OR</b> the Special Power of Attorney (SPA) <b>OR</b> , Owner's Affidavit, whichever is applicable.	<b>D-1</b>

**NOTE: Additional Instructions:**

- a) **ALL PAGES** of the **ORIGINAL COPY** of the bidder's **Eligibility and Technical Components**, whether **original or certified true copy**, shall be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using **any color of pen except BLACK**. **To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.**
- b) The notarization of any documentary requirement, if so required, shall comply with the **2004 Rules on Notarial Practice**. **Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity**. In accordance with the Resolution of the Supreme Court, the phrase "competent evidence of identity shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID.**
- c) **Use only the prescribed bidding forms** as provided in the bidding documents **without any alterations** to their format and **no substitute form shall be accepted**. Unless otherwise stated in the **BDS**, use of substitute forms shall be a ground for outright rejection of the bidder's document.
- d) **ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**
- e) **These additional requirements and instructions shall form part of the BDS and Instructions to Bidders.**

REMARKS:    [ ] PASS        [ ] FAIL

Checked by: \_\_\_\_\_  
**BAC Member**

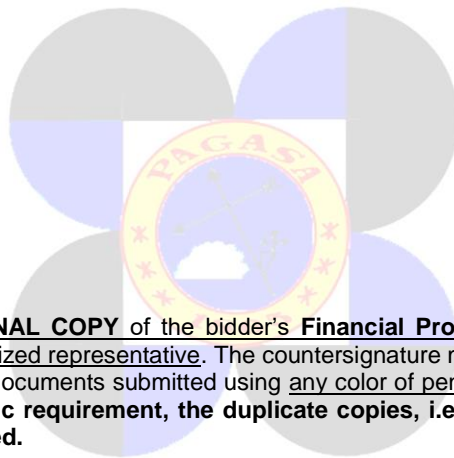


**ENVELOPE NO. 2: FINANCIAL COMPONENT**

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:**

**III. FINANCIAL REQUIREMENTS**

<i>DESCRIPTION</i>		<b>TAB</b>
<input type="checkbox"/>	Financial Bid Form;	<b>A</b>
<input type="checkbox"/>	Completely filled-up Price Schedules (Source of Goods Form) - for Goods Offered from Abroad <b>or</b> Within the Philippines <b>or</b> both, whichever is applicable.	<b>B</b>
<input type="checkbox"/>	Detailed Cost Breakdown and Bill of Quantities	<b>C</b>
<input type="checkbox"/>	Digital Copy of Statement of Compliance (Section 7. Technical Component); the detailed cost breakdown; and, bill of quantities of Goods/Services being offered.	<b>D</b>



**NOTE: Additional Instructions:**

- ALL PAGES** of the **ORIGINAL COPY** of the bidder's **Financial Proposal** shall likewise be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using any color of pen except BLACK. **To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.**
- Bidders shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- Bidders shall include in the **detailed cost breakdown** the rates and prices for all items/components of the Goods and/or Services described in the Bill of Quantities, including cost of all applicable taxes, such as, but not limited to, the Value Added Tax (VAT), income tax, local taxes, and other fiscal levies and duties. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified.
- Use only the prescribed forms as provided in the bidding documents **without any alterations** to their format and **no substitute form shall be accepted**. Unless otherwise stated in the **BDS**, use of substitute forms shall be a ground for outright rejection of the bidder's document.
- ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**
- These additional requirements and instructions shall form part of the Instructions to Bidders.**

REMARKS: [ ] PASS [ ] FAIL

Checked by: \_\_\_\_\_  
**BAC Member**