



Republic of the Philippines  
Department of Health  
**BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER**  
Baguio City

## CHECKLIST FOR GOODS

Form No.: MCC-BAC-019

Revision No.: Ø

Effectivity Date: September 1, 2016

**Project: Procurement of Various Medical Supplies and Other Miscellaneous Supplies for FY 2017, BGHMC**

**Approved Budget for the Contract (ABC) Php:**

**Company: \_\_\_\_\_ Date and Time of Opening of Bids: February 3, 2017**

<b>REQUIREMENTS</b>	<b>REMARKS</b>	
	<b>PASS</b>	<b>FAIL</b>

**I. ELIGIBILITY AND TECHNICAL DOCUMENTS**

**A. Eligibility DOCUMENTS**

*Class "A" Documents*

**1. Legal**

1. Valid DTI or SEC Registration		
2. Valid and Current Mayor's Permit/Municipal License		
3. Tax Clearance Certificate (per Executive Order 398, s. 2005) as finally reviewed and approved by BIR		
4. Certificate of PhilGEPS Registration		

**2. Technical**

1. Statement of all ongoing government and private contracts ( <i>see Section VIII, Bidding Forms</i> )		
2. Statement of single largest completed contract similar to the contract to be bid		

**3. Financial**

1. Updated Audited Financial Statement, stamped, received by BIR		
2. Net Financial Contracting Capacity (NFCC) Computation or a committed Line of Credit (CLC) from a Universal or Commercial Bank		

*Class "B" Documents (for joint-ventures)*

Valid Joint Venture Agreement(JVA)(if applicable)		
a.) SEC/DTI <u>or</u> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned;		
b.) Mayor's Permit <u>or</u> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned; and		
c.) Tax Clearance Certificate <u>or</u> Delinquency Verification Certificate for Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB) ( <i>GPPB NPM 045-2013, dated 07 June 2013</i> )		

**B. TECHNICAL DOCUMENTS**

1. BID Security in its required form, amount and validity period		
2. Conformity with technical specification, as enumerated and specified in Sections VI & VII		
3. Omnibus Sworn Statement (See Section XIII, Bidding Forms)		
4. Other documents (whichever is/are applicable)		
a.) Special Power of Attorney in case of single proprietorship.		
b.) Resolution from the General Manager or President if partnership.		



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c.) Board resolution with Secretary's Certificate in case of Corporations. Resolution signed by all the joint-venture partners in case of Joint-Venture.		
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**II. FINANCIAL DOCUMENTS**

1. Duly Signed Financial Bid Form		
2. Duly Signed BAC Form B (hard copy)		
3. Electronic copy of BAC Form B in compact disk (CD)		

**ANNEXES**

1. Authorized Representative of the Company		
2. Official Receipt that Bid Documents were purchased <i>(photocopy but present original)</i>		
3. Company Profile <i>(Name of Company/Business Address/Telephone Numbers/Fax Numbers/E-mail Address)</i>		
4. List and location of branches <i>(if any)</i>		
5. Bank Certification <ul style="list-style-type: none"> <li>a. Name of Account</li> <li>b. Account Number</li> <li>c. Branch of Bank</li> <li>d. That the Bank is a member of the clearing &amp; settlement system</li> </ul>		
6. PhilGEPS Document Request List		

\_\_\_\_\_  
**BAC Member**  
(Signature Over Printed Name)

\_\_\_\_\_  
**BAC Secretariat**  
(Signature Over Printed Name)

\_\_\_\_\_  
**TWG Member**  
(Signature Over Printed Name)

\_\_\_\_\_  
**Name of Authorized Representative**  
(Signature Over Printed Name)

\_\_\_\_\_  
**COA Representative**  
(Signature Over Printed Name)

\_\_\_\_\_  
**NGO Representative/Observer**  
(Signature Over Printed Name)