



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

BAC FORM NO.12

Project: Procurement of Various Drugs and Medicines for FY, 2017, BGHMC
Approved Budget for the Contract (ABC) Php: 239,988,127.98

Company: _____ Date and Time of Opening of Bids: February 1, 2017, 9:00 A.M.

REQUIREMENTS	REMARKS	
	PASS	FAIL

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)		



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a.) Special Power of Attorney in case of single proprietorship.		
b.) Resolution from the General Manager or President if partnership.		
c.) Board resolution with Secretary's Certificate in case of Corporations. Resolution signed by all the joint-venture partners in case of Joint-Venture.		

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 a. Name of Account b. Account Number c. Branch of Bank d. That the Bank is a member of the clearing & settlement system		
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)