



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

## CHECKLIST FOR GOODS

Form No.: MCC-BAC-019-01  
Revision No.: 1  
Effectivity Date: March 1, 2018

BAC FORM NO.12

**Project: PROCUREMENT OF 2020 QUADRIVALENT INFLUENZA VACCINE**

**Approved Budget for the Contract (ABC) Php 1,258,560.00**

**Company: \_\_\_\_\_ Date and Time of Opening of Bids: July 22, 2020, 9:00 a.m.**

REQUIREMENTS	REMARKS	
	PASS	FAIL

***I. ELIGIBILITY AND TECHNICAL DOCUMENTS***

***A. Eligibility DOCUMENTS***

Certificate of PhilGEPS Registration		
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*or*

***Class "A" Documents***

***1. Legal***

A. Valid DTI or SEC Registration		
B. Valid and Current Mayor's Permit/Municipal License		
C. Tax Clearance Certificate (per Executive Order 398, s. 2005) as finally reviewed and approved by BIR		

***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 <b><i>or</i></b> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned;		
b.) Mayor's Permit <b><i>or</i></b> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned; and		
c.) Tax Clearance Certificate <b><i>or</i></b> 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 VIII, 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.		
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)		



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**ANNEXES**

(Non-submission of the Following documents during the bidding date shall not be a ground for disqualification of the bidder but should be submitted.)

	<i>SUBMITTED</i>	<i>NOT - SUBMITTED</i>
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		
7. Latest Income and Business Tax Returns within the last six (6) months preceding the date of submission.		
8. Licenses and Permits required by Law (LTO).		
9. Electronic copy of BAC Form B in Flash Drive/USB ( in MS Excel Format)		

\_\_\_\_\_  
**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)