

**AUTHORIZED REPRESENTATIVE OF THE  
COMPANY  
(Front Page)  
(See format in the Bidding Document under FORMS)**

# Checklist of Technical and Financial Documents

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Company: \_\_\_\_\_ Time: \_\_\_\_\_

ABC: \_\_\_\_\_

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**Or** **VALIDITY:** \_\_\_\_\_
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And** **VALIDITY:** \_\_\_\_\_
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And** **VALIDITY:** \_\_\_\_\_
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).  
**VALIDITY:** \_\_\_\_\_

#### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and** \_\_\_\_\_
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and** \_\_\_\_\_
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**Or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Current Assets (a): \_\_\_\_\_  
 Current Liabilities (b): \_\_\_\_\_  
 Difference (TOTAL) (a - b): \_\_\_\_\_  
 Multiply by (15) (d): \_\_\_\_\_  
 On-going Projects Total (e): \_\_\_\_\_  
 NFCC (d-e): \_\_\_\_\_

**Class "B" Documents**

- (m) If applicable, a duly signed 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.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.  
 (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**  
 (b) Original of duly signed and accomplished Price Schedule(s).

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

## 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> | <b>NOT -<br/>SUBMITTED</b> |
|---|------------------|----------------------------|
| 1. Official Receipt of purchase of Bidding Documents  |                  |                            |
| 2. Company Profile (Name of Company/Business Address/Telephone Numbers/Fax Numbers/E-mail Address)  |                  |                            |
| 3. List and location of branches ( <i>if any</i> )  |                  |                            |
| 4. Bank Certification<br>a. Name of Account<br>b. Account Number<br>c. Branch of Bank<br>d. That the Bank is a member of the clearing & settlement system |                  |                            |
| 5. PhilGEPS Document Request List   |                  |                            |
| 6. Latest Income and Business Tax Returns within the last six (6) months preceding the date of submission.  |                  |                            |
| 7. Licenses and Permits required by Law   |                  |                            |