Republic of the Philippines
Benguet State University
La Trinidad, Benguet

CHECKLIST OF REQUIREMENTS FOR THE PROCUREMENT OF RICE

ENVELOPE A

I ELIGIBILITY REQUIREMENTS
1. SEC/DTI/ CDA Registration
2. Valid and Current Mayor’s Permit
3. Valid Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR
4. Latest Income and Business Tax Returns
5. Certificate of PhilGeps Registration
6. Statement of all on-going contracts, including contracts awarded but not yet started if any
7. Statement of completed contract (s) showing the Single Largest Completed Contract equivalent to at least 50% of the ABC that is similar in nature to the project within two (2) years prior to the submission of bids
8. Latest Audited Financial Statement stamped “ received” by the BIR or its duly accredited and authorized institutions
9. Net Financial Contracting Capacity (NFCC) computation

BID SECURITY - shall be limited to Bid Securing Declaration and at least one (1) other form in accordance with

II the following amount :
1. Cash, Cashier’s / Manager’s Check equivalent to 2% of the ABC;
2. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security, equivalent to 5% of the ABC; or
3. Any combination of the foregoing proportionate to the share form with respect to total amount of security

III TECHNICAL / PROJECT REQUIREMENTS
a. Schedule of Requirements, with delivery schedule
b. Technical Specifications, with statement of compliance
c. NFA certification
d. Manpower requirements
e. After sales warranty

IV SWORN STATEMENTS (Complete)
1. Not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGU, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
2. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
3. It is authorizing the University President or his duly authorized representative/s to verify all the documents submitted;
4. The signatory is duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the prospective bidder is a corporation partnership, cooperative or joint venture;
5. It complies with disclosure provision under Sec.47 ( not related to any members of the BAC, BAC secretariat,end-user);
6. It complies with labor laws and standards ; and
7. It did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and
8. Aware of and has undertaken the following responsibilities as a Bidder: (a) Carefully Examine all of the Bidding Documents, (b) acknowledge all conditions, local or otherwise, affecting the implementation of the Contract, ( c ) made an estimate of the facilities available and needed for the contract to be bid, if any; and (d) Inquire or secure Supplemental/ Bid Bulletin issued for the Supply and Delivery of equipment.

ENVELOPE B
1 Financial Bid Form
2 Financial Proposal

NOTE: Bidders must provide atleast 1 kilo of rice as sample for evaluation.