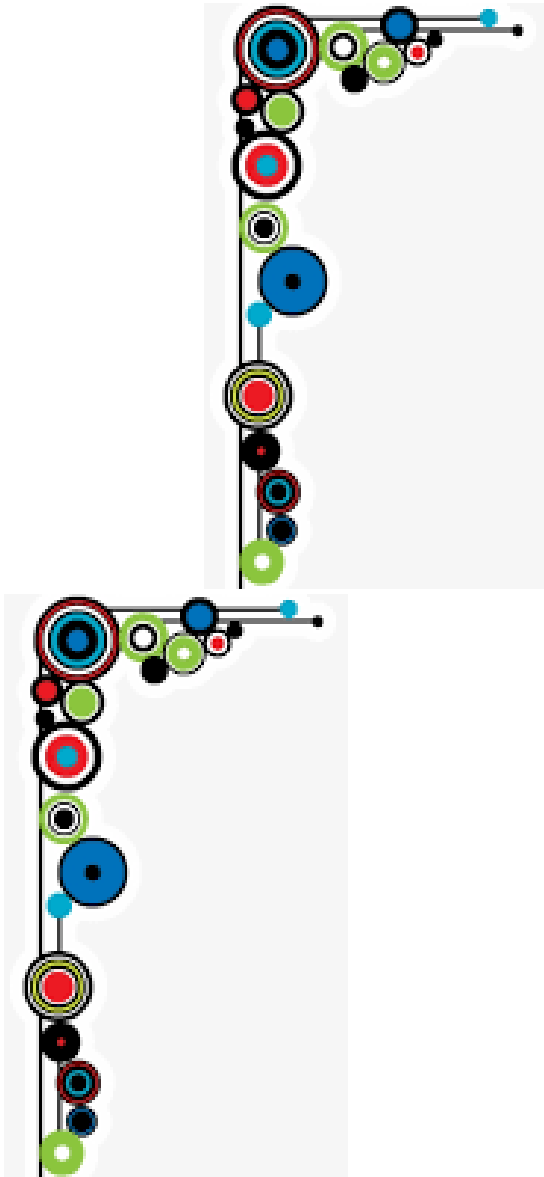


**IB 2023-14- SUPPLY, DELIVERY AND INSTALLATION OF  
LABORATORY EQUIPMENT FOR THE VETERINARY  
TEACHING HOSPITAL (VTH)**



**SECTION VIII–  
LIST OF  
TECHNICAL  
AND FINANCIAL  
DOCUMENTS**

## **CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

*For details, please refer to the Instruction to Bidders (ITB) and the Special Conditions of the Contract (SCC) (if any)*

### **ENVELOPE A**

#### **I. ELIGIBILITY REQUIREMENTS**

##### **A. LEGAL DOCUMENTS**

1. Valid PhilGeps Registration - Platinum Membership- all pages; in accordance with Section 8.5.2 of the IRR;

##### **B. TECHNICAL DOCUMENTS**

2. Statement of the prospective bidder of all 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
3. 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 9184, within the relevant period as provided in the Bidding Documents. Certificate of Acceptance and/ or Official Receipts must be attached to the SLCC; and
4. Original Copy of Bid Security must be in favor of **Benguet State University**
  - 4.1. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or
  - 4.2. Original copy of Notarized Bid Securing Declaration; or
  - 4.3. Cash
5. Conformity with the Technical Specifications; and
  - 5.1. Schedule of Requirements, with delivery schedule; and
  - 5.2. Manpower Requirements including accreditations of technical personnel; and
  - 5.3. Aftersales warranty; and
6. Original duly signed Omnibus Sworn Statement (OSS); and
  - 6.1. 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.

##### **C. FINANCIAL DOCUMENTS**

7. 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

16. Latest Business and Income Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and
17. Computation of Net Financial Contracting Capacity (NFCC); or
18. A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;
19. 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

## **ENVELOPE B**

1. Original of duly signed and accomplished Financial Bid Form, and
2. Original of duly signed and accomplished Price Schedule, and
3. Detailed Descriptions/ Brochures of the items, and
4. Other supporting documents (e.g. accreditations, exclusive distributorship and others)

### **Notes:**

*The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:*

- a. *This checklist is only a guide to the prospective bidder/s. Each prospective bidder shall take responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.*
- b. *All photocopied documents should be marked "certified true copy of the original" with corresponding signature over printed name of the bidder or its duly authorized representative and indicating the position in the company.*
- c. *Bidder should follow the sequence of items in the checklist of documents for submission and to use tabs to facilitate the inspection process.*
- d. *Incomplete required documents and expired licenses/ permit shall be a ground for disqualification*
- e. *The documents that will be submitted by the bidder shall be used for procurement purposes only*