

CHECKLIST OF REQUIREMENTS

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

IB 2023-06– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES, PAPER MATERIALS AND SEMI-EXPENDABLE OFFICE EQUIPMENTS

ENVELOPE A

I ELIGIBILITY REQUIREMENTS

A. LEGAL DOCUMENTS

1. Valid PhilGeps Registration - Platinum Membership- all pages; **OR**
2. Registration from SEC, DTI or CDA, and
3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder, and
4. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the BIR

B. TECHNICAL DOCUMENTS

5. Statement of the prospective bidder of all ongoing government and private contracts, including contracts awarded but not yet awarded, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
6. 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; and
7. Original copy of Bid Security
 - 7.1. *If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or*
 - 7.2. *Original copy of Notarized Bid Securing Declaration; or*
 - 7.3. *Cash*
8. Conformity with the Technical Specifications; and
9. Schedule of Requirements, with delivery schedule; and
10. Manpower Requirements; and
11. Aftersales warranty; and
12. Original duly signed Omnibus Sworn Statement (OSS); and
13. 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 his officer to sign the OSS and do acts to represent the Bidder.

C. FINANCIAL DOCUMENTS

14. Audited Financial Statements stamped received by the BIR or its duly accredited and authorized institutions for the preceding year which should not be earlier than two (2) years from the date of bid submission; and Latest Income and Business Tax Returns; and
15. Latest Business and Income Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and
16. Computation of Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation
17. 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 (s), and
3. Detailed Descriptions/ Brochures of the items, and
4. Other supporting documents (e.g. accreditations, exclusive distributorship and others)