



**IB 2022-17 –WEB HOSTING OF eLEARNING  
MANAGEMENT SYSTEM (eLMS)**

**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; 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. 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 started, 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. Certificate of Acceptance and/or Official Receipts must be attached to the SLCC; and
7. Service Performance Certificate from at least two (2) different clients from Year 2019-2021
8. Original Copy of Bid Security
  - 8.1. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or
  - 8.2. Original copy of Notarized Bid Securing Declaration; or
  - 8.3. Cash
9. Conformity with the Technical Specifications; and
10. Schedule of Requirements, with delivery schedule; and
11. Manpower Requirements; and
12. Aftersales warranty; and
13. Original duly signed Omnibus Sworn Statement (OSS); and
14. 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**

15. 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.
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);
18. 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. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or*
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.*
- c. 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.*
- d. 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.*
- e. Bidder should follow the sequence of items in the checklist of documents for submission and to use tabs to facilitate the inspection process.*
- f. Incomplete required documents and expired licenses/ permit shall be a ground for disqualification*