

CHECKLIST OF REQUIREMENTS

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

Procurement of Various Laboratory Equipment

ENVELOPE A

I ELIGIBILITY REQUIREMENTS

A. LEGAL DOCUMENTS

1. Certificate of PhilGeps Registration - Platinum Membership

B. TECHNICAL DOCUMENTS

2. Statement of all on-going contracts, including contracts awarded but not yet started, if any

3. Statement of completed contract showing the Single Largest Completed Contract (SLCC) equivalent to at least 50% of the ABC that is similar in nature to the project within five (5) years prior to the submission of bids

C. FINANCIAL DOCUMENTS

4. Latest Income and Business Tax Returns

5. Net Financial Contracting Capacity (NFCC) computation

6. If applicable, valid Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

II BID SECURITY

The bid security shall be in any of the following forms and amounts:

1. Bid Securing Declaration

2. The amount of not less than 2% of the ABC, if bid security is in Cash, Cashier's / Manager's Check, bank draft/ quarantine or irrevocable letter of credit; or

3. The amount of not less than 5% of the ABC if Bid security is in Surety Bond.

III TECHNICAL / PROJECT REQUIREMENTS

1. Schedule of Requirements, with delivery schedule

2. Technical Specifications, with statement of compliance

3. Manpower requirements

4. Aftersales warranty

IV OMNIBUS SWORN STATEMENT (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;

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 Project

ENVELOPE B

I Financial Bid Form

II Financial Proposal

III Detailed Descriptions/ Brochures of the items

IV Other supporting documents (e.g accreditations, exclusive distributorship and others)