

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) *in accordance with Section 8.5.2 of the IRR*;

Technical Documents

- (b) Statement of the prospective bidder of all its 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**
- (c) 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 No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
Conformity with the Schedule of Requirements; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);
and 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.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) 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.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original Bid Form duly signed by BAC Chairperson; **and**
- (c) Original of duly signed and accomplished Price Schedule(s).

NOTE: THIS PROCUREMENT PROJECT IS FUNDED OUT OF THE CY 2025 GAA AND IS UNDERTAKEN THROUGH EARLY PROCUREMENT ACTIVITY (EPA) FOR FY 2025.

1. Prospective bidders are advised of the implications of this EPA project, as follows:
 - i. *rules and procedure of EPA (Appendix 31, Revised IRR of RA 9184)*
 - ii. *fixed price rule in procurement (Section 61, Revised IRR of RA 9184);*
 - iii. *extension of the bid validity and security (Section 28, Revised IRR of RA 9184);*
 - iv. *validity of the eligibility requirements prior to the award of contract;*
 - v. *conditions of award;*
 - vi. *Reservation Clause (Section 41, Revised IRR of RA 9184); and*
 - vii. *date of earliest delivery.*
2. The award of contract may be made only upon approval and effectivity of the CY 2025 GAA, or the reenactment of the CY 2025 budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules. In the Instructions to Bidders (ITB) Clause 14.2, the following clarification on Bid Validity is added:
3. The Procuring Entity may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the Procuring Entity shall reject the bid submitted by said bidder.