

## ***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.

### ***“Additional Requirements”***

- (a) *offered product specifications as supported by brochures or catalogues*
- (b) *Certificate as an authorized Educational Office Productivity License PH partner/reseller, with certification or partnership agreement being an acceptable form of proof;*
- a) *Certificate as an Office Productivity Education Global Training Partner;*
- b) *Personnel with valid trainer certifications and proof of employment:*
  - i. *at least one (1) Office Productivity Certified Trainer.*
  - ii. *at least one (1) Office Productivity Innovative Educator Expert.*
  - iii. *at least one (1) Office Productivity Educator Master Trainer.*
  - iv. *at least two (2) Office Productivity Certified Educators.*
  - v. *at least three (3) Office Productivity Office Specialist Trainers.;*
- c) *notarized affidavit of undertaking for after-sales support, ensuring commitment during the subscription period; and*
- d) *bidder shall present a project organizational structure of the implementation team who shall liaise with USTP and shall implement and support the system 24/7. This document shall be notarized and include the names, contact number and proof of employment of the implementation team:*
  - i. *One (1) Project Manager.*
  - ii. *Four (4) Office Productivity License Engineers.*
  - iii. *Four (4) Office Productivity License Educator Trainers.*

## **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).