

### **Checklist of Requirements for Bidders**

The **Eligibility Envelope (First Envelope)** shall contain the following:

#### **LEGAL DOCUMENTS**

- ☐ Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- ☐ Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.  
In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.
- ☐ Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- ☐ PhilGEPS Certificate of registration and membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR: Provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR

#### **TECHNICAL DOCUMENTS**

- ☐ Bid security in accordance with **ITB** Clause 18. If the Procuring Entity requires the bidders to submit the bid security in the form of:
  - ☐ a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank (2% of the ABC); or
  - ☐ a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments (5% of the ABC); or
  - ☐ Bids Securing Declaration
- ☐ 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.

The statement shall include, for each contract, the following:

- ☐ name of the contract;
- ☐ date of the contract;

- ☐ kinds of Goods;
  - ☐ amount of contract and value of outstanding contracts;
  - ☐ date of delivery;
- ☐ 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 this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.

The statement shall include, for each contract, the following:

- ☐ name of the contract;
  - ☐ date of the contract;
  - ☐ kinds of Goods;
  - ☐ amount of contract and value of outstanding contracts;
  - ☐ date of delivery; and
  - ☐ end user's acceptance or official receipt(s), purchase order and notice of award.
- ☐ Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable;
- I. Security Personnel:
- a. Curriculum Vitae of each guard to be assigned in the project;
  - b. Security Service Training Certificate within last 6 months;
  - c. Latest Psychological Evaluation Test Result;
  - d. Latest Drug test result;
  - e. Valid NBI Clearance
- II. Supplies and Equipment:
- a. Prescribed Basic Uniform with night stick or baton, whistle, flashlight, first aid kit, handcuffs and teargas;
  - b. One (1) unit motorcycle, duly registered, in good running condition and with gasoline;
  - c. Two (2) units metal detector
  - d. Two (2) units bicycle in good running condition;
  - e. Seven (7) licensed and functional communication radio with back-up battery;
  - f. Seven (7) valid and registered service firearms with complete load of ammunition;
  - g. Five (5) security reflector vest
  - h. Two (2) units under chassis mirror
  - i. Seven (7) sets rubber boots and raincoat;
  - j. Seven (7) pieces heavy duty umbrella
  - k. Timepiece/bundy clock
  - l. Forty (40) pieces logbook
  - m. Forty (40) pieces ballpen, color blue ink
  - n. One (1) unit filing cabinet, 4 drawer
  - o. One (1) unit computer and printer
  - p. Two (2) units mobile phone with load
- ☐ Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form from prescribed in Section VIII. Bidding Forms.

- ☐ PADPAO Certificate of Membership and clearance;
- ☐ PNP License to operate;
- ☐ SSS Certificate of Membership and clearance;
- ☐ HDMF Certificate of membership and clearance;
- ☐ Philippine Health Insurance Corporation certificate of membership and clearance;
  
- ☐ For goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

### **FINANCIAL DOCUMENTS**

- ☐ The prospective bidder's audited financial statements, showing, among others, the prospective bidders total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- ☐ The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). A bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation.

The **Financial Component (Second Envelope)** shall contain the following:

- ☐ Duly signed Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4;
- ☐ Duly Signed Detailed Price Quotation;
- ☐ Any other document related to the financial component of the bid as stated in the BDS.