



BIDS AND AWARDS COMMITTEE II

University of the Philippines, Manila
Padre Faura St. cor. Ma. Orosa St., Ermita, Manila

CHECKLIST OF DOCUMENTS COMPRISING THE BID TECHNICAL & FINANCIAL COMPONENTS

PROJECT : *Annual Preventive Maintenance for the Airconditioning Units of Central Administrative (CAD) Unit.*
ABC : *PhP750,000.00*

DETAILS/DESCRIPTION OF BID DOCUMENTS
ENVELOPE NO. 1 (Eligibility Requirements)
Class "A" Documents
1. PhilGEPS Platinum Membership
2. DTI Business Name Registration or SEC Registration with Articles Incorporation or Cooperative Development Authority (CDA) (whichever is applicable)
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located
4. Current Tax Clearance
5. Audited financial statements, showing, among others, the prospective bidder's 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 (2016-2017) (Updated 2017-2018 will use submitted during post qualification)
Technical Documents
1. Statement of all its ongoing government and private construction contracts, within five (5) years similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners.
2. Statement of all completed government and private contracts within five (5) years from the submission of bids, similar in the nature and complexity to the contract to be bid.
3. Statement of Single Largest Completed Contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National statistics Office (NSO) consumer price indices must be at least fifty percent (50%) of the approved budget for the contract. Proof of completion of the single largest contract as identified in the statement of single largest contract, which shall be a copy of any variable document(s) such as but not limited to the following. (Contract/s, Corresponding Sales Invoice, Official Receipt/Cash Receipt; and Certificate of Satisfactory Completion.)
Financial Documents
1. Computation of Net Financial Contracting Capacity (NFCC)
ENVELOPE NO. 1b (Technical Proposal)
1. Original or certified photocopy of proof of payment of bid security or Bid Securing Declaration (Original & Notarized)
2. Conformity with the technical specification, as enumerated and specified in Sections VI and VII of the bidding documents
3. Omnibus Sworn Statement in accordance with section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII bidding forms. (Original & Notarized) Please use new format which is attached in the purchased bidding documents
4. Authority of the signatory in the form of an affidavit of the owner (for single proprietorship) or Secretary Certificate/Board Resolution. (Original & Notarized)
5. Notarized UP Questionnaire
ENVELOPE NO. 2 (Financial Proposal)

1. Bid Price in Bid Form
