Revised 10/13/10

BIDS AND AWARDS COMMITTEE 3
Bidding for: Supply of Tablet for the project tittle "National Survey on Mental Health and Well-Being
ABC: Php 798,000.00

CHECKLIST OF BIDDING DOCUMENTS

Name of Company	

ENVELOPE I (Eligibility and Technical Components)

ELIGIBILITY REQUIREMENTS		
CLASS "A" DOCUMENTS		
LEGAL		
1	Photocopy PhilGEPS Certificate	
2	Notarized accomplished UP System Questionnaire for Prospective Bidders (please see attached form)	
TECHNICAL		
3	Statement of all ongoing and completed government and private contracts for the last two (2) years, 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 prospective bidder must have completed a single 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 ABC. For the procurement of goods, a contract shall be considered "similar" to the contract to be bid if it involves goods or related services of the same nature and complexity as those, which are the subject of the public bidding concerned. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC. (Please see attached sample form for Letter of Acceptance, form 3(a), 3(b) and fill up all applicable columns and attached all supporting document stated in the forms	
FINANCIAL		
4	Photocopy of two (2) years Audited Financial Statement stamped "received" by the BIR or duly accredited and authorized institution for the immediately preceding calendar year.	
5	Computation of Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend credit line in favor of the prospective bidder if awarded the contract to be bid (CLC) [2]	
CLASS "B" DOCUMENTS		
6	Valid JVA if it is already in existence. In its absence, 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 shall be included in the bid. Failure to enter into a joint venture in the event of contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partner constitutes compliance. If not applicable, kindly attached a statement.	
TECHNICAL COMPONENTS		
1	Photocopy of the Bid Security (see page 2)	
2	Technical Specifications	
3	Manpower requirements (list names and designations); for equipment bidding list down in-house technicians and maintenance personnel.	
4	Statement on the production/delivery schedule and procedure on how to proceed with the project.	
5	After-sales service/parts (state warranty, guarantee, etc.)	
6	Omnibus Sworn Statement (see attached form)	
7	Secretary's Certificate of a Board Resolution for Corporation or a special Power of Attorney for non-corporation.	

ENVELOPE II (Financial Components)		
1	Financial bid form – which includes bid prices and the bill of quantities and applicable price schedules.	
2	Certification from DTI or CDA if bidder claims preference as a domestic bidder or domestic entity.	
3	Any other document required in the BDS.	

POST QUALIFICATION (To be submitted within three (3) calendar days from receipt of notice)			
1	Tax clearance		
2	Photocopy of latest (immediately preceding calendar days after the April 15 deadline) Income Tax Return (ITR) – stamped "received" by the BIR or duly accredited and authorized institution.		
3	Certificate of PhilGEPS Registration.		
4	Registration with the BIR EFPS.		
OTHER APPROPRIATE LICENSES AND PERMIT REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS			

LEGEND:

1. Expendable Supplies Refer to articles which are normally consumed in use within one (1) year or converted in the process of manufacture or construction, or those having a life expectancy of more than one (1) year but which shall have decreased substantially in value after being put to use for only one (1) year (e.g. medicines, stationery, fuel and spare parts)

2. Section 23.5 14 provides that if the prospective bidder submits a computation of its NFCC , the NFCC must be at least equal to the ABC based on the given

   NFCC = [(Current assets minus current liabilities) (k)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.
   Where:
   K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for contract duration of more than two years.

3.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Cash/Cashier's/Manager's Check payable to the University of the Philippines Manila at two percent (2%) of the total approved Budget of the Contract (ABC). (b) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security at two percent (5%) of the total approved Budget of the Contract (ABC) or Bid Securing Declaration. (See attached sample format)	