

## BIDS AND AWARDS COMMITTEE (Infrastructure)

PUBLIC BIDDING:	UPLB-I-031-7-17 SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS AND SUPPLIES FOR CDC	
ABC:	P931,526.00	
DATE:	Thursday, July 20, 2017	
NAME OF COMPANY:		
<b>FIRST ENVELOPE</b>		
<b>I. ELIGIBILITY REQUIREMENTS</b>		<b>REMARKS*</b>
<b>Class "A" Documents</b>		
<b>LEGAL DOCUMENTS</b>		
1	SEC / DTI / CDA Registration Certificate	<input type="checkbox"/>
2	Valid and Current Mayor's Permit/ License	<input type="checkbox"/>
3	Tax Clearance (per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR)	<input type="checkbox"/>
4	PhilGEPS (Platinum)Certificate	<input type="checkbox"/>
<b>TECHNICAL DOCUMENTS</b>		
5	Statement of all its 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 statement shall include for each contract the following (SF-GOOD-13a & b): a. name of contract; b. date and period of contract; c. amount of contract and value of outstanding contracts; d. date of delivery/ performance; e. end-user's acceptance or official receipts issued for the contract (if completed); f. copy of the contract  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. However, in the case of Expendable supplies <sup>1</sup> , said single contract must be at least twenty five percent (25%) of the ABC.	<input type="checkbox"/>
6	Statement of the Bidder's SLCC similar to the contract to be bid	<input type="checkbox"/>
<b>FINANCIAL DOCUMENTS</b>		
6	Audited financial statements, showing, among others, the total current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from bid submission.	<input type="checkbox"/>
7	Computation of Net Financial Contracting Capacity (NFCC). <sup>2</sup>	<input type="checkbox"/>
<b>CLASS "B" DOCUMENTS</b>		
8	Valid Joint Venture Agreement (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 a 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 partners constitutes compliance. <b>Submit duly accomplished Joint Venture Form.</b>	<input type="checkbox"/>
<b>II. BID SECURITY <sup>3</sup></b> (See attached Summary of Required Bid Security)		<input type="checkbox"/>
<b>III. CONFORMITY WITH TECHNICAL SPECIFICATIONS</b>		
1	Technical Specifications (write down detailed specifications)	<input type="checkbox"/>
2	Manpower requirements (list names and designations); for equipment bidding, list down in-house technicians and maintenance personnel	<input type="checkbox"/>
3	Statement on the production/ delivery schedule and procedure on how to proceed with the project	<input type="checkbox"/>
4	After-sales service/parts (state warranty, guarantee, etc.)	<input type="checkbox"/>
5	Brochures/manuals/illustration/catalogues/literatures/plan/certification/ samples (if applicable) –submit two (2) copies each for the original bid and only one (1) copy for Copy1, indicate Lot No., Item No. and company name	<input type="checkbox"/>
<b>IV. NOTARIZED OMNIBUS SWORN STATEMENT (SEE ATTACHED FORM)</b>		<input type="checkbox"/>
<b>V. BIDDING DOCUMENTS FEE (original receipt and one (1) photocopy of the official receipt)</b>		<input type="checkbox"/>
<b>VI. OTHER APPROPRIATE LICENSES AND PERMITS REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS.</b>		
<b>SECOND ENVELOPE</b>		
1	Financial Bid Form	<input type="checkbox"/>
2	Soft-copy of the filled-up bid form (in excel file)- for the original bid envelope only	<input type="checkbox"/>
<b>POST QUALIFICATION (IF FOUND TO BE THE LOWEST BIDDER, PLEASE SUBMIT WITHIN 5 CALENDAR DAYS FROM RECEIPT OF NOTICE)</b>		
1	Income Tax Return and Business Tax Returns (VAT) Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System	<input type="checkbox"/>
2	Registration with the BIR EFPS	<input type="checkbox"/>
3	Notarized Accomplished UP System Questionnaire for Prospective Bidders (please see attached form)	<input type="checkbox"/>

<sup>1</sup> 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 (e.g. medicines, stationary, fuel and spare parts)

<sup>2</sup> Section 23.5.1.4 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 computation: NFCC = [(Current assets minus current liabilities) (15)] 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.

FORM OF BID SECURITY		Amount of Bid Security (Equal to Percentage of the ABC)
a) Bid Securing Declaration		Please see attached template
b) Cash, Cashier's/ managers check issued by a Universal or Commercial Bank or any combination. Two Percent (2%)		
c) Surety Bond (If contract price is greater than PhP1,000,000.00). Five Percent (5%)		

- \*  document submitted  
 document not submitted/ insufficient submission

**Note: The abovementioned documents shall be arranged according to the checklist and properly labeled/tagged for easy checking.**