

BIDS AND AWARDS COMMITTEE (Goods)

PUBLIC BIDDING:	UPLB-S-100-10-19, SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW VARIOUS JANITORIAL SUPPLIES
ABC:	P745.251.56
DATE OF PREBID CONFERENCE:	Wednesday, 16 October 2019 10:30 AM
DATE (DEADLINE FOR SUBMISSION OF BIDS):	Wednesday, 30 October 2019 1:15 PM
NAME OF COMPANY:	

FIRST ENVELOPE	
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I. ELIGIBILITY REQUIREMENTS	REMARKS*
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Class "A" Documents	
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A.1 LEGAL DOCUMENTS	
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A.1.1 PhilGEPS Certificate of Registration and Membership (Platinum)	<input type="checkbox"/>
A.1.2 SEC / DTI / CDA Registration Certificate	<input type="checkbox"/>
A.1.3 Valid and Current Mayor's or Business Permit/ License	<input type="checkbox"/>
A.1.4 Tax Clearance Certificate(per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR)	<input type="checkbox"/>

A.2 TECHNICAL DOCUMENTS	
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A.2.1 Statement 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 (SF-GOOD-13a): 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	<input type="checkbox"/>
A.2.2 Statement of the Bidder's SLCC similar to the contract to be bid (SF-GOOD-13b) 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 Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable supplies ¹ , said single contract must be at least twenty five percent (25%) of the ABC.	<input type="checkbox"/>
A.2.3 Proof of manufacturer's/Supplier's warranty for the brand being offered, whichever is applicable.	<input type="checkbox"/>
A.2.4 Site Inspection Certificate issued by the end-user (in case of Goods) or UPMO (for Infra projects)	<input type="checkbox"/> N/A
A.2.5 Valid Philippine Contractors Accreditation Board (PCAB) License and Registrations for the type and cost of the contract to be Bid	<input type="checkbox"/> N/A

A.3 FINANCIAL DOCUMENTS	
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A.3.1 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"/>
A.3.2 For Infra - NFCC Computation, for Goods - NFCC Computation or Committed line of credit from a Universal or Commercial Bank of at least 10% of the ABC.	<input type="checkbox"/>

CLASS "B" DOCUMENTS	
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B.1 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. Submit duly accomplished Joint Venture Form.	<input type="checkbox"/>
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II. BID SECURITY ³ (See attached Summary of Required Bid Security)	<input type="checkbox"/>
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If the Bidder opted to submit a Bid Securing Declaration, it should be supported with a Special Power of Attorney if the signatory is other than the owner for sole proprietorship, or a Secretary's Certificate for Corporation in accordance with the forms provided in the bidding documents.

III. CONFORMITY WITH TECHNICAL SPECIFICATIONS	
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III.1 Technical Specifications (write down detailed specifications)	<input type="checkbox"/>
III.2 Manpower requirements (list names and designations); for equipment bidding, list down in-house technicians and maintenance personnel.	<input type="checkbox"/>
III.3 I. Project Requirements: Duly Signed Organizational Chart for the Contract to be bid (SF-INFRA-08) Duly Signed List of Contractor's Key Personnel for the particular project to be bid (SF-INFRA-09) with their complete qualification and experience data (SF-INFRA-10), (SF-INFRA-11), (SF-INFRA-12) Duly signed List of Contractor's Equipment (owned, leased or under purchase agreement) supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project. (SF-INFRA-13)	<input type="checkbox"/> N/A
III.4 Statement on the production/ delivery schedule and procedure on how to proceed with the project	<input type="checkbox"/>
III.5 After-sales service/parts (state warranty, guarantee, etc.)	<input type="checkbox"/>
III.6 Brochures/manuals/illustration/catalogues/literatures/plan/certification/ samples (if applicable) –submit two (2) copies each for	<input type="checkbox"/>

IV. NOTARIZED OMNIBUS SWORN STATEMENT (SEE ATTACHED FORM)	<input type="checkbox"/>
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V. BIDDING DOCUMENTS FEE (original receipt and one (1) photocopy of the official receipt)	<input type="checkbox"/>
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VI. OTHER APPROPRIATE LICENSES AND PERMITS REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS.	<input type="checkbox"/>
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SECOND ENVELOPE	
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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"/>

POST QUALIFICATION (IF FOUND TO BE THE LOWEST CALCULATED BIDDER (LCB), PLEASE SUBMIT WITHIN 5 CALENDAR DAYS FROM RECEIPT OF NOTICE)	
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1 Income Tax Return and Business Tax Returns 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"/>

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 (e.g. medicines, stationary, fuel and spare parts)

² Section 23.4.1.4 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 ³	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. 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.

Important Notice: All forms and attachments shall be included in the Bid Documents to be submitted to the BAC on or before the deadline of submission of the Bids, otherwise the bidder shall be automatically ineligible if found incomplete upon opening of the Bid.