

(TO BE PLACED IN ENVELOPE A)

BIDS AND AWARDS COMMITTEE (GOODS)

PUBLIC BIDDING:		UPLB-S-011-02-21, SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW INFORMATION TECHNOLOGY, PARTS, ACCESSORIES AND PERIPHERALS FOR OFFICE OF STUDENT HOUSING	
ABC:		₱6,270,000.00	
PREBID CONFERENCE (DATE):		Tuesday, 02 February, 2021	
PREBID CONFERENCE (TIME):		10:30 AM	
SUBMISSION OF BIDS (DATE):		Tuesday, 16 February, 2021	
SUBMISSION OF BIDS (TIME):		1:15 PM	
NAME OF COMPANY:			
FIRST ENVELOPE			
ENVELOPE 1: ELIGIBILITY REQUIREMENTS			
CLASS "A" DOCUMENTS			
LEGAL DOCUMENTS			
1	PhilGEPS Certificate of Registration and Membership (Platinum); WITH VALID AND CURRENT Class "A" documents: <u>OR</u>	<input type="checkbox"/>	
1.i.	Updated and valid Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; <u>AND</u>	<input type="checkbox"/>	
1.ii	Valid and Current Mayor's or 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; <u>AND</u>	<input type="checkbox"/>	
1.iii	Updated and valid Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	<input type="checkbox"/>	
TECHNICAL DOCUMENTS			
2	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 (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 <u>AND</u>	<input type="checkbox"/>	
3	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 the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <u>AND</u>	<input type="checkbox"/>	
4	Original copy of Bid Security	<input type="checkbox"/>	
	FORMS OF BID SECURITY	Amount of Bid Security (Equal to Percentage of the ABC)	
	a) Bid Securing Declaration	NOTARIZED	<input type="checkbox"/>
	b) Cash, Cashier's/ managers check issued by a Universal or Commercial Bank equivalent to Two Percent (2%)	₱125,400.00	<input type="checkbox"/>
	c) Surety Bond equivalent to Five Percent (5%)	₱313,500.00	<input type="checkbox"/>
	If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission		
5	Conformity with the Technical Specifications, which may include	<input type="checkbox"/>	
5.i	Manpower requirements (list names and designations); for equipment bidding, list down in-house technicians and maintenance personnel.	<input type="checkbox"/>	
5.ii	Statement on the production/ delivery schedule and procedure on how to proceed with the project	<input type="checkbox"/>	
5.iii	After-sales service/parts (state warranty, guarantee, etc.), if applicable; <u>AND</u>	<input type="checkbox"/>	
6	Original copy of Notarized and duly signed Omnibus Sworn Statement (SEE ATTACHED FORM)	<input type="checkbox"/>	
	It should be supported with	<input type="checkbox"/>	
	1. Original Notarized Special Power of Attorney if the signatory is other than the owner for sole proprietorship, or	<input type="checkbox"/>	
	2. Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative in accordance with the forms provided in the bidding documents.	<input type="checkbox"/>	
FINANCIAL DOCUMENTS			
7	Supplier's audited financial statements, showing, among others, the Supplier'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; <u>AND</u>	<input type="checkbox"/>	
8	Duly signed Net Financial Contracting Capacity (NFCC) Computation; <u>OR</u>	<input type="checkbox"/>	
	A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation at least 10% of the ABC	<input type="checkbox"/>	

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CLASS "B" DOCUMENTS			
9	If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR 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.	<input type="checkbox"/>	
OTHER DOCUMENTS			
10	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"/>	
11	Proof of manufacturer's/Supplier's warranty for the brand being offered, whichever is applicable.	<input type="checkbox"/>	
12	Site Inspection Certificate issued by the end-user (in case of Goods) or UPMO (for Infra projects)		N/A
13	BIDDING DOCUMENTS FEE (original receipt and one (1) photocopy of the official receipt)	<input type="checkbox"/>	
14	OTHER APPROPRIATE LICENSES AND PERMITS REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS.	<input type="checkbox"/>	
15	Other documentary requirements under RA No. 9184 (as applicable) <input type="checkbox"/> [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product. <input type="checkbox"/> Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	<input type="checkbox"/>	
SECOND ENVELOPE			
ENVELOPE 2: FINANCIAL COMPONENT			
1	Original of duly signed and accomplished FINANCIAL BIDFORM; and	<input type="checkbox"/>	
2	Original of duly signed and accomplished PRICE SCHEDULE(S)	<input type="checkbox"/>	
3	Soft-copy of the filled-up TECHNICAL SPECIFICATIONS (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)			
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	General Information Sheet and Complete Articles of Corporation /Incorporation	<input type="checkbox"/>	
3	Registration with the BIR EFPS	<input type="checkbox"/>	
4	Notarized Accomplished UP System Questionnaire for Prospective Bidders	<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.

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.