

## DIRECT CONTRACTING REQUIREMENTS CHECKLIST

No.	Documentary Requirements	Remarks
1	Approved Procurement Plan ( <i>Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001</i> )	
2	Purchase Request duly approved by proper authorities ( <i>V.1, COA Cir 97-004; 9.2, COA Cir. 2012-001</i> )	
3	Technical Specifications/Terms of Reference ( <i>Sec. 17.2, R-IRR of RA No. 9184</i> )	
4	Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government ( <i>9.2.2, COA Cir. 2012-001</i> )	
5	Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale ( <i>VI. C.1, COA Cir 97-004; 9.2.2, COA Cir. 2012-001</i> )	
6	Certification from the agency authorized official that there are no sub-dealers selling at a lower price and for which no suitable substitute can be obtained at more advantageous terms to the government ( <i>Sec. 50 c, R-IRR of RA No. 9184; 9.2.2 COA Cir. 2012-001</i> )	
7	Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers ( <i>VI. C.2, COA Cir. 97-004; 9.2.2, COA Cir. 2012-001</i> )	
8	Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards ( <i>VI. C.3, COA Cir 97-004; 9.2.2, COA Cir. 2012-001</i> )	
9	Sworn statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU ( <i>Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001</i> )	
10	Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree ( <i>Sec. 47, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001</i> )	
11	Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ( <i>Sec. 39.1 to 39.7, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001</i> )	
12	Certificate of PhilGEPS Registration of manufacturer/supplier/ distributor ( <i>Sec. 8.2.1 a and b; 8.2.2 f; 54.3, R-IRR of RA No. 9184</i> )	
13	In case of direct contracting with a foreign supplier, a certification that the goods are not available from Local Suppliers. Goods are not available from a local supplier when, any time before advertisement for their procurement, it is determined that no Local Supplier is capable to supply the required goods to the Government, in which case, foreign suppliers, manufacturers and/or distributors may be invited to participate in the bidding ( <i>Annex "A" of GPPB Resolution No.018-2005, dated 12 September 2005</i> )	
14	Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation ( <i>9.2.2, COA Cir. 2012-001</i> )	

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