

(TO BE PLACED IN ENVELOPE A)

BIDS AND AWARDS COMMITTEE

ABC : Php XXX,XXX.XX

Bidding for: - _____ Name of Item _____ (Bid No. XX-XXX)
Day/Month/Year

Name of Company	
I. ELIGIBILITY REQUIREMENTS	
REMARKS *	
CLASS "A" DOCUMENTS	
LEGAL DOCUMENTS	
1	SEC/DTI/CDA Registration
2	2015 Mayor's Permit/License
3	Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR)
TECHNICAL DOCUMENTS	
5	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 statement shall include for each contract the following: 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 ¹ , said single contract must be at least twenty five percent (25%) of the ABC. Required: at least PhpXXX,XXX.XX
FINANCIAL DOCUMENTS	
6	Audited financial statements , showing, among others, the 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 bid submission.
7	Computation of Net Financial Contracting Capacity (NFCC). ²
CLASS "B" DOCUMENTS	
8	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 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.
II. BID SECURITY ³	
III. CONFORMITY WITH TECHNICAL SPECIFICATIONS	
1	Technical Specifications (write down detailed offered specifications)
2	Manpower requirements (list names and designations); for equipment bidding, list down in-house technicians and maintenance personnel
3	Statement on the production/delivery schedule and procedure on how to proceed with the project
4	After-sales service/parts (state warranty, guarantee, etc.)
IV. NOTARIZED OMNIBUS SWORN STATEMENT (see attached form)	
POST QUALIFICATION (IF FOUND TO BE THE LOWEST BIDDER, PLEASE SUBMIT WITHIN 3 CALENDAR DAYS FROM RECEIPT OF NOTICE)	
1	Income Tax Return and Business Tax Returns (VAT) covering previous six (6) months from bid submission Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.
2	Certificate of PhilGEPS Registration
3	Registration with the BIR EFPS
4	Notarized Accomplished UP System Questionnaire for Prospective Bidders (please see attached form)
V. OTHER APPROPRIATE LICENSES AND PERMITS REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS	

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 23.5.1.4 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) (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.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Bid Securing Declaration	
b) Cash, Cashier's/manager's check issued by a Universal or Commercial Bank or any combination.	Two Percent (2%) Php X,XXX.XX