



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION  
**SCHOOLS DIVISION OF KIDAPAWAN CITY**

Name of Project : \_\_\_\_\_  
 Name of Bidder : \_\_\_\_\_  
 Venue of Bid Opening : \_\_\_\_\_  
 Date/Time : \_\_\_\_\_

**Checklist of Technical and Financial Documents**

*The first bid envelope shall contain the following technical documents, including the eligibility documents:*

**I. TECHNICAL COMPONENT ENVELOPE**

**Legal Documents**

1. Valid PhilGEPS Registration Certificate (Platinum Membership);  
 All pages with the following attachments:
  - A. Registration certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
  - B. 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;
  - C. Tax clearance, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
2. Duly signed Statement of the prospective bidder of all its ongoing government and private contracts within the last 3 years reckoned from the date of submission and receipt of bids, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
3. Duly signed Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years reckoned from the date of submission and receipt of bids and whose value must be at least fifty percent (50%) of the ABC; Or bidders may present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus: the Bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and the Bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.
4. Original copy of Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
5. Original duly signed Omnibus Sworn Statement in accordance with Section 54 of RA 12009;

**Financial Documents**

6. Audited Financial Statements (AFS), stamped "Received" by the BIR or its duly accredited and authorized institutions for Manual submission. For online submission, an email confirmation from the BIR in lieu of the manual "Received" stamping under Revenue Memorandum Circular No. 49-2020 or subsequent relevant issuances;
7. Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid, or committed Line of Credit (LoC);
8. 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.

PRESENT	ABSENT	REMARKS



NUMBER OF COPIES OF THE **ELIGIBILITY AND TECHNICAL COMPONENT DOCUMENTS** IN SEPARATE ENVELOPES

- One (1) original copy
- Two (2) additional copies

*The second bid envelope shall contain the following financial documents:*

**II. FINANCIAL COMPONENT ENVELOPE**

- 12. Original duly signed and accomplished Financial Bid Form which includes the Bid price;
- 13. Original duly signed and accomplished Price Schedules in accordance with ITB Clause 13.1.


NUMBER OF COPIES OF THE **FINANCIAL COMPONENT DOCUMENTS** IN SEPARATE ENVELOPES

- One (1) original copy
- Two (2) additional copies

*The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.*

*The bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.*

*The Procuring entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.*

**JASMIN P. ISLA**  
BAC Chair



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