

## CHECKLIST OF REQUIREMENTS FOR CONSIGNMENT

Note:

- All submitted documents should be provided with identification “TAGS”;
- All submitted documents should affix name and signature of the supplier/contractor/ owner or authorized representative;
- Kindly ensure proper sealing and marking of all envelopes; The **mother envelope** should contain two separate sealed envelopes: the **first envelope marked ORIGINAL COPY** (containing an **envelope of Eligibility and Technical Documents**, and an **envelope of Financial Documents**), the **second envelope marked COPY ONE** (containing an **envelope of Eligibility and Technical Documents**, and an **envelope of Financial Documents**). Make all envelopes **clearly labeled and sealed with signature**;
- PHILGEPS MUST BE UPDATED – “Annex A”;
- Use blue envelope

### 1<sup>st</sup> Envelope (ELIGIBILITY AND TECHNICAL DOCUMENTS)

#### A.) Eligibility Documents:

##### Class “A” Documents

1. Certificate of PhilGEPS Registration (Platinum Membership);
2. Statements of all its ongoing government and private contracts, (2 years);
3. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid; single contract 50% of the ABC, multiple contract 100% of the ABC;
4. NFCC computation must be at least equal to the ABC to be Bid;
5. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
6. Business Permit (Current);
7. Financial Statement & ITR (Complete set) stamped received by the BIR;
8. SEC Registration/DTI/CDA

##### Class “B” Documents

1. 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.

#### B.) Technical Documents:

##### A.) Bid Security;

- Cash/ Cashier’s/ Manager’s Check, Bank guarantee/ Draft - 2% of the ABC or
- Irrevocable Letter of Credit – 2% of the ABC
- Surety Bond – 5% of the ABC
- Bid Securing Declaration (BSD)

##### B.) Schedule of requirements;

##### C.) Technical specifications;

##### D.) Omnibus Sworn Statement of the Bidder;

##### E.) LTO/CPR & ISO (Drugs and Medicines, Fluids, Medical Supplies and Laboratory Supplies/Reagents);

##### F.) SPA (Special Power of Attorney), Secretary Certificate;

##### G.) Brochure (If applicable)

### 2<sup>nd</sup> Envelope (FINANCIAL DOCUMENTS)

- A.) Original of duly signed and accomplished Financial Bid Form;
- B.) Technical Specifications Form;
- C.) Any other document required in the BDS;