

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING

Name of Contract to be Bid: _____
Name of Bidder: _____ Date: _____

Item No	Technical Envelope	Pass	Fail
1	<p>PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the IRR [All bidders shall upload and maintain in PhilGEPS a current and updated file of Class A eligibility documents: a) Registration Certificate; b) Mayor's Business Permit or its equivalent document; c) Tax Clearance; d) Audited Financial Statements.] <i>Bidders may still submit their Class "A" Eligibility Documents; if this is done, however, the Certificate of PhilGEPS Registration (Platinum) shall remain a post-qualification requirement. Reference: GPPB Circular 07-2017 dated 31 July 2017</i></p>		
2	<p>Statement of the 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; it shall indicate the following: a) Name of the contract; b) Date of the contract; c) Contract duration; d) Owner's name and address; e) Kinds of goods; and f) Amount of contract and value of outstanding contracts. <i>Note: Follow format provided by UP Mindanao for the Statement.</i></p>		
3	<p>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the relevant period as provided in the Bidding Documents; it shall indicate the following: a) Name of the contract; b) Date of the contract; c) Contract duration; d) Owner's name and address; e) Kinds of goods; f) Amount of completed contracts; g) Date of delivery; and h) End user's acceptance or official receipt(s) or sales invoice issued for the contract, <u>which shall be attached to the statement.</u> <i>Note: Follow format provided by UP Mindanao for the Statement.</i></p>		
4	<p>NFCC Computation For procurement of goods, bidder may submit Line of Credit from a Universal or Commercial Bank</p>		
5	<p>JVA or duly Notarized Statement in accordance with Section 23.1(b) of the IRR, if applicable</p>		
6	<p>Bid Security in the prescribed form, amount and validity period</p>		
7	<p>Technical Specifications, which may include Production / Delivery Schedule, Manpower Requirements, and/or after-sales service/parts if applicable</p>		
8	<p>Omnibus Sworn Statement using the prescribed form in Bidding Forms Section <u>to be accompanied by notarized SPA, Board/Partnership Resolution, or Secretary's Certificate</u>, whichever is applicable</p>		
9	<p>For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a Certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</p>		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Eligible () Ineligible

Bids and Awards Committee:

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING

Name of Contract to be Bid: _____

Name of Bidder: _____ Date: _____

Item No	Financial Envelope	Pass	Fail
1	Bid Form including the Cost Distribution and applicable price schedules <i>Note: Bidder shall submit appropriate form provided in Section VIII. Bidding Forms</i>		
2	If the bidder claims preference as domestic bidder or domestic entity, a certification from the DTI, SEC, or CDA in accordance with ITB Clause 27		
3	Other documents required in the Bid Data Sheet		
	Post Qualification Requirement: Duly Accomplished and Notarized UP Questionnaire		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying () Non-complying

Bids and Awards Committee:
