

**CHECKLIST OF REQUIREMENTS FOR BIDDING**

Name of Contract to be Bid: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

Item No	Technical Envelope	Pass	Fail
1	<p><b>PhilGEPS Certificate of Registration</b> 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:</p> <p>a) Registration Certificate; b) Mayor's Business Permit or its equivalent document; c) Tax Clearance; d) Audited Financial Statements. e) PCAB License Medium A Category B</p> <p><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 31July2017</i></p>		
2	<p><b>Statement of the bidder of all its ongoing government and private contracts</b>, 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:</p> <p>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.</p> <p><i>Note: Follow format provided by UP Mindanao for the Statement.</i></p>		
3	<p><b>Statement of the bidder's Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, within the relevant period as provided in the Bidding Documents; it shall indicate the following:</p> <p>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></p> <p><i>Note: Follow format provided by UP Mindanao for the Statement.</i></p>		
4	<p><b>NFCC Computation</b> For procurement of goods, bidder may submit Line of Credit from a Universal or Commercial Bank</p>		
5	<p><b>JVA or duly Notarized Statement</b> in accordance with Section 23.1(b) of the IRR, if applicable</p>		
6	<p><b>Bid Security</b> in the prescribed form, amount and validity period</p>		
7	<p><b>Technical Specifications</b>, which may include Production / Delivery Schedule, Manpower Requirements, and/or after-sales service/parts if applicable</p>		
8	<p><b>Omnibus Sworn Statement</b> 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>		
10	<p>Statement of all similar completed projects within five (5) years.</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	<b>Bid Form</b> 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: Curriculum Vitae for the Proposed Key Professional Staff Detailed Unit Price Analysis Bill of Quantities		
	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:**

\_\_\_\_\_