



**BAC OFFICE  
 CHECKLIST FORM (GOODS)**

CONTRACT \_\_\_\_\_  
 \_\_\_\_\_  
 BIDDER: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_

**Checklist for Eligibility and Technical Components**

**Technical Envelope:**

P	M	M	M	M	C	C
O	E	E	E	E	H	H
F	B	B	B	B	A	A
I	B	B	B	B	I	I
C	B	B	B	B	R	R
	B	B	B	B	M	M
	B	B	B	B	A	A
	B	B	B	B	N	N

Initials of BAC Members if documents is included.

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**A. Eligibility Documents**

**Class "A" Documents**

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1. PhilGEPS Certificate (Platinum Memberhip)

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2. Statement of the prospective bidder of all its ongoing & completed government & Private contracts within the relevant period including contracts awarded but not yet starte

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3. Statement of the bidder's Single Largest Contract (SLCC) Similar to the Contract to be Bid within 5 years.

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4. Duly signed computation and Notarized of NFCC and/or a credit line commitment

**Class "B" Documents**

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5. If applicable, the 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**

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1. Bid Security in the prescribed form, amount & validity period

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2. Technical Specification

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3. Omnibus Sworn statement

4. The Supplier's audited financial statements, showing others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR which should not earlier than two (2) years.

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5. License To Operate

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6. Brochure

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7. Authorized Distributorship/Dealership

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8. Certifications:

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a. Certification of Calibration

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b. ISO Certificate of the Equipment

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c. Availability of Authorized Service Center and Office in Mindanao

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d. Qualified Service Engineer/Technician/Specialist w/ License and Training certificate

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e. Certification of Preventive Maintenance

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f. Certification of Warranty Security

**FINANCIAL COMPONENT**

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a. Bid Form

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b. Bid Price

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c. Schedule of Requirements

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

Remarks: ( ) Eligible ( ) Ineligible



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