

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

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

**Checklist for Eligibility and Technical Components**

**Technical Envelope:**

I M P O R T A N T	M E M B E R	M E M B E R	M E M B E R	M E M B E R	V I C E - C H A I R M A N	C H A I R M A N
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Initials of BAC Members if documents is included.

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**A. Eligibility Documents**

**Class "A" Documents**

- 1. Registration certificate from the Securities and Exchange Commission (SEC), DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
- 2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- 3. Statement of all its ongoing and completed government and private contracts within 5 years including contracts awarded but not yet started.
- 4. Audited financial statements, stamped, received by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.
- 5. NFCC computation or Credit line certificate (CLC).

**Class "B" Documents**

- 6. 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**

- 1. Bid Security in the prescribed form, amount & validity period
- 2. Technical Specification
- 3. Omnibus Sworn statement
- 4. ISO Certificate

**FINANCIAL COMPONENT**

- a. Bid Form
- b. Bid Price
- 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