

SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ABC:Php 6,555,855.50

DATE: December 23, 2024

PROJECT:

EARLY PROCUREMENT ACTIVITY FOR THE PROCUREMENT OF COURIER SERVICE FOR YEAR 2025 SPECIAL PROFESSIONAL LICENSURE EXAMINATION

REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F

Submissions must be labeled and arranged in order

TECHNICAL COMPONENT ENVELOPE

LEGAL DOCUMENTS		
1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the Implementing Rules and Regulations of R.A. 9184.		
TECHNICAL DOCUMENTS		
2. Statement of the prospective 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 within the period from January 2022 prior to the date of the submission and opening of bids.		
3. Statement identifying the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period from January 2020 prior to the date of submission and opening of bids, equivalent to at least 50% of the ABC, which is THREE MILLION TWO HUNDRED SEVENTY-SEVEN THOUSAND NINE HUNDRED TWENTY-SEVEN PESOS and 75/100 (Php 3,277,927.75) only.  For this purpose, similar contracts shall refer to contracts for PROCUREMENT OF COURIER SERVICE.  The two statements required shall indicate for each contract, the following: i. Name of the contract; ii. Date of the contract; iii. Contract duration; iv. Owner's name and address; v. Kinds of goods/services; vi. For Statement of Ongoing Contract(s) -amount of contract and value of outstanding contract; vii. For Statement of SLCC – amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; viii. Date of delivery; and ix. End User's acceptance or Official Receipt(s) or Sales Invoice issued for the contract, if completed, which shall be attached to the statements.		
4. Original copy-of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration.		
5. Conformity with the Technical Specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.  *Section VI, Schedule of Requirements, and Section VII, Technical specifications, including Bid Bulletin/s, must form part of the submission of documents.		

  



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BIDDER'S INITIALS			
*Technical Specification shall be supported by submitting samples or evidence of such compliance, as applicable.			
6. Acknowledgment and compliance with Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, of the Bidding Documents.  *Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, including Bid Bulletin/s, must form part of the submission of documents.			
7. Original duly signed and notarized Omnibus Sworn Statement (OSS) in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.			
8. Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.  In case of a corporation, partnership, or cooperative, a government-issued ID of the Corporate Secretary shall also be submitted.  In case of other types of entities/business organization, a government-issued ID of the representative shall be submitted, if applicable.			
FINANCIAL DOCUMENTS			
9. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, 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 the date of bid submission;			
10. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC), or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.			
11. Class "B" Documents If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence, <u>or</u> 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.			
FINANCIAL COMPONENT ENVELOPE			
12. Original of duly signed and accomplished Financial Bid Form; and			
13. Original of duly signed and accomplished Price Schedule(s),			
14. Bid Price			



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Legend:		
P = Passed F = Failed N/A=Not Applicable		

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P = Passed F = Failed N/A=Not Applicable

Bids and Awards Committee

L. LOUIS P. VALERA  
Chairman

DEMOSTHENES N. MISTAL  
Vice-Chairman

JESPER P. PAQUITO  
Member

LAMA GRACE C. YANG-EO  
Member

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Member

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Provisional Member, IT Projects

ALTERNATE MEMBERS

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Vice-Chairperson

ALDRICH G. LUNAG  
Member

CARLA ANGELINE B. UJANO  
Member

OMAIMAH E. GANDAMRA  
Member

BIDDERS & OBSERVERS:

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Handwritten signatures and initials at the bottom right of the page.