

SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ABC:Php 22,099,534.69

DATE: June __, 2024

PROJECT:

PROCUREMENT OF COURIER SERVICES OF THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE FOR CY 2024 - 2026

REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F

TECHNICAL COMPONENT ENVELOPE

LEGAL DOCUMENTS		
<i>Class "A" Documents</i>		
1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;		
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 ELEVEN MILLION FORTY-NINE THOUSAND SEVEN HUNDRED SIXTY-SEVEN PESOS AND THIRTY-FIVE CENTAVOS (Php 11,049,767.35) only. For this purpose, similar contracts shall refer to contracts for PROCUREMENT OF COURIER SERVICES. 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, must form part of the submission of documents. *Technical Specification shall be supported by submitting samples or evidence of such compliance, as applicable.		

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




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Bids and Awards Committee

L. LOUIS P. VALERA
Chairperson

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANICE P. CASTELLANO
Member

DEMOSTHENES N. MISTAL
Member

ROSEWYNDALUZ G. GASCON
Member

LAMA GRACE C. YANG-EO
Member

ALDRICH G. LUNAG
Member

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

ALTERNATE MEMBERS

JESPER P. PAQUITO
Vice-Chairman

HENRIETTA P. NARVAEZ
Member

CARLA ANGELINE B. UJANO
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