

SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ABC: Php12,414,675.00

DATE:

PROJECT:	PROCUREMENT OF LEASE OF OFFICE SPACE FOR THE PROFESSIONAL REGULATION COMMISSION-CENTRAL OFFICE (PRC-CO) FROM AUGUST 2025 TO DECEMBER 2025
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REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F

Submission must be labeled and arranged in order			
TECHNICAL COMPONENT ENVELOPE			
LEGAL DOCUMENTS			
1. PhilGEPS Certificate of Registration (Platinum Membership)			
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 <b>January 2023 prior to the date of the submission and opening of bids.</b>			
3. The statement identifying the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period from <b>January 2021 prior to the date of submission and opening of bids, equivalent to at least 50% of the ABC</b> , which is <b>SIX MILLION TWO HUNDRED SEVEN THOUSAND THREE HUNDRED THIRTY-SEVEN PESOS AND FIFTY CENTAVOS (Php6,207,337.50) only.</b>  <i>For this purpose, similar contracts shall refer to contracts for the Procurement of Lease of Office Space.</i>  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. Bid Securing Declaration  Original Notarized Bid Securing Declaration Form.			
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, Terms of Reference (TOR)/Technical specifications, including the Bid Bulletin/s, if any, must form part of the submission of documents.  *Technical Specification shall be supported by submitting samples or evidence of such compliance, if applicable.  *Certificates and other documentary requirements shall be submitted if specifically required under Section VII.			





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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, including the Bid Bulletin/s, if any, must form part of the submission of documents.			
7. Omnibus Sworn Statement in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.  Original Notarized Omnibus Sworn Statement			
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.  Government-issued ID of the Corporate Secretary, in case of corporation, partnership, or cooperative, or the Representative, in case of sole proprietorship or joint venture, shall be attached.			
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. For compliance with the financial eligibility requirement, the bidders must submit a computation of its Net Financial Contracting Capacity (NFCC), pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.			
11. CLASS "B" If applicable, a duly signed joint venture agreement (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 provision of the JVA in the instance that the bid is successful.			
FINANCIAL COMPONENT ENVELOPE			
12. Original duly signed and accomplished Financial Bid Form			
13. Original duly signed and accomplished Price Schedule(s),			
14. Bid Price			



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

Bids and Awards Committee

L. LOUIS P. VALERA  
Chairperson

DEMOSTHENES N. MISTAL  
Vice-Chairman

JESPER P. PAQUITO  
Member

LAMA GRACE C. YANG-EO  
Member

CRISANTO L. DECENA  
Member

ROSEWYNDALUZ G. GASCON  
Member

DANNY MORRIS G. VALLEJOS  
Provisional Member, IT Projects

ALTERNATE MEMBERS

JANICE P. CASTELLANO  
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]*