

BIDS AND AWARDS COMMITTEE

NAME OF PROJECT: PROVISION OF COURIER SERVICES FOR CY 2017

- a) The statement shall include all information required in the PBDs prescribed by the GPPB.
- b) Statement must be supported by evidence.
- c) Use another sheet if necessary.

1. STATEMENT OF ALL ONGOING CONTRACTS (GOVERNMENT AND PRIVATE) INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed.
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Submitted by: 

Date:   

Name of Company/Supplier/Distributor/Manufacturer

Name and Signature of Authorized Representative


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- a) The statement shall include all information required in the PBDs prescribed by the GPPB.
- b) Statement must be supported by evidence.
- c) Use another sheet if necessary.

II. STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS, EXCEPT UNDER CONDITIONS PROVIDED FOR IN SECTION 23.5.1.3 OF THE IRR.

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed
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Submitted by: 

Date: 

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Name and Signature of Authorized Representative

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- a) The statement shall include all information required in the PBDs prescribed by the GPPB.
- b) Statement must be supported by evidence.
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III. STATEMENT IDENTIFYING A SINGLE CONTRACT THAT IS SIMILAR TO THE PROJECT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS, EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT  
For this purpose, similar contracts shall refer to contracts for Janitorial Services.

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed
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Submitted by: 

Date:   

Name of Company/Supplier/Distributor/Manufacturer

Name and Signature of Authorized Representative

BIDS AND AWARDS COMMITTEE

EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: ₱ \_\_\_\_\_

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

PROJECT: \_\_\_\_\_

REQUIREMENTS	P or F	P or F
BIDDER'S INITIALS		
ELIGIBILITY DOCUMENTS		
1. SEC Certificate of Registration, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the BDS. "No other acceptable proof of registration is recognized." The original/certified true copy of Certificate of Registration shall be submitted. <i>In case of an amendment of the name of the Corporate, bidders must submit the Certificate of Filing of amended Articles of Incorporation certifying therein the new name of the entity, SEC certification as to the amendment of the corporate name, if applicable, as well as a certificate of good standing.</i>		
2. Original/certified true copy of valid and current Mayor's Permit/Municipal License where the prospective bidder's principal office is located. <i>In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders in lieu of the valid Mayor's Permit may submit, a substantial proof of renewal of the Mayor's Permit, such as Official Receipt of payment.</i>		
3. The statement of all 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 <b>from January 2016 up to the date of the submission and opening of bids</b> ; The Statement shall include, for each contract, the following: i. name of the contract; ii. date of the contract; iii. kinds of Goods; iv. amount of contract and value of outstanding contracts; v. date of delivery; and vi. end user's acceptance or official receipt(s) issued for the contract, if completed.		
4. The statement identifying the Bidder's single largest completed contract similar to the contract to be bid within the period of <b>January 2016 up to the date of submission and opening of bids</b> .		
5. The bidder must have completed, within the period specified in the Invitation to bid & ITB Clause 12.1 a (iii), a single contract that is similar to this project, equivalent to at least 50% of the ABC, which is ₱ _____ only. <i>For this purpose, similar contracts shall refer to contracts for <u>Courier Services involving packaging and delivery of cargoes and parcels on a nationwide scope.</u></i>		
6. Audited Financial Statement stamped "received" by the BIR or its duly accredited & authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.		
7. For compliance with the financial eligibility requirement, <u>the bidders must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:</u> NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR- for purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statement prepared in accordance with international financial reporting standards.		
8. <u>Latest Tax clearance per E. O. 398, Series of 2005.</u>		

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EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P

DATE:

PROJECT:

REQUIREMENTS	P or F	P or F							
BIDDER'S INITIALS									
9. Original/certified true copy of Articles of Incorporation and By-laws: The bidder must submit its Articles of Incorporation and By-laws which were originally submitted with the SEC under and all of its previous Corporate name and the succeeding amendments or series of amendments, if any. <i>In case of an amendment of the name of Corporate, bidders must submit Certificate of Filing of amended Articles of Incorporation certifying therein the new name of the entity, SEC certification as to the amendment of the corporate name, if applicable, as well as a certificate of good standing.</i>									
10. CLASS "B" 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 provision of the JVA in the instance that the bid is successful.									
TECHNICAL DOCUMENTS									
11. Bid Security The Bidders shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:									
<table><thead><tr><th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the required Percentage of the ABC)</th></tr></thead><tbody><tr><td>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td><td rowspan="2">Two percent (2%)</td></tr><tr><td>(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</i> <i>For biddings conducted by the LGU's bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td></tr><tr><td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Five percent (5%)</td></tr></tbody></table>	Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)	(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)	(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</i> <i>For biddings conducted by the LGU's bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)		
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(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)								
12. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents. <i>*Technical Specification shall be supported by submitting samples or evidence of such compliance.</i>									
13. Acknowledgment and compliance with Sections IV and V of the Bidding Documents: the General Conditions and Special Conditions of Contract.									
14. 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.									
15. Secretary's Certificate									
16. Duly accomplished Financial Bid in the Official Bid Form									
17. Bid Price									
<div>Legend: P = Passed F = Failed N/A=Not Applicable</div>									

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ABC: ₱ \_\_\_\_\_

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

PROJECT:

REQUIREMENTS	BIDDER'S INITIALS	
	P or F	P or F

Bids and Awards Committee

ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairman

MARIA LIZA M. HERNANDEZ  
Member

HENRIETTA P. NARVAEZ  
Member

MARIE JANE L. EDQUID  
Member

KAREN M. MAGSALIN  
Provisional Member, Non-IT Projects

BIDDERS:

Signature Over Printed Name

Signature Over Printed Name

*[Handwritten Signature]*

OBSERVERS:

Signature Over Printed Name

Signature Over Printed Name

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*