

CHECKLIST

1. Documents Comprising the Bid: Eligibility and Technical Components

(a) Eligibility Documents –

Class “A” Document:

- (i) PhilGEPS Certificate of Registration and Membership (Platinum) in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement of the prospective bidder of all its ongoing government and private contracts (*please refer to Annex A*), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- (iii) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (*please refer to Annex B*) within the last *three (3) years*;
- (iv) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (*please refer to Annex C*) or Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = **PhP867,500.00**; if the CLC is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank and;

Class “B” Document:

- (v) Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR of RA9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.

(b) Technical Documents –

- (i) The bid security in any of the form below:
 - (i.1) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank; - equivalent to not less than **Two Percent (2%) of the ABC = PhP173,500.00; or**

- (i.2) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: *Provided, however*, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; equivalent to not less than ***Two Percent (2%) of the ABC = PhP173,500.00; or***
- (i.3) 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%) of the ABC = PhP433,750.00; or***
- (i.4) Duly Notarized Bid-Securing Declaration (*please refer to Annex D*)
- (ii) Schedule of Requirements (*please refer to Annex E*)
- (iii) Conformity with the Technical specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable (*please refer to Annex F*); and
- (iv) Duly Notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative (*please refer to Annex G*), accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable.
- (c) Other Requirements:
 - (i) Proposed artist/performers for Conference, Leaders’ Debate and Farewell Reception
 - (ii) Proposed stage design for the Conference, Leaders’ Debate and Farewell Reception
 - (iii) Recommendation of Proposed token / giveaway
 - (iv) Production Management Team

2. Documents Comprising the Bid: Financial Component

- (a) Financial Bid Form (*please refer to Annex H*).

NOTE:

All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidder shall submit one (1) original and six (6) photocopies of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.