REPUBLIC OF THE PHILIPPINES
Department of Science and Technology
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
PAGASA Science Garden, BIR Road, Diliman, Quezon City 1100

PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC)

CHECKLIST OF REQUIREMENTS

(PROCUREMENT OF GOODS and SERVICES)

Title of Project	:	**Supply, Delivery and Testing of Four (4) High End Tower Desktop with UPS (Re-bid)**
Reference	:	**P.R. No.: 2019-04-0304** | **IB. No.: 2019-036**
ABC	:	**1,800,000.00**
Date of Evaluation	:	
Name of Bidder	:	

ENVELOPE NO.1: ELIGIBILITY AND TECHNICAL COMPONENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

I. ELIGIBILITY REQUIREMENTS

	DESCRIPTION	TAB
➢	**CLASS "A" DOCUMENTS**	
	LEGAL DOCUMENTS	
☐	**PhilGEPS Certificate** of Registration and Membership under **Platinum** category.	**A**
	TECHNICAL DOCUMENTS	
☐	Statement of **all ON-GOING government and private contracts** within the period of **three (3) years**, unless otherwise stated in the **BDS,** including contracts awarded but not yet started, if any, **WHETHER SIMILAR OR NOT SIMILAR** in nature and complexity to the contract to be bid. Each statement of on-going project shall be supported by **ANY ONE** of the following documents: ☐ Copy of the Contract; **or**, Purchase Order (PO); **or**, Notice of Award (NOA); **or,** Notice to Proceed (NTP)	**B** **B-1…*n***
☐	Statement of bidder's **Single Largest Completed Contract (SLCC) similar in nature** to the Contract to be bid within the period of **three (3) years**, unless otherwise stated in the **BDS.** Such statement shall be supported with complete documentary evidence, enumerated below: ☐ i. Copy of the Contract **or** Purchase Order (PO); ☐ ii. Copy of Certificate of Completion **or** Sales Invoice; and ☐ iii. Copy of Certificate of Acceptance **or** Official Receipt (OR) / Collection Receipt.	**C** **C-1** **C-2** **C-3**
	FINANCIAL DOCUMENTS	
☐	Audited Financial Statements duly stamped **RECEIVED*** by Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the **Calendar Year 201____** showing, among others, the prospective bidder's total and current assets and liabilities. **** First five (5) pages AND last five (5) pages only.***	**D**
☐	Computation of Net Financial Contracting Capacity (NFCC)*****; **or,** Credit Line Certificate (CLC) issued by a Universal or Commercial Bank in favor of the bidder, if awarded the contract for the project. **** The constant NFCC's K factor is set at 15, regardless of contract duration.***	**E**
➢	**CLASS "B" DOCUMENTS**	
☐	If **Joint Venture**, Valid and duly notarized JOINT VENTURE AGREEMENT **(JVA)** in case the joint venture is already in existence; **or,** duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.	**F**

II. TECHNICAL REQUIREMENTS

				DESCRIPTION	**TAB**
☐	**Bid Security -- payable to the Procuring Entity**				**G**
	FORM OF BID SECURITY	**AMOUNT (Equal to Percentage of the ABC)**			
	• Cash or cashier's/manager's check issued by a Universal or Commercial Bank; **or,** • 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	**2%**			
	• Surety bond callable upon demand accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments; **or**	**5%**			
	• Bid Securing Declaration (GPPB Resolution No. 03-212)				
☐	**Conformity with the Technical Specifications** as specified in the Terms of Reference (TOR). Prospective bidders shall submit the duly filled-up Form **(PF-Goods-TAB-B)** and shall be supported with the following documents:				**H**
	☐	Evidence in support of the Bidder's Statement of Compliance in the form of: **manufacturer's un-amended literature or brochures**, **unconditional statements of specification and compliance issued by the manufacturer**, **samples**, **independent test data**, etc., as may be appropriate.			**H-1**
	☐	Duly Filled-up **Manufacturer's Authorization Form or Duly Authenticated Certification of Sole/Exclusive Distributorship** issued by the manufacturer.			**H-2**
	☐	Other additional requirements, such as after-sales service/part and manpower requirements as may be required under the Terms of Reference (TOR) and/or the BDS.			**H-3**
☐	**Schedule of Requirements** stating the complete schedule of delivery of each item/lot/project.				**I**
☐	**Omnibus Sworn Statement,** in accordance with Section 25.3 of the 2016 Revised IRR of R.A. 9184 and using the prescribed form.				**J**
	☐	**Authority of the Signatory**, *i.e.*, the Secretary's Certificate OR the Special Power of Attorney (SPA) **or**, Owner's Affidavit, whichever is applicable.			**J-1**

REMARKS: [ ] **PASS** [ ] **FAIL**

Checked by: _____
BAC Member

ENVELOPE NO. 2: FINANCIAL COMPONENT

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

III. FINANCIAL REQUIREMENTS

	DESCRIPTION	TAB
☐	Financial Bid Form.	**A**
☐	Completely filled-up Price Schedules (Source of Goods Form) - for Goods Offered from Abroad **or** Within the Philippines **or** both, whichever is applicable.	**B**
☐	Detailed Cost Breakdown for all items/components of the Goods and/or Services described in the Schedule of Prices, including cost of all applicable taxes	**C**
☐	Digital Copy of Statement of Compliance (Section 7. Technical Component); the detailed cost breakdown; and, bill of quantities of Goods/Services being offered.	**D**

NOTE: Additional Instructions:

a) **Each and every page** of the prospective bidder's **Eligibility** and **Technical Components**, whether **original or certified true copy, including the brochures and manufacturer's unamended literature** shall be signed/countersigned by the Bidder or his/her duly authorized representative/s. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using any color of pen **except BLACK. To determine the bidder's compliance to said specific requirement, the duplicate copies, *i.e.*, Copy 1 & 2, must be the exact replica of the Original Copy submitted.**

b) The notarization of any documentary requirement, if so required, shall comply with the **2004 Rules on Notarial Practice**. As such, prospective bidders or their duly authorized representative/s are required to indicate their competent evidence of identity in any document that needs notarization. The phrase **"competent evidence of identity**" shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID**. **Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity**.

c) **Use only the prescribed bidding forms** as provided in the bidding documents **without any alterations** to their format, and **no substitute form shall be accepted**. For this purpose, PAGASA's prescribed bidding form shall be determined/identified as bearing a watermark of the Agency's Official Logo. Unless otherwise stated in the **BDS**, use of substitute forms shall be a ground for outright rejection of the bidder's document.

d) All blank spaces shall be filled in with the information requested.

e) Bidders shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

f) Bidders shall indicate in the **Detailed Cost Breakdown** the rates and prices for all items/components of the Goods and/or Services described in the Schedule of Prices, including cost of all applicable taxes. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. Bidders may refer to **item no. 15 (15.1 to 15.5), Instructions to Bidders f**or further information on the matter.

g) **ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**

h) **The PAGASA reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post evaluation stage.**

i) **These additional requirements and instructions shall form part of the BDS and Instructions to Bidders.**

REMARKS: [ ] **PASS** [ ] **FAIL**

Checked by: _____
BAC Member