

**Checklist of Eligibility & Technical Envelope Requirements for Bidders  
(For Goods and General Support Services)**

**a. ELIGIBILITY DOCUMENTS**

**Class "A" DOCUMENTS**

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, Cooperative Development Authority (CDA) for cooperatives
- Valid and current Mayor's permit/municipal license
- Statement of ongoing and similar completed government and private contracts for the past 2 years, including contracts awarded but not yet started using GPPB Standard Forms Nos. SF-Good 13a and SF-Good 13b (*Copy of Contracts or Notice of Award to be attached*)
- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.
- NFCC, computation must be at least equal to the ABC.
- Tax clearance per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR.

**Class "B" DOCUMENTS**

- Valid joint venture agreement, if applicable

**b. TECHNICAL DOCUMENTS**

- Bid Security (Bid Securing Declaration & at least one (1) other prescribed form)
- Technical Specifications
- Omnibus Sworn Statement (Notarized)

**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. All pages of the documents shall be signed/initialed by the owner or by his authorized representative. Prospective bidders should submit one (1) original copy/certified true copy and two (2) copies of the eligibility and technical documents.

*Please follow the arrangement in the above-mentioned checklist when placed in the Envelopes for Technical Component.*

**Checklist of Financial Envelope Requirements for Bidders  
(For Goods and General Support Services)**

- Financial Bid (using Bid Form)

**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. All pages of the documents shall be signed/initialed by the owner or by his authorized representative. Prospective bidders should submit one (1) original copy/certified true copy and two (2) copies of the financial documents.

*Please follow the arrangement in the above-mentioned checklist when placed in the Envelopes for Financial Component.*