



Republic of the Philippines  
Cotabato City State Polytechnic College  
Bids and Awards Committee  
Cotabato City

**TECHNICAL, ELIGIBILITY AND FINANCIAL REQUIREMENTS  
FOR PROCUREMENT OF GOODS**

The following documents shall be evaluated and will be rated as “Pass” or “Fail”.

**ENVELOPE 1**

**The Technical and Eligibility Component**

<b>Tab</b>	<b>Documents</b>
<b>A</b>	Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms;
<b>B</b>	Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
<b>C</b>	PhilGEPS Platinum Registration
<b>D</b>	Bid Security in the form of Bid Securing Declaration or any of the following: 1. a bank draft/guarantee (2% of ABC) or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or 2. a surety bond (5% of ABC) accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; - GSIS)
<b>E</b>	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
<b>F</b>	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
<b>G</b>	NFCC computation or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<b>H</b>	Statement of all ongoing and completed Government and private contracts which are similar in nature including contracts awarded but not yet started, supported with the following: a. Notice of Award b. Notice to Proceed c. Contract / Purchase Order d. Certificate of Acceptance
<b>I</b>	Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, and whose value, must be at least fifty percent (50%) of the ABC.
<b>J</b>	Valid Joint Venture Agreement (JVA) (IF NECESSARY) or, in lieu thereof, duly notarized statements from all the 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.

<b>K</b>	Technical Specifications and Delivery Schedule: <ol style="list-style-type: none"> <li>a. Technical Specifications Compliance;</li> <li>b. Pictures/brochure of proposed item with specifications</li> <li>c. Delivery Schedule;</li> <li>d. After Sales services and parts Warranty;</li> </ol>
<b>L</b>	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (August 2016)

**ENVELOPE 2**

**The Financial Component**

<b>Tab</b>	Pass	Fail	Documents
<b>A</b>			Duly Signed Bid Form
<b>B</b>			Duly signed Bid Prices in the bill of Quantities

**NOTE:**

**ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE.**

**ENVELOPE 1** (Eligibility and Technical Requirements) & **ENVELOPE 2** (Financial Requirements) **MUST** contain the following:

- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy**.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy from original**.

\*\*\* Bidding documents shall only be sold to bidders upon presentation of representative’s Authorization Letter from the Company.

\*\*\* Representatives are also required with Authorization Letter from the company before the formal opening of bids.