



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Office of the Governor

PROCUREMENT MANAGEMENT OFFICE

BIDS AND AWARDS COMMITTEE

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I Love Davao del Sur

CHECKLIST-GOODS

IB No. _____

Opening of Bids: _____

Name of Project/Brief Description of Goods:	
PR: _____	Dated: _____
Name of Contractor/Supplier	ABC _____ End User: _____
ENVELOPE 1 - TECHNICAL COMPONENT ENVELOPE	
1.	Class "A" Documents
Legal Documents	
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) with its corresponding Annex A	
Technical Documents	
(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started (7 calendar days before the bid opening), if any, whether similar or not similar in nature and complexity to the contract to be bid with supporting documents such as Notice of Award and/or Contract/Job Order	
(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the last 3 years, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC. This statement shall be supported with Contract/Purchase Order and Certificate of Completion/Acceptance or Inspection and Acceptance Report or Official Receipts	
(d) Original copy of Bid Security in the form of the following: <ul style="list-style-type: none"><input type="checkbox"/> Cash or Cashier's/Manager's check (2%)<input type="checkbox"/> Bank Guarantee/Draft or Irrevocable Letter of Credit (2%)<input type="checkbox"/> Surety Bond (5%) (submit a certification issued by the Insurance Commission)<input type="checkbox"/> Notarized Bid Securing Declaration	
(e) Conformity with the following: <ul style="list-style-type: none">1. Compliance as to Technical Specifications2. Production/delivery schedule3. Manpower requirements4. After sales service/parts/warranty/return policy	
<i>Minimum of 3 months in the case of expendable supplies from the date of acceptance of the delivered supplies.</i> <i>Minimum of 1 year in the case of non-expendable supplies from the date of acceptance of the delivered supplies.</i>	
(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	
Financial Documents	
(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	
2. Class "B" Documents	
(h) If applicable, a duly signed joint venture agreement (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 provisions of the JVA in the instance that the bid is successful.	
Other documentary requirements under RA No. 9184 (as applicable)	
(i) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	
QUALIFIED	
DISQUALIFIED	
ENVELOPE 2 - FINANCIAL COMPONENT ENVELOPE	
(a) Original of duly signed and accomplished Financial Bid Form;	
(b) Original of duly signed and accomplished Price Schedule(s).	