



Republic of the Philippines
Department of Health
CARAGA REGIONAL HOSPITAL
Surigao City

PRO – 16
Rev. No. 0
Effectivity: 02/01/18

NAME OF PROJECT	PROCUREMENT OF DISINFECTANT AND DETERGENT SUPPLIES	ABC: PHP 1,028,000.00
IB NO	2022-02-22 (03)	
NAME OF BIDDER		
BIDDER NO.		
DATE	FEBRUARY 22, 2022	

CHECKLIST OF ELIGIBILITY & TECHNICAL DOCUMENTS

Item No.	Requirements Checklist	Complying	Non-Complying
LEGAL DOCUMENTS			
1	PHILGEPS CERTIFICATION (PLATINUM)		
1.1	SEC / DTI / CDA CERTIFICATION		
	Registration certificate from the SEC (w/ documentary stamp), DTI for Sole Proprietorship, CDA for Cooperatives or any proof such registration as stated in the BDS.		
1.2	MAYOR'S PERMIT		
	Mayor's permit issued by the City or Municipality where the principal place of business of the prospective bidder is located.		
1.3	TAX CLEARANCE		
	EO 398 specifically requires the submission of Tax Clearance issued by the BIR. It refers to the clearance issued by the Collection Enforcement Division of BIR attesting that the bidder has no outstanding Final Assessment Notice and/or delinquent account. □		
1.4	AUDITED FINANCIAL STATEMENT		
	The prospective bidder's audited financial statements, showing among others, the prospective bidders total and current assets and liabilities "STAMP RECEIVED" by the BIR or its duly accredited and authorized institution, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.(w/documentary Stamp)		
TECHNICAL DOCUMENTS			
2	STATEMENT OF ALL ON-GOING CONTRACTS		
	The Statement of All Ongoing Contracts shall indicate the following: (a) name of the contract; (b) date of the contract; (c) contract duration (d) owner's name and address; (e) kinds of Goods; (F) amount of contract and value of outstanding contracts; and (G) date of delivery.		
	Statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Sec. 23.1(a)(iv), IRR of RA 9184)		
3	STATEMENT OF LARGEST SINGLE COMPLETED CONTRACT (SLCC)		
	SLCC shall indicate, for each contract, the following: (1) name of the contract; (2) date of the contract; (3) Contract duration; (4) owner's name and address; (5) kinds of Goods; (6) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement (7) date of delivery; and (8) end user's acceptance or official receipt(s) or sales invoice* issued for the contract, if completed, which shall be attached to the statements.		
	The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and The largest of these similar contracts must be equivalent to at least 25% of the ABC as required above.		
FINANCIAL DOCUMENTS			
4	NET FINANCIAL CONTRACTING CAPACITY / COMMITTED LINE OF CREDIT (CLC) (NFCC OR CLC MUST BE NOTARIZED)		



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Administrative Officer V
 Member

Nurse V
 Member

Medtech III
 Member

NOTE: ALL SUBMITTED BIDDING DOCUMENTS SHALL BE SIGNED BY AUTHORIZED REPRESENTATIVE PER PAGE

CHECKLIST OF FINANCIAL PROPOSAL DOCUMENTS

Item No.	Requirements Checklist	Complying	Non-Complying
	Financial Documents		
1	Duly accomplished and signed Financial Bid Form.		
	AMOUNT:		
2	Duly accomplished and signed Price Schedules		
	AMOUNT:		

Note: Any missing documents in the above-mentioned checklist is a ground for outright rejection of the bid.

REMARKS: PASSED FAILED

BIDS AND AWARDS COMMITTEE

HILARION P. PASAL, CE, SE
 Engineer III
 Chairman

COSNARIE E. SEGUIS, MD
 Medical Officer III
 Vice Chairman

TRISTAN LOUISE D. ANDO
 Administrative Officer V
 Member

GRACE D. PLATIL, RM, RN, MAN
 Nurse V
 Member

ELRY P. BORJA, RMT
 Medtech III
 Member

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