



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 BLACK TONER CARTRIDGE WITH FREE USE OF PRINTER	ABC: PHP 2,000,000.00
IB NO	2023-02-06 (02)	
NAME OF BIDDER		
BIDDER NO.		
DATE	FEBRUARY 6, 2023	

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 SINGLE LARGEST 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)		
	The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) or CLC Committed Line of Credit (Note: NFCC must be equal to ABC / CLC 10% of ABC)		
5	JOINT VENTURE AGREEMENT (JVA)		
	If applicable, the JVA in case of 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.		



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	All co-venturers shall submit their legal documents, while any of the co-venturers shall submit technical and financial documents. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Sec. 8.5.2 of the 2016 IRR of RA 9184. For bidder who did not engage into a JVA, shall still submit Certification of Not Into Joint Venture.		
6	BID SECURITY (Any of the following :) (NOTARIZED)		
	a. Cash or Cashier's/Manager's check issued by a Universal or Commercial Bank (2%)		
	b. 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%)		
	c. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5%)		
	d. Bid Securing Declaration (120 cd)		
7	TECHNICAL SPECIFICATION (SUPPLIERS OFFER VS PROCURING ENTITY'S SPECS)		
	Conformity with technical specifications, as enumerated and specified in Section VI and VII of the Bidding Documents. (Preferably Attached Brochure/Manufacturer Profile)		
	With the Technical Specification provided by this Procuring Entity, Bidders shall conform by affixing signature by their authorized representative and issue Certification of Conforming the Technical Specification. Conformity of Technical Specification template is hereby attached in the ITB and PBDs.		
8	OMNIBUS SWORN STATEMENT (NOTARIZED)		
	Executed by the bidder, or its duly authorized representative, and shall be in accordance with Section 25.3 of the 2016 IRR of RA 9184		
9	Other required bidding documents:		
	a. BIR CERTIFICATE OF REGISTRATION		
	b. Updated / Valid License to Operate (LTO)		
	c. Authorized Personnel Certification		
	d. Memorandum of Undertakings (duly signed and notarized)		

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

CHAD T. JAMORA, RPH
Pharmacist IV
BAC Member

NENEN RACHEL B. EVIOTA, RN, MAN
Nurse V
BAC Member

AIDA A. LANCIN, RMT, MPA
Medtech V
BAC Member

COSNARIE E. SEGUIS, DFM, MPA, MHA
Medical Specialist II
Vice Chairman BAC

ATTY. MA. FLORDELIN T. ENSOMO, CPA
Attorney IV
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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:		

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REMARKS: PASSED FAILED

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