

Name of Procuring Entity:  
*National Council on Disability Affairs*

Name of the Project:  
*Provision for the procurement of thirty  
– six (36) desktops in the National  
Council on Disability Affairs (NCDA) for  
CY 2019*  
Location of the Project:  
*NCDA Bldg., Isidora St.,  
Brgy. Holy Spirit, Quezon City*

## ***Section VIII.***

# ***CHECKLIST OF TECHNICAL AND FINANCIAL ENVELOPE REQUIREMENTS FOR BIDDERS***

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## **Checklist of Technical & Financial Envelope Requirements for Bidders**

- PhilGEPS Certificate of Registration and Membership in lieu of the Class "A" Eligibility documents

### **LEGAL DOCUMENTS (Class "A" Documents)**

- 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
- Valid Mayor's / Business Permit or its Equivalent Document
- BIR Registration Certification, which contains the Taxpayer's Identification Number
- Tax Clearance
- Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any
- Valid joint venture agreement, in case of a joint venture
- Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP
- Sworn affidavit of the bidder that it is not related to the head of procuring entity, members of the BAC, TWG and Secretariat and members of the PMO, and the designers of the project, by consanguinity or affinity up to the third civil degree
- Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check
- Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct

### **TECHNICAL DOCUMENT**

- Statement of ongoing and similar completed government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started
  1. Ongoing or Awarded but not yet started. The statement shall include for each contract the following:
    - a. Parties to the contract; (contact numbers, address, contact person, number of security guards/contract;
    - b. Duration (inclusive dates) of the contract;

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- c. Amount of contract;
  - d. Date of delivery
- Copies of end-user's acceptance letters for completed contracts
  - Statement of Single Largest Completed Contract (SLCC)
  - Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor.

### **FINANCIAL DOCUMENTS**

- 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.
- Duly signed computation of Net Financial Contracting Capacity (NFCC), OR
- Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, OR
- A cash deposit certificate certifying a hold out on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract.
- Bid Security or Bid Securing Declaration
- Authority of the signing official