

**CHECKLIST FOR NEGOTIATED PROCUREMENT -  
TWO-FAILED BIDDING**

**Legal Documents:**

1. Company Profile (Track Record of Customer, References and their Address)
2. Mayor's Permit
3. DTI / SEC Registration Certificate
4. Audited Financial Statement ( Latest )
5. BIR (Income Tax Return - Latest)
6. Tax Clearance ( Latest )
7. Computation of Net Financial Contracting Capacity (NFCC)
8. Statement of all ongoing and completed government and private contracts within three (3) years from submission of bid, including contracts awarded but not yet started, if any. And must have completed a single contract that is similar to this project, equivalent to fifty percent (50%) of the ABC.
9. Statement of Single Largest Completed Contract (SLCC)
10. PhilGEPS Certificate of Registration and membership in accordance of CY 2016 Revised IRR of RA 9184.

**Technical Documents:**

1. Sworn Statement by the prospective bidder or its duly authorized representative: (Omnibus Sworn Statement)
  - a) Authority of the Signing Officials/ **Secretary Certification (if Corporation)**
  - b) Original Copy of the Letter authorizing the BAC or its duly authorized representative to verify any or all of the documents submitted for eligibility check
  - c) Original Copy of the Sworn 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 LGU's.
  - d) Each of the documents submitted in Satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct.
  - e) Affidavit of the bidder that it is not related to the Head of the Procuring Entity, members of the BAC, the TWG and the BAC Secretariat, the end-user by consanguinity or affinity up to the third civil degree.
  - f) Sworn Statement that it complies with existing labor laws and standards in the case of procurement of services.
  
2. Bid Security as to form, amount and validity period

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC )
a) Cash, cashier's/ manager's check, bank draft/ guarantee confirmed by a Universal or Commercial Bank	Two percent ( 2% )
b) 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	Two percent ( 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	Five percent ( 5% )
d.) Bid Securing Declaration	

3. Production/ delivery schedule
4. Manpower requirements
5. After sales service/parts/production/delivery schedule
6. Technical Specifications (product brochure)
7. AMTEC Certification (for Marine Engine)