



Republic of the Philippines
 Province of Cavite
MUNICIPALITY OF GEN. E. AGUINALDO
Bids and Awards Committee

REQUIREMENTS for GOODS Small Value Procurement (SVP) Php 50,000.00 - 100,000.00

ELIGIBILITY & TECHNICAL REQUIREMENTS

ENVELOPE 1 : TECHNICAL DOCUMENTS

Class "A" Documents		REMARKS
1	Bid Envelope Properly Labeled and Sealed (Unsealed or unmarked bid envelopes shall be rejected)	
Legal Documents		
2	DTI / SEC / CDA registration certificate.	
3	Valid and current Mayor's permit/municipal license.	
4	BIR Registration Certification, which contains the Taxpayer's Identification Number. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	
5	Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any (IF APPLICABLE)	
6	Bureau of Food and Drug (BFAD) Certificate as Distributor or Supplier (FOR MEDICINES)	
Technical Documents		
7	PHILGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the IRR	
8	PHILGEPS printed copy of order of ITB / Main document	
9	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	
10	Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS. (supported by the Notice of Award and/or Notice to Proceed)	
Financial Documents		
11	The prospective bidder's <u>audited financial statements</u> , showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission	
12	NFCC computation in accordance with ITB Clause 5.5 OR Committed Line of Credit from a universal or commercial bank (10% of ABC)	
13	BID Security: () Sufficient () Insufficient OR# _____ date Cash (2% of ABC) amount _____. Bank Draft /Guarantee ; Irrevocable Letter of Credit (2% of ABC) amount _____. Name of Bank _____ Surety Bond (5% of ABC) amount _____. With certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments, OR Signed & Notarized Bid Securing Declaration	
15	1) Technical Specifications & 2) Schedule of Requirements, which may include 3) production/delivery schedule, 4) manpower requirements, and/or 5) after-sales service/parts, if applicable;	
16	Omnibus Sworn Statement in accordance with Section 25.3 of IRR (Signed & Notarized)	
17	Other documents as required in BDS	
Class "B" Documents		REMARKS
18	Joint Venture Agreement (JVA) or the Duly Notarized Statement in accordance with Section 23.1(b) of this IRR, if applicable;	

CHECKLIST OF FINANCIAL REQUIREMENTS

ENVELOPE 2 : FINANCIAL COMPONENT

COMPLIANCE CRITERIA		REMARKS
1	Bid Envelope Properly Labeled and Sealed (Unsealed or unmarked bid envelopes shall be rejected)	
2	Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4	
3	Bid Prices & Bill of Quantities	
4	Other documents/materials as stated in the Instruction to Bidders	