

CHECKLIST FOR TECHNICAL ENVELOPE REQUIREMENTS IN GOODS

DATE: January 11, 2023

PROJECT:

**PROCUREMENT OF VEHICLE FOR USE DURING THE OFFICE DAILY ACTIVITIES
PARTICULARLY IN THE REVENUE GENERATION**

BIDDER:

PR # : A-22-0412

APPROVED BUDGET for the CONTRACT (ABC) = 1,700,000.00

REQUIRED BID SECURITY, FORM

- a. **Cash, Cashier's Check,** 2% of ABC 34,000.00
 Manager's Check issued by a Universal or Commercial Bank
- b. **Bank Draft/Guarantee or irrevocable** 2% of ABC 34,000.00
 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
- c. **Surety Bond** 5% of ABC 85,000.00
 Validity Period 120 calendar days from opening
 120 calendar days from opening
 Company _____
 Number _____
 Official Receipt No. _____
 Validity Period _____
 Callable on Demand _____
 Bid Security Amount _____
 () Sufficient () Insufficient
- d. **Bid Securing Declaration**

IMP. OFFICE	DR.CABAGNOT	MR. RETUTAL	ENGR. CABERTE	ENGR. TORREMOCHA	ATTY. AMORA, JR.	ATTY. LAGUNAY
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A. Project Requirements, which shall include the following:

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- 1. (1)Technical Specifications, (2) production/delivery schedule/schedule requirements, (3)manpower requirements, (4) and/or after-sales service/parts,if applicable other requirement:

B. Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:

I, [Name of Affiant] of legal age, [Civil Status],[Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

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- 1. **[If Sole Proprietorship:]** I am sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder]; [If a partnership, corporation, cooperative, or joint venture:]I am the duly authorized and designated representative of [Name of Bidder]with the office address at [address of bidder];

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- 2. **[If Sole Proprietorship:]** As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid,and to sign and execute the ensuing contract for [Name of Project]of the[Name of the Procuring Entity],as shown in the attached duly notarized Special Power of Attorney;

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[If a partnership, corporation, cooperative, or joint venture:]I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project]of the [Name of the Procuring Entity],as shown in the attached[State title of attached document showing proof of authorization(e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney,whichever is applicable);

