

CHECKLIST FOR TECHNICAL ENVELOPE REQUIREMENTS IN GOODS

DATE: December 28, 2022

PROJECT:

PROCUREMENT OF VARIOUS IT EQUIPMENT

BIDDER:

PR # : A-22-0397 REBIDDING
 REQUIRED BID SECURITY, FORM

APPROVED BUDGET for the CONTRACT (ABC) = 150,000.00

- a. **Cash, Cashier's Check,** 2% of ABC 3,000.00
 Manager's Check issued by a Universal or Commercial Bank
- b. **Bank Draft/Guarantee or irrevocable** 2% of ABC 3,000.00
 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 7,500.00
 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);

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3. **[Name of Bidder]** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, Foreign Government/Foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the uniform guidelines on blacklisting;**

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4. 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;

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5. **[Name of Bidder]** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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6. **[If sole proprietorship:]** The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee(BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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[If a partnership or cooperative:]None of the Officers and Members of **[Name of Bidder]** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee(BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-user unit, and the project consultants by consanguinity of affinity up to the third civil degree;

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7. **[Name of Bidder]**complies with existing labor laws and standards; and

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8. **[Name of Bidder]**is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a.) Carefully examining all the Bidding Documents
- b.) Acknowledging all conditions, local or otherwise, affecting the implementation of the contract;
- c.) Making and estimated of the facilities available and needed for the contract to be bid, if any; and
- d.) Inquiring or securing Supplement / Bid Bulletin(s) issued for the **[Name of the Project]**.

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9. **[Name of Bidder]**did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the Government in Relation to any procurement project or activity.

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10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling(Estafa) or the commission of fraud with infidelity or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 s. 1930, as amended, or the Revised Penal Code.

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks : () Complying () Non-Complying

