

**CHECKLIST****ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/DOCUMENTS FOR THE PROCUREMENT OF A ONE-YEAR COMPREHENSIVE MAINTENANCE SERVICES FOR THE 5<sup>TR</sup> PRECISION AIR-CONDITIONING UNITS, INCLUDING ALL INSTALLED ELECTRONICS AND ELECTRICAL PARTS AND ACCESSORIES TO BE SUBMITTED BY PROSPECTIVE BIDDERS**

1. Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) registration certificate, whichever may be appropriate under the existing laws of the Philippines.
2. In the case of a corporation or cooperative, a notarized Secretary's Certificate (Bid Form No. 1.1), or, in the case of a partnership or joint venture, a notarized Partnership-Joint Venture Certificate (Bid Form No. 1.2)
3. 2015 Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidders is located.
4. Current Tax Clearance as reviewed and approved by the BIR
5. In case of a joint venture, a valid Joint Venture Agreement (JVA), if the joint venture is already in existence. In the absence of a JVA, a duly notarized statement from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Each partner of the joint venture shall submit the required legal documents (under Items No. 1-4 and 13-14). As regards the technical and financial documents, the submission of at least one (1) joint venture partner shall constitute compliance.
6. Statement of All Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether or not similar in nature and complexity to the contract to be bid, excluding PDIC contracts, if any. (Bid Form No. 2)

Statement of single largest completed contract similar to the contract to be bid within the period 2010-2014, equivalent to at least 50% of the ABC, excluding contracts with PDIC, if any. A contract shall be considered similar to the contract to be bid if involves goods or related services of the same nature and complexity as that which is the subject of this procurement. (Bid Form No. 2).

7. Audited financial statements (Auditor's Opinion/Certificate, Balance Sheet and Income Statement), stamped "received" by the BIR or its duly accredited and authorized institutions for Tax Year 2014, showing, among others, the prospective bidder's total and current assets and liabilities.
8. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the approved budget for the contract to be bid. Computation of NFCC is as follows:

NFCC = [(current assets minus current liabilities) (10)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

9. Bid security. (Bid validity period is 120 days)

Form of Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a local Universal or Commercial Bank, if issued by a foreign bank	
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.  Note: A Certification from the Insurance Commission that the Insurance Company is authorized to issue such security shall be attached.  Surety bond issued by the GSIS will be accepted without said certification from the Insurance Commission	Five percent (5%)
d. Any combination of the foregoing	Proportionate to share of form with respect to total amount of security
e. Bid Securing Declaration (Bid Form No. 5)	

10. Statement of Compliance with the Technical Specifications. (Bid Form No. 3)

11. Omnibus Sworn Statement. (Bid Form No. 4)

12. Certification issued by the Distributor/Original Equipment Manufacturer (OEM) stating that the bidder is the appointed partner/reseller/technical support provider for the maintenance and repair of Airedale brand precision air-conditioning units in the Philippines.

13. As proof of employment by the bidder for at least two (2) years prior to the scheduled opening of bids, the bidder must submit a comprehensive resume and SSS contribution or ITW of the following personnel :

- a) One (1) registered Electrical Engineer;
- b) One (1) Mechanical Engineer; and
- c) One (1) Data Center Design Manager

14. EFPS filed 2014 Income Tax Return.

15. EFPS filed Business Tax Returns within the last six (6) months preceding the date of bid submission.

16. Certificate of PhilGEPS Registration.

17. Financial Proposal/Document - The bid amount/price, which shall be inclusive of all applicable taxes, if any. (Bid Form No. 6)