



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City 7100



**SUPPLY AND DELIVERY OF NETBOOK AND USB FLASH DRIVE (16GB)  
FOR THE IMPLEMENTATION OF BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE-LCP), PROVISION OF LEARNING RESOURCES,  
AND ALTERNATIVE LEARNING DELIVERY MODE (ADM) FOR THE THIRD  
QUARTER**

**FEBRUARY 02, 2021**

**3:00 P.M. Schools Division Office**

**CHECKLIST OF TECHNICAL & ELIGIBILITY and FINANCIAL REQUIREMENT FOR BIDDERS  
(GOODS)**

SIGNATURE ABOVE PRINTED NAME OF BAC MEMBER: \_\_\_\_\_

BIDDERS NAME: \_\_\_\_\_

Approved Budget of the Contract (ABC):

BID OFFER

PASS

FAIL

**Eligibility & Technical Component (Envelope 1):**

The Technical & Eligibility Component Envelope shall contain the following:

**Eligibility Documents:**

- 1. PhilGEPS Certificate of Registration and membership;
- 2. Statement of all ongoing Government and Private Contracts;
- 3. Statement of Single Largest Completed Contracts;
- 4. Net Financial Contracting Capacity (NFCC) Computation or Line of Credit;
- \_\_\_\_\_
- 5. Mayor's Permit;
- 6. Tax Clearance;
- 7. DTI/SEC/CDA Registration;

8. Audited financial statement;
9. Joint Venture Agreement (JVA) or the Duly Notarized Statement in accordance with Section 23.1 (b) of 2016IRR –RA 9184, if applicable;

**Technical Documents**

10. Bid Security in the form of Cash/Manager's Check/Bond/Bid Securing Declaration
- a. CASH, CASHIER'S/MANAGER'S CHECK; Bank draft/guarantee, or Irrevocable Letter of Credit    2% of ABC
  - b. SURETY BOND callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or    5% of ABC

Validity Period	120 calendar days from opening
Form of Bid Security	_____
Company/Bank	_____
Official Receipt No .	_____
Callable on Demand	_____
Bid Security Amount	_____
BID SECURING DECLARATION	<u><b>NO PERCENTAGE REQUIRED</b></u>

( ) Sufficient/PASS

( ) Insufficient/FAIL

11. Technical Specifications:
- a. Production schedule
  - b. Delivery Schedule
  - c. Manpower Requirements
  - d. After-sales service/parts (for equipment) and Warranty (*note: warranty shall be for a period of six (6) months for supplies and materials, minimum of one (1) year for equipment from the date of acceptance by the procuring entity*);
12. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the forms prescribed by the GPPB as to the following:
- a. A 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 LGUs, including non-inclusion in the consolidated Blacklisting Report issued by the GPPB or CIAP;
  - b. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements are an authentic copy of the original, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct;
  - c. A letter authorizing the Schools Division of Zamboanga del Norte BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check;
  - d. A statement that the signatory is duly authorized representative of the prospective bidder, and granted the full power and authority to do, execute and

perform any and all acts necessary and/or to represent the prospective bidder in the bidding;

- e. Sworn Affidavit of compliance with the Disclosure Provision under Section 47 of the Act in relation to other provisions of RA 3019;
- f. A statement that it complies with the responsibilities of a prospective bidder or eligible bidder;
- g. Duly Notarized Certificate in compliance with existing labor laws and standards, in the case of procurement of Services;
- h. A statement that it 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.

Remarks: ( ) PASS ( ) FAIL

**Financial Component (Envelope 2):**

The Financial Component Envelope shall contain the following:

- 1. Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules.

Remarks: ( ) PASS ( ) FAIL

*Note: Please arrange the documents in the sequence indicated above.  
The absence of one document results to outright DISQUALIFICATION of the BIDDER.*

**Notes:**

- 1. Tabbing of documents is required.
- 2. Sequencing of documents shall be based on the order of documents as numbered.
- 3. Submit/drop 4 copies, including the original, of your proposal, on or before the deadline set for dropping of bids.
- 4. Insert a hard copy of the Philippine Bidding Documents in the envelope of original copy of your proposal.