

Department of Education  
**BIDS AND AWARDS COMMITTEE II**  
 CHECKLIST FOR BID OPENING  
 (GOODS AND SERVICES)

ANNEX D

Project: **Procurement of Supply and Delivery of Adobe Licenses Subscription**

Project No.: **2021c-ICTS2(006)-BII-CB-012**

ABC: **PHP 72,750,000.00**

End-User/PMO: **Information and Communications Technology Service – Solutions Development Division (ICTS-SDD)**

Date, Time & Venue of Bid Opening: **July 5, 2021; 10:00 A.M.; Bulwagan ng Karunungan, G/F, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**

Name of Bidder: \_\_\_\_\_

DOCUMENT		REMARKS			
I.	TECHNICAL COMPONENT	Info / Details	Lead Partner	JV Partner	JV Partner
1	One (1) original copy, Two (2) copies and Three (3) USB or Flash Drive				
2a	Valid Certificate of PhilGEPS Registration (Platinum Membership), OR	Certificate No. PhilGEPS			
		Date Issued			
		Expiry Date			
In lieu of PhilGEPS Registration:					
2b	Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration	DTI Cert. No.			
		SEC Reg. No.			
		CDA Registry No.			
		Valid from			
		Valid to			
	Mayor's/Business Permit issued by the city or municipality where the principal place of business of prospective bidder is located, or the equivalent documents for Exclusive Economic Zones or Areas	Mayor's Permit No.			
		Issued By			
		Date Issued			
		Expiry Date			
	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)	TCC No.			
		Valid from			
		Valid until			
3	Duly signed Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid <b>(Original)</b>	Total Unperformed Works			
4	Prospective bidders should have completed, within a period of five (5) years immediately preceding the deadline for submission of bids at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC <b>(Original)</b>  For this purpose, similar contracts shall refer to <b>"Supply and Delivery of Productivity or Creative Software Licenses or Subscription."</b>	Name of Contract			
		Date			
		Total No. of Aggregate Contracts			
		Total Amount of Aggregate Contracts			
		Sufficient or Insufficient			
5	Audited financial statements, 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 bid submission, showing among others the total and current assets and liabilities	Year			
		Auditor			

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6	Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC being bid <b>(Original)</b> OR	Current Assets										
		Current Liabilities										
		Ongoing Projects										
		TOTAL NFCC										
	Committed Line of Credit <b>(Original at least equal to ten percent (10%) of the ABC to be bid)</b>											
7	Valid and duly signed JVA, in case the joint venture is already in existence, or duly notarized statements from all the 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, if applicable <b>(Original)</b>											
8	<table border="1"> <thead> <tr> <th>Form of Bid Security</th> <th>Amount of Bid Security (Not Less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td> <td rowspan="2">Two percent (2%)</td> </tr> <tr> <td>(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 Universal or Commercial Bank, if issued by a foreign bank.  <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td> </tr> <tr> <td>(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.</td> <td>Five percent (5%)</td> </tr> </tbody> </table>	Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)	(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	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 Universal or Commercial Bank, if issued by a foreign bank.  <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	(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.	Five percent (5%)	Form			
		Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)									
		(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)									
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		(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.	Five percent (5%)									
Issued By												
Amount												
End of Validity												
Sufficient or Insufficient												
	Original notarized Bid Securing Declaration, an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days from receipt of NOA, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB	Notary Public										
		PTR No.										
9	Bidder's Technical Specifications in conformity with the specifications specified in Sections VI. Schedule of Requirements, VII. Technical Specifications, with bidder's statement of compliance and original signature of bidder's authorized signatory											
10	Original and duly signed Omnibus Sworn Statement in accordance with Section VIII. Bidding Forms	Notary Public										
		PTR No.										
11	<p>Notarized Secretary's Certificate, in case of corporation, partnerships, joint venture or cooperative or Special Power of Attorney, for sole proprietorship <b>(Original)</b></p> <p>Note: For Partnership, in case the owner of the company will sign, submit the bid documents, and personally participate in the bid, the Special power of Authority (SPA) is not needed. In lieu of SPA, an Affidavit shall be submitted stating therein that he is the owner of the company, can sign documents, and transact business for his company. However, in case he is represented by an agent or authorized representative, an SPA shall be submitted</p>	Name of Authorized Representative										
		Position / Designation										
		Notary Public										
		PTR No.										
<b>II FINANCIAL COMPONENT</b>												
1	One (1) original copy, Two (2) copies, and Three (3) USB or Flash Drive											
2	Duly signed original copy of Financial Bid Form											
3	Duly signed original copy of Price Schedule(s)											

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4	Certification from the DTI, SEC or CDA if the bidder claims domestic preference				
<b>III</b>	<b>OPTIONAL (Section II, ITB Clause 20.2) in a separate envelope</b>				
1	Latest income and business tax returns in either the following forms:	Taxpayer Identification Number			
	Printed copies of the electronically filed Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation Forms for the immediate preceding calendar/tax year from the authorized agent bank;  Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.  NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission	Tax Period			
		Date Filed			
		Revenue District Office			
		Reference No.			
		Date Received by BIR			
		OR No.			
2	Valid Certificate of PhilGEPS Registration (Platinum), in case bidder opts to submit Class "A" Legal Documents during submission and opening of bids	Certificate No. PhilGEPS			
		Date Issued			
		Expiry Date			
3	Other appropriate licenses and permits required by law or as may be prescribed by the BAC				

Overall Remarks:  Passed  Failed

Prepared by:

\_\_\_\_\_  
*Bidder's Authorized Representative*

Noted by:

**Dir. JOHN ARNOLD S. SIENA**  
BAC II Regular Member

**Usec. REVSEE A. ESCOBEDO**  
BAC II Chairperson

**ENGR. OFELIA L. ALGO**  
BAC II Provisional Member

**Dir. ABRAM Y.C. ABANIL**  
BAC II Vice-Chairperson

**MS. MARIA CLARISSE T. LIGUNAS**  
BAC II Provisional Member