

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### **Class "A" Documents**

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its 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; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, shall include production/delivery schedule, manpower requirements, and after-sales/parts; **and**

- Samples (2 samples for each item), together with the following:

#### **Product Certification and Standards:**

- All products must be able to pass the Philippine quality standard under the Certificate of Product Notification for Toys & Childcare Articles duly issued by the FDA – LTO FDA;
- Imported products should pass international quality control product standards and have international quality control product markings such as Conformité Européenne (CE), (ISO), American Society for Testing and Materials (ASTM), American Society for Quality Control (ASQC), Association française pour le contrôle industriel de la qualité (AFCIQ), American Society for Quality (ASQ), German Association for Quality (DGQ), European Organization for Quality Control (EOQC), Internal Quality Assurance (IQA), European Standard EC, or EN71.
- Paint, lacquer, varnish and plastic materials used must be certified non-toxic by agency or institute locally or internationally recognized. It should be BPA free.
- Instructional manual/Teacher's Guide and maintenance tips in English and Filipino shall be required.
- Bidder(s) must be a holder of one-year valid FDA License to Operate (LTO) as TCCA.
- Bidders shall provide documentary evidence of conformity of the goods with the technical specifications including drawings and submission of a complete set of sample item.

- Compliant with RA 10620 also known as “Toy and Game Safety Labeling Act of 2013”. Labeling and other info must also be placed in the Manual.
  - Manufacturer must be certified with
    - (a) ISO 9001:2015 (Quality management systems),
    - (b) ISO 14001: 2015 (Environmental management systems), and
    - (c) ISO 45001:2018 (Occupational health and safety management systems)
    - (d) PNS/BHDT ISO 8124-1,2,3:2008 (Safety of toys – Part 1: Safety aspects related to mechanical and physical properties, Part 2: Flammability, Part 3: Migration of certain elements), or its equivalent.
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class “B” Documents**

- (h) If applicable, a duly signed joint venture agreement (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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

*See **Annex “B”** for the Price Schedule Form.*

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.