



Annex VII (Page 2 of 4)

Corporation, Partnership, Cooperative

That I/we am/are the duly authorized representative/s of <company name>, located at _____, with Telephone No. _____; Fax No. _____ and e-mail address, _____, as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the abovementioned bidding, including signing all bidding documents and other related documents such as the contracts:

1) Name: _____ 2) Name: _____
Title: _____ Title: _____
Specimen Signature: _____ Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate.

(b)

NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/We represent 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 been recognized by the Government Procurement Policy Board;

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company 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.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby submits this Letter of Authorization in relation with Application to apply for Eligibility and to Bid for the subject contract to be bid.

In connection therat, all public official, engineer, architect, surety company, bank institution or other person, company or corporation named in the eligibility documents and statements are hereby requested and authorized to furnish the Chairman, PITC Bids & Awards Committee I or her duly authorized representative/s any information necessary to verify the correctness and authenticity of any item stated in the said documents and statements or regarding our competence and general reputation.

I/We hereby give consent and give authority to the Chairman of **PITC Bids and Awards Committee I** or her duly authorized representative, to verify the authenticity and correctness, of any or all of the documents and statements submitted herein; and that I/we hereby hold myself liable, criminally or civilly, for any misrepresentation or false statements made therein which shall be ground for outright disqualification and/or ineligibility, and inclusion of my/our company among the contractors blacklisted from participating in future biddings of **Philippine International Trading Corporation**.



Annex VII (Page 3 of 4)

**(e)
DISCLOSURE OF RELATIONS**

That for and in behalf of the Bidder, I/We hereby declare that the sole proprietor or proprietress/ all officers and members of the partnership or cooperative/ all officers, directors, and controlling stockholders of the corporation/ all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the **Head of the Procuring Entity**, members of the **Board of Directors**, the **President**, **Officers** or **Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the PITC BAC**, the **members of the TWG of PITC**, the **PITC BAC Secretariat**, the **head of the end-user unit**, and the **project consultants**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.

**(f)
COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS**

That our company diligently abides and complies with existing labor laws and standards.

**(g)
BIDDER'S RESPONSIBILITIES**

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That I/we will inquire or secure Supplemental /Bid Bulletins issued for this project;
5. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
6. That I have complied with our responsibility as provided for in the bidding documents and all Supplemental /Bid Bulletins;
7. That failure to observe any of the above responsibilities shall be at my own risk and
8. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

**(h)
DID NOT PAY ANY FORM OF CONSIDERATION**

That our company 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.



Annex VII (Page 4 of 4)

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory
Signature over Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME this _____day of _____at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice _____ issued _____at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

Annex VIII

PHILIPPINE INTERNATIONAL TRADING CORPORATION

SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW IT EQUIPMENT FOR THE PHILIPPINE NATIONAL POLICE (PNP)

Bid Reference No.: GPG-B1-2019-363

**Financial Bid Form
(PRICES MUST BE INCLUSIVE OF VAT)**

PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION

ITEM NO.	DESCRIPTION	QTY	UNIT ABC (P)	TOTAL ABC (P)	FINANCIAL BID (P)	
					UNIT PRICE	TOTAL PRICE
One (1) Lot various Brand New IT Equipment consisting of the following:						
1	Printer	90 units	9,308.78	837,790.20		
2	Projector	33 Units	37,376.64	1,233,429.12		
TOTAL ABC:				2,071,219.32	TOTAL BID PRICE:	

TOTAL BID PRICE (Amount in Words)

Instruction/Notes:

- The bid must **not exceed the total ABC and ABC per line item.**
- Do not leave any blanks. **Indicate "0"** if the item is being offered for free
- The bidder shall shoulder all transportation costs, delivery charges and shall assume all risks until the goods have been delivered at the site and accepted by PNP/PITC.

BIDDER'S UNDERTAKING

I/We, the undersigned bidder having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security **within ten (10) calendar days** from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print) / Date



Section VII. Post Qualification Document



Annex IX

Bidder's Company Letterhead)

SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW IT EQUIPMENT FOR THE PHILIPPINE NATIONAL POLICE (PNP)

Bid Reference No.: GPG-B1-2019-363

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

E-mail Address/es : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES : _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



Section VIII. Reference Documents



REFERENCE DOCUMENTS

TABLE OF CONTENTS

Annex No.	Particulars	Page No.
Annex X	Special Bank Guarantee or Irrevocable Letter of Credit (for retention money, as applicable)	108
Annex XI	Form of Performance Security (Bank Guarantee)	109



Annex X

**Special Bank Guarantee or Irrevocable Standby Letter of Credit
(For Retention Money, As Applicable)**

To : _____

Date : _____

WHEREAS, _____ with principal offices located at _____ (hereinafter called "the Contractor/Supplier") has undertaken, in pursuance of _____ dated _____ to execute supply of _____ at _____.

AND WHEREAS, it has been stipulated by you in the said Contract that the Contractor/Supplier shall furnish you with a Special Bank Guarantee / Irrevocable Standby Letter of Credit (as applicable) by an authorized bank for the sum specified therein as security for compliance with their obligations in accordance to with the contract, including a warranty that the GOODS supplied are free from patent and latent defects and performance of corrective work for any manufacturing defects will be undertaken as required and that all the conditions imposed under the contract shall be fully met;

AND WHEREAS, we have agreed to give the Contractor/Supplier such a Special Bank Guarantee/ Irrevocable Letter of Credit (as applicable);

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of **PhP** _____ proportions of currencies in which the Contract Price is payable, and we undertake to pay you, **upon you first written demand and without cavil or argument, any sum or sums within the limits of PhP** _____ as aforesaid without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby further affirm that this bank guarantee/standby letter of credit (as applicable) is *irrevocable* and intended to answer for the performance of corrective work for any manufacturing defects, to warrant that the goods supplied are free from patent and latent defects and to warrant that all conditions imposed under the contract have been fully met by the Contractor/Supplier.

We hereby waive the necessity of your demanding the said debt from the Contractor/Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until _____ or a minimum of one (1) year, whichever comes later.

SIGNATURE AND SEAL OF THE GUARANTOR

NAME OF BANK

ADDRESS



Annex XI

Form of Performance Security (Bank Guarantee)

To : **PHILIPPINE INTERNATIONAL TRADING CORPORATION**
National Development Company (NDC) Building
116 Tordesillas Street, Salcedo Village, 1227 Makati City

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]*¹ proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR _____

NAME OF BANK _____

ADDRESS _____

DATE _____

¹ An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.



Section IX.

Checklist of Requirements



**PITC BIDS AND AWARDS COMMITTEE I
CHECKLIST OF REQUIREMENTS FOR BIDDERS**

Name of Company: _____
Project: **SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW IT EQUIPMENT FOR THE PHILIPPINE NATIONAL POLICE (PNP)**
Bid Ref. No. **Bid Reference No.: GPG-B1-2019-363**

Ref. No.	Particulars
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS	
12.1 (a)	ELIGIBILITY DOCUMENTS
	CLASS "A" DOCUMENTS
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
(ii)	Valid and current Business/Mayor's Permit for issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;
(iii)	Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.
(iv)	Copy of each of the following Audited Financial Statements for 2018 and 2017 (in comparative format or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income) Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;
OR	Submission of valid and current Certificate of PHILGEPS Registration (Platinum Membership*) in lieu of (Items (i), (ii), (iii) and (iv)) Eligibility Documents *Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership).
(v)	Statement of the prospective bidder's all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I);
(vi)	Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the item being bid (Annex I-A). Similar contract shall mean "IT Equipment" .



<p>(vii)</p>	<p>Duly signed Net Financial Contracting Capacity (NFCC) per Annex II, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <p>a) Should the bidder opts to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II.</p> <p>NFCC = [(Current assets minus current liabilities) (15)] 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.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. 2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I. 3. The detailed computation must be shown using the required formula provided above. 4. The NFCC computation must at least be equal to the ABC of the project. <p>OR</p> <p>b) Should the bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit. (See sample Bank Form per Annex II-A).</p>	
	<p>Class “B” Document: (For Joint Venture)</p>	
	<p><i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i></p> <p>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.</p> <p>a) For Joint Ventures, Bidder to submit either:</p> <ol style="list-style-type: none"> (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by 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. (Annex III) <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184]</p> <p><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p>	



	<p>b) <u>Local JV Partner</u></p> <ul style="list-style-type: none"> (i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; (ii) Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas; In cases of recently expired Mayor's/ Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement (iii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 	
	<p><u>Foreign JV Partner</u></p> <ul style="list-style-type: none"> (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based. (If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders); (ii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR. <p>Note: The partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements [as per Section 23.1 (b), of the 2016 Revised IRR of RA 9184.</p> <p><u>OR</u></p> <p>Submission of valid and current Certificate of PHILGEPS Registration (Platinum Membership*) together with Annex A.</p> <p>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership) In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:</p> <p>In case the JV Partners opt to submit their Class “A” Documents, the Certificate of PHILGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. <i>“GPPB Circular 07-2017 dated 31 July 2017”.</i></p> <p><i>For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.</i></p>	



b)	TECHNICAL DOCUMENTS	
(i)	<p>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</p> <ol style="list-style-type: none"> 1) Bid Securing Declaration per Annex IV; 2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC; 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR 4) Surety bond callable upon demand equivalent to at least 5% of the ABC <p>Notes:</p> <ol style="list-style-type: none"> (a) The Cashier's/Manager's check shall be issued by a Local Universal or Commercial Bank. (b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank. (c) Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must conform with the following: <ol style="list-style-type: none"> (1) Issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. <u>Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.</u> (2) Callable upon demand (3) <u>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</u> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ol style="list-style-type: none"> (i) withdraws its bid during the period of bid validity specified in ITB Clause 17; (ii) does not accept the correction of errors pursuant to ITB Clause (b); (iii) has a finding against their veracity as stated in ITB Clause 29.2; or (iv) submission of eligibility requirements containing false information or falsified documents; (v) submits bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding; (vi) allowing the use of one's name, or using the name of another for purposes of public bidding; (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid; (viii) refusal or failure to post the required performance security within the prescribed time; (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification; (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor; (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reason. 	



	<p align="center">▪ IF THE SUCCESSFUL BIDDER:</p> <p align="center">(xiv) fails to sign the contract in accordance with ITB Clause 32; or (xv) fails to furnish performance security in accordance with ITB Clause 33</p>							
(ii)	<p>Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as follows:</p> <table border="1"> <tr> <td>Item No. 1</td> <td>Printer</td> <td>Annex V-A</td> </tr> <tr> <td>Item No. 2</td> <td>Projector</td> <td>Annex V-B</td> </tr> </table>	Item No. 1	Printer	Annex V-A	Item No. 2	Projector	Annex V-B	
Item No. 1	Printer	Annex V-A						
Item No. 2	Projector	Annex V-B						
(iii)	<p>Duly signed/conformed Test Parameters of Philippine National Police attached as follows:</p> <table border="1"> <tr> <td>Item No. 1</td> <td>Printer</td> <td>Annex V-A</td> </tr> <tr> <td>Item No. 2</td> <td>Projector</td> <td>Annex V-B</td> </tr> </table>	Item No. 1	Printer	Annex V-A	Item No. 2	Projector	Annex V-B	
Item No. 1	Printer	Annex V-A						
Item No. 2	Projector	Annex V-B						
(iv)	<p>Brochure (original or internet download) / Technical Data Sheet or equivalent document showing compliance to the Technical Specifications for the following equipment.</p> <table border="1"> <tr> <td>Item No. 1</td> <td>Printer</td> </tr> <tr> <td>Item No. 2</td> <td>Projector</td> </tr> </table> <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</i></p>	Item No. 1	Printer	Item No. 2	Projector			
Item No. 1	Printer							
Item No. 2	Projector							
(v)	<p>Valid and Current Certificate of Distributorship / Dealership / Resellership of the items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer for the following equipment.</p> <table border="1"> <tr> <td>Item No. 1</td> <td>Printer</td> </tr> <tr> <td>Item No. 2</td> <td>Projector</td> </tr> </table>	Item No. 1	Printer	Item No. 2	Projector			
Item No. 1	Printer							
Item No. 2	Projector							
(vi)	<p>Copy of valid and current ISO Certification of the Manufacturer issued by an independent certifying agency. The ISO Certification (or equivalent document) must cover the manufacture/design or production of the item subject to this Bid Project.</p> <table border="1"> <tr> <td>Item No. 1</td> <td>Printer</td> </tr> <tr> <td>Item No. 2</td> <td>Projector</td> </tr> </table>	Item No. 1	Printer	Item No. 2	Projector			
Item No. 1	Printer							
Item No. 2	Projector							
(vii)	<p>List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>In the event of closure of business, termination of franchisee/service center, the supplier shall notify the PNP and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;</p>							
(viii)	<p>Certificate of Performance Evaluation (Annex VI) with a rating of Very Satisfactory issued by the Single Largest Completed Contract Client of the bidder per submitted Annex I-A.</p>							



(ix)	<p>Proof of Authority of the bidder’s authorized representative/s:</p> <ol style="list-style-type: none"> 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary’s Certificate evidencing the authority of the designated representative/s. <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary’s Certificate evidencing the authority of the designated representative/s.</p>	
(x)	<p>Omnibus Sworn Statements using the form prescribed. (Annex VII)</p> <ol style="list-style-type: none"> (a) Authority of the designated representative (b) Non-inclusion in blacklist or under suspension status (c) Authenticity of Submitted Documents (d) Authority to validate Submitted Documents (e) Disclosure of Relations (f) Compliance with existing labor laws and standards (g) Bidders Responsibilities (h) Did not pay any form of consideration 	
ENVELOPE 2: FINANCIAL DOCUMENTS		
13.1	<p>Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form (Annex VIII)</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>	
<p>Note:</p> <ol style="list-style-type: none"> 1. In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet shall prevail. 2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist. 		