

CHECKLIST OF ELIGIBILITY DOCUMENTS

DOCUMENTS TO BE CONTAINED IN THE FIRST ENVELOPE		
FOR INDIVIDUALS	1	Duly accomplished Eligibility Statement (Form No. 1)
	2	Buyer's Information Sheet (BIS) (Form No. 2A)
	3	Copies of two (2) valid government issued IDs
	4	Certificate of Employment and Compensation
	5	Certified True Copy of Latest Income Tax Return (ITR)
	6	Certificate from at least one (1) savings/commercial universal bank, legally operating in the Philippines, stating that the Bidder is known to them, banking with them and is in good financial and credit standing
	7	Waiver of Rights to seek legal remedies, e.g. Temporary Restraining Order (TRO), law suits, etc.) to prevent AFPRSBS from awarding and executing a contract with the Winning Bidder/Buyer . (Form No. 3)
	8	Confidentiality Agreement (Form No. 4)
FOR SOLE PROPRIETORSHIP	1	Duly accomplished Eligibility Statement (Form No. 1)
	2	Buyer's Information Sheet (BIS) (Form No. 2B)
	3	Certified True Copy of DTI Registration and Business Profile
	4	Audited Financial Statements for last two (2) years with stamp received by the BIR
	5	Certified True Copy of Latest Income/Business Tax Return (IBTR) and original Tax Clearance
	6	Certified True Copy of Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located
	7	Certificate from at least one (1) savings/commercial/universal bank, legally operating in the Philippines, stating that the Bidder is known to them, banking with them and is in good financial and credit standing
	8	Waiver of Rights to seek legal remedies, e.g. Temporary Restraining Order (TRO), law suits, etc.) to prevent AFPRSBS from awarding and executing a contract with the Winning Bidder/Buyer . (Form No. 3)
	9	Confidentiality Agreement (Form No. 4)
FOR GOVERNMENT CORP./ENTITIES	1	Duly accomplished Eligibility Statement (Form No. 1)
	2	Buyer's Information Sheet (BIS) (Form No. 2B)
	3	Board Resolution duly certified by the Bidder's Corporate Secretary expressly authorizing the Bidder's/Corporation's participation in the bidding process, nominating, appointing and authorizing a representative to communicate, represent, sign and execute contracts and other documents relative thereto
	4	Certified True Copy of Charter or applicable law on the creation of entity
	5	Proof of funds availability, e.g. certification from banks of other financial institutions that such government corporations/entities are not dependent agencies of the government of the Philippines (GOP)
	6	Audited Financial Statements for last two (2) years with stamp received by the BIR
	7	Waiver of Rights to seek legal remedies, e.g. Temporary Restraining Order (TRO), law suits, etc.) to prevent AFPRSBS from awarding and executing a contract with the Winning Bidder/Buyer . (Form No. 3)
	8	Confidentiality Agreement (Form No. 4)

DOCUMENTS TO BE CONTAINED IN THE FIRST ENVELOPE		
FOR PARTNERSHIP / CORPORATION / JOINT VENTURE / CONSORTIUM	1	Duly accomplished Eligibility Statement (Form No. 1)
	2	Buyer's Information Sheet (BIS) (Form No. 2B)
	3	Certified True Copy of SEC Registration and Company Profile of the Bidder; or in case of the foreign entity, at least 60% Filipino owned and licensed to do business in the Philippines
	4	Certified True Copy of Articles of Incorporation/Partnership, By-Laws of the Bidder as amended, if any
	5	Certified True Copy of Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located
	6	Audited Financial Statements for last two (2) years with stamp received by the BIR
	7	Certified True Copy of Income/Business Tax Returns and original Tax Clearance issued by the Bureau of Internal Revenue (BIR)
	8	Certificate from at least one (1) savings/commercial/universal bank, legally operating in the Philippines, stating that the Bidder is known to them, banking with them and is in good financial and credit standing
	9	Board Resolution duly certified by the Bidder's Corporate Secretary expressly authorizing the Bidder's/Corporation's participation in the bidding process, nominating, appointing and authorizing a representative to communicate, represent, sign and execute contracts and other documents relative thereto
	10	Waiver of Rights to seek legal remedies, e.g. Temporary Restraining Order (TRO), law suits, etc.) to prevent AFPRSBS from awarding and executing a contract with the Winning Bidder/Buyer . (Form No. 3)
	11	Confidentiality Agreement (Form No. 4)
		<p><u>Additional requirements for an existing JV or Consortium:</u></p> <p>The bidder and all its JV/Consortium members shall submit a copy of the duly notarized JV Agreement/Memorandum of Agreement (MOA)/Understanding (MOU) which:</p> <ol style="list-style-type: none"> a. Briefly describes the JV Consortium, the individual members of the JV/Consortium and the extent of the participation of each member; b. Identifies the lead member of the JV/Consortium who authorized by all the members to represent and sign any and all documents related to this process, receive notices/instructions and to make payments for and on behalf of the JV/Consortium; and c. Provides that the members shall be jointly and severally liable for the obligations of the bidder under the award/contract
		<p><u>Additional requirements for a JV or Consortium to be formed:</u></p> <ul style="list-style-type: none"> • A duly notarized statement 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 shall be included in the bid. Failure to enter into a joint venture in the event the JV or consortium is declared as the winning bidder shall be grounds for disqualification of the winning bidder and forfeiture of its bid deposit. • Each partner in the JV or consortium shall submit all the legal eligibility documents

DOCUMENTS TO BE CONTAINED IN THE SECOND ENVELOPE		
FOR ALL BIDDERS	1	Bid Proposal (Form No. 5)
	2	Bid Deposit in the form of Cashier's Check or Manager's Check payable to AFPRSBS