

CHECKLIST OF ELIGIBILITY DOCUMENTS

PURCHASE OF CORPORATE VEHICLES PROJECT

NATIONAL HOME MORTGAGE FINANCE CORPORATION

Project : PURCHASE OF CORPORATE VEHICLES

**Location : 5th Floor, Filomena Building III, 104 Amorsolo Street
Legaspi Village, Makati City**

CHECKLIST OF ELIGIBILITY DOCUMENTS

	Form No.	Name of Document
<input type="checkbox"/>		Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the <u>BDS</u> ;
<input type="checkbox"/>		Mayor's permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
<input type="checkbox"/>		Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

CHECKLIST FOR TECHNICAL PROPOSAL DOCUMENTS

FOR

PURCHASE OF CORPORATE VEHICLES PROJECT

NATIONAL HOME MORTGAGE FINANCE CORPORATION

Project : **PURCHASE OF CORPORATE VEHICLES**

Location : **5th Floor, Filomena Building III, 104 Amorsolo Street
Legaspi Village, Makati City**

CHECKLIST OF TECHNICAL PROPOSAL DOCUMENTS

The Technical Component shall contain the following:		
	Form No.	Name of Document
	TPF 1	Technical Proposal Submission Form
		Details of the Technical Proposal
<input type="checkbox"/>		Bid Security/ Bid Securing Declaration
<input type="checkbox"/>	TPF 2	Statement of Similar Completed Projects
	TPF 3	Statement of Similar On-Going Projects and Projects Awarded but Not Yet Started
	TPF 4	Omnibus Sworn Statement
		Schedule of Requirements (Section V)
		Conformity with the Technical Specifications, as enumerated and specified in the Terms of Reference (Section VI)

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
x-----x

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.1: *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We2, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration³, if I/we have committed any of the following actions:

- (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
- (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

- (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
- (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this __ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this __ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

TPF 1

TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

MS. ROSABELLA C. JOSE

Chairperson

Bids and Awards Committee

NATIONAL HOME MORTGAGE FINANCE CORPORATION

5th Floor, Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

Dear Sir:

We, the undersigned, offer to supply the requirement of the National Home Mortgage Finance Corporation for the **PURCHASE OF CORPORATE VEHICLES PROJECT** in accordance with your bidding documents dated *[insert date]*. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before *[insert date]*, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept the National Home Mortgage Finance Corporation's right to inspect and audit all records relating to our Bid irrespective of whether or not we enter into a contract with the National Home Mortgage Finance Corporation as a result of this Bid.

We understand that you are not bound to accept any Bid received for the selection of a bidder for the Project.

Very truly yours,

Authorized Signature:

Name and Title of Signatory

Name of Firm:

Address:

TPF 2

STATEMENT OF SIMILAR COMPLETED PROJECTS

List of Similar Completed Government and Private Contracts, within the past Five (5) years.

Name of Entity : _____
Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Services	Amount of Contract	Contract Duration (in months)

Attachments:
Certificate of Satisfactory Completion issued by the client (in letterhead form) or any proof of such completed projects issued by the client for projects undertaken/completed for the past five (5) years.

Submitted by:

Name of Representative of Bidder
Position
Date: _____

**STATEMENT OF SIMILAR ON-GOING PROJECTS AND THOSE AWARDED
BUT NOT YET STARTED**

List of Similar On-going/Awarded but not yet started Government and Private Projects within the past Five (5) years.

Name of Entity : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Services	Amount of Contract	Contract Duration (in months)

Attachments:
 Certification or any proof of such on-going and awarded but not yet started projects.

Submitted by:

Name of Representative of Bidder :

Position _____:

Date: _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) s.s.

AFFIDAVIT

I, (name of affiant), of legal age, (civil status), (nationality), and residing at (address of affiant), after having been duly sworn to in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of (Name of Bidder) with office address at (Address of Bidder);

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of (Name of Bidder) with office address at (Address of Bidder);

2. Select one, delete the other;

If a sole proprietorship: As the owner and sole proprietor of (Name of Bidder), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (Name of the Project) of the (Name of the Procuring Entity);

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (Name of Bidder) in the bidding as shown in the attached (state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture));

3. (Name of Bidder) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, officers, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. (Name of Bidder) that each of the documents submitted 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;
5. (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. Select one, delete the rest:

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third degree;

7. (Name of Bidder) complies with existing labor laws and standards; and
8. (Name of Bidder) is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the (Name of the Project).

IN WITNESS WHEREOF, I have hereunto set my hands this ____ day
of _____, 2015 at _____, Philippines.

[Bidder's Representative/ Authorized Signatory]

CHECKLIST FOR FINANCIAL PROPOSAL DOCUMENTS

FOR

PURCHASE OF CORPORATE VEHICLES PROJECT

NATIONAL HOME MORTGAGE FINANCE CORPORATION

Project : **PURCHASE OF CORPORATE VEHICLES**

Location : **5th Floor, Filomena Building III, 104 Amorsolo Street
Legaspi Village, Makati City**

The Technical Component shall contain the following:		
	Form No.	Name of Document
<input type="checkbox"/>	FPF 1	Financial Proposal Submission Form
		Details of Financial Bid Proposal
<input type="checkbox"/>		Audited Financial Statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the calendar years 2014 and 2015 ;
		Computation of Net Financial Contracting Capacity (NFCC) or submission of Credit Line From Universal or Commercial Bank, if awarded the contract

FPF 1

[Letter Head/Address]
FINANCIAL PROPOSAL SUBMISSION FORM

[/Date]

MS. ROSABELLA C. JOSE

Chairperson

Bids and Awards Committee

NATIONAL HOME MORTGAGE FINANCE CORPORATION

5th Floor Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

Dear Sir:

We, the undersigned, offer to provide the services for National Home Mortgage Finance Corporation (NHMFC) for the **PURCHASE OF CORPORATE VEHICLES PROJECT** in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals. Our Financial Proposal is for the sum of *[amount in words and figures]*, inclusive of all taxes and other charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, **[Date]**.

In accordance with the Terms of Reference ("TOR"), we acknowledge and accept the National Home Mortgage Finance Corporation's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with NHMFC as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Terms of Reference (TOR), the provisions relating to the eligibility of bidder and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you received for the selection of the supplier for the project.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

