

## **SEALED 2-ENVELOPE SYSTEM**

### **1<sup>st</sup> Envelope**

#### **DOCUMENTARY REQUIREMENTS / ELIGIBILITY COMPONENT**

- a) Unexpired Mayor's Permit
- b) Professional License / CV
- c) PhilGEPS Registration No.
- d) Omnibus Sworn Statement
  - a. Properly filled out
  - b. Notarized
  - c. Downloadable at [www.gppb.gov.ph](http://www.gppb.gov.ph)
- e) Conformity with Terms of Reference

### **2<sup>nd</sup> Envelope**

#### **FINANCIAL COMPONENT ENVELOPE**

- a) Original of duly signed and accomplished Financial Bid Form
- b) Original of duly signed and accomplished Request for Quotation
- c) Breakdown of Prices (if applicable, for accounting purposes)

## **REMINDERS**

- a) Bidders are encouraged to join the Pre-bid Conference for the discussion of the different aspects of the procurement.
- b) Compliance with mandatory provisions; Non submission of required forms, and bids with missing, incomplete or patently insufficient shall be ground for ineligibility / disqualification.
- c) For forms required to be notarized, absence or a finding against the truthfulness of the notarization shall be ground for ineligibility / disqualification.
- d) Please make sure that all documents submitted are readable.
- e) Late bid shall be marked "*late*" and shall not be accepted.
- f) The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.