

**National Power Corporation  
Materials Management Department  
Checklist of Documents - Goods**

<b>ELIGIBILITY ENVELOPE</b> Class "A" Documents
<b>1. LEGAL DOCUMENTS</b>
a. DTI/SEC Registration
b. Mayor's Permit
c. TIN or BIR Certificate of Registration
d. Tax Clearance Certificate from BIR- National Office (Head Office), Q.C.
e. Income Tax Return (ITR) for the year 2008
f. Certificate of GEPS Registration
g. Monthly /Quarterly VAT Returns for the last six (6) months (latest of which shall not be earlier than three (3) months preceding the eligibility submission)
h. Statement of not Blacklisted nor banned to bid (Form B)
i. Other appropriate licenses as may be required
<b>NOTE: Certificate of Submission of Class A Documents for Eligible Suppliers may be submitted in lieu of the Legal Documents except Statement of Not Blacklisted, Monthly / Quarterly VAT or Percentage Tax Returns and other legal documents that expired, if any.</b>
<b>2. TECHNICAL DOCUMENTS</b>
a. Statement of Completed Gov't. & Private contracts and details (Track Record for the last five (5) years. Form C & C.1)
b. Statement of On-Going Gov't. and Private Contracts and details (Form D & D.1)
<b>3. FINANCIAL DOCUMENTS</b>
a. Audited Financial Statements for the year 2008 stamped "received" by the BIR or its duly authorized institutions
b. Submit Computation of NFCC (Form E) NFCC = (CA - CL) (K) - O/S ongoing works/ projects including awarded contracts yet to be started, or credit line certificate from Bank or cash deposit certificate not lower than 10% of the ABC (Pls. see Sec. 13.2 of ITB)
<b>Class "B" Documents</b>
a. Valid Joint Venture Agreement (duly notarized)
b. Letter authorizing the BAC or its duly authorized representative to verify any or all of the documents submitted for eligibility check (Form F)
c. Bidder's affidavit that each of the documents submitted in satisfaction of the eligibility requirements is an original copy or a true and faithful reproduction or copy of the original (Form G)
<b>ENVELOPE 1 – TECHNICAL INFORMATION</b>
1. Bid Security – Any of the ff:
1.1.a Cash, Certified check, Manager's Check, Bank Draft or irrevocable letter of credit – 1% of Approved Budget to be Bid
1.1.b Bank Guarantee - 1 ½% of Approved Budget to be Bid
1.1.c Surety Bond - 2 ½% of Approved Budget to be Bid
1.2 Amount
1.3 Validity Period must be at least 120 days
2. Formal/Official Technical Quotation together with Sec. VII Technical Requirements
a) Validity Period - 120 days
b) Terms of Payment - 30 days
3. Authority of Signatory of the bidding documents
4. Production/delivery schedule (Section VI)
a) Delivery Period
b) Delivery Point
5. Manpower requirements, if indicated in BDS 14.1 (e)
6. After-sales service/parts if indicated in BDS 14.1 (f)
7. Technical Specifications
8. Credit line or Cash Deposit Certificate - at least 10% of ABC (Form K & L)
9. For Procurement of Services – Certificate from bidder under oath of its compliance with existing labor laws and standards (Form H)
10. Sworn Affidavit of Relations Disclosure (Form I)
11. Sworn Statement of Responsibility of the Prospective Bidder (Form J)
12. Other required documents/materials stated in the BDS 14.1 (I)
( ) Complete Scope of Work
( ) Affidavit of Site Inspection
( ) Samples
( ) Product Brochure/catalog/Technical data for evaluation
( ) Authority to Bid from Manufacturer/Principal
( ) Proprietary Items, equivalent not acceptable
( ) Warranty Certificate issued by manufacturer for _____ year/s
( ) Others
<b>ENVELOPE 2 – FINANCIAL DOCUMENTS</b>
1. Bid Price

**Three (3) copies each [one (1) marked as original and two (2) certified true copies]**