Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Mananangol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

ELIGIBILITY REQUIREMENTS FOR PROSPECTIVE BIDDER FOR THE SUPPLY AND DELIVERY OF DRINKING WATER WITH HOT AND COLD WATER DISPENSER, CY 2019, FOR PAO-CENTRAL OFFICE LOCATED AT DOJ AGENCIES BUILDING, NIA ROAD COR. EAST AVENUE 1104 QUEZON CITY

For qualification, please submit the following set of bidding requirements/documents to the PAO Bids and Awards Committee (PBAC) Secretariat:

A. SET OF BIDDING REQUIREMENTS/DOCUMENTS:

1. **Company profile;**
2. **List of existing and previous clients;**
3. **Certification issued by Head of the company or authorized representative, whether the prospective bidder is a manufacturer, supplier or distributor of the above items;**
4. **Security and Exchange Commission registration or Department of Trade and Industry business permit;**
5. **Valid and current Mayor's permit or business permit;**
6. **VAT registration;**
7. **Latest Income Tax Return;**
8. **Audited Financial Statements for Year 2018 (stamped "received" by the BIR);**
9. **Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its agencies/offices;**
10. **Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree;**
11. **Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct;**
12. **Certificate of Registration from *PHILGEPS*;**
13. **Bid Price;**
14. **Bid Security in accordance with RA 9184 and its implementing rules and regulations.**

B. INSTRUCTIONS TO BIDDERS:

1. **Two (2) separate bid envelopes shall be submitted. The first envelope containing the technical component: the set of bidding requirements/documents; and the second envelope containing the financial component: the bid price and bid security;**
2. **The bidder shall mark the two (2) envelopes: "*DO NOT OPEN BEFORE January 31, 2019, 9:00 A.M.*"; and**
3. **Both envelopes shall then be sealed and placed in another outer envelope (shall be sealed also) which shall be addressed to the Chairman of the *PBAC*.**

C. TERMS AND CONDITIONS:

1. **Deadline of submission of bid documents shall be on January 31, 2019 (Thursday), 5:00 P.M. Sealed bids shall be opened during the meeting of the PBAC at the office of Atty. Jerome Christopher V. Feria, 4/F, FOSS, PAO-Central Office, at 9:00 A.M. on February 01, 2018 (Friday);**
2. **Bidders shall be notified of the result of the Bid Evaluation.**
3. **The Lowest Calculated Responsive Bid/Highest Rated Responsive Bid shall undergo post-qualification process.**

Quezon City, Metro Manila
21 January 2019

ATTY. REVELYN V. RAMOS-DACPANO
Vice-Chairman PBAC
Public Attorney V
Regional Public Attorney PAO- MIMAROPA, concurrent
Head Executive Assistant