



  
**NIDA D. RELLAMA**  
OIC-Assistant District Engineer  
BAC-Chairman

Tel. No. / Cellphone No. / E-mail Address

# CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

## Attachment :

### A. Eligibility and Technical Documents:

1. DTI Business Name/SEC Registration of Supplier
2. TAX Clearance & Monthly Payment of Taxes including Income/Business Tax Return
3. Certificate of PHILGEPS Registration<sup>0</sup>
4. Latest/Updated Mayor's/Business Permit
5. Certificate of Registration (COR)
6. Omnibus Sworn Statement (Revised per GPPB Resolution No. 16-2020)
7. Bidders shall submit original brochures showing certifications of the product (if applicable)
8. Special Power of Attorney of Liaison and Valid Identification Card (if applicable)

### B. Financial Documents

1. Request for Quotation

**Note:** Please indicate the brand for each items being offered (if applicable)

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Supplier's Signature