

CHECKLIST FOR INFRASTRUCTURE PROJECTS

Project : Refurbishment and Completion of the UP Baguio Cultural Hub
 (Bulwagang Juan Luna) - Phase 2

Approved Budget for the Contract (ABC): PhP 100,550,050.38

Company: _____ Date and Time of Opening of Bids: _____

REQUIREMENTS	REMARKS	
	PASS	FAIL

I. TECHNICAL COMPONENT OF BID (FIRST ENVELOPE)

A. Eligibility Documents
Class “A” Documents
1. Legal

1.PhilGEPS Certificate of Registration of PLATINUM MEMBERSHIP in accordance with Section 8.5.2 of the IRR		
2.Valid Philippine Contractors Accreditation Board (PCAB) license and Registration for the type and cost of the contract to be Bid (<i>in case of Joint Venture, the license and registration must be those of the JV, not any of its members</i>)		

Or

1. Valid DTI or SEC Registration		
2. Valid and Current Mayor’s Permit/Municipal License		
3. Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be Bid (<i>in case of Joint Venture, the license and registration must be those of the JV, not any of its members</i>)		
4. Tax Clearance Certificate (per Executive Order 398, s. 2005) as finally reviewed and approved by BIR		

2. Technical

1. Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid		
2. Statement of Single Largest Completed Contract similar to the contract to be bid (ITB Clause 5.4) To be supported with: - Notice of Award and/or Notice to Proceed - Project owner’s Certificate of Final Acceptance issued by the owner other than the contractor or Constructors Performance Evaluation System (CPES) which must be at least satisfactory. In case of contracts with private sector, an equivalent document shall be submitted.		
3. Statement of Government and Private Construction contracts completed which are similar in nature to the contract to be bid.		

3. Financial

1. Audited Financial Statements, showing among others, the prospective bidder’s total and current assests and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission.		
2. Net Financial Contracting Capacity (NFCC) Computation		

Class “B” Documents

Valid Joint Venture Agreement(JVA)(if applicable)		
a.) SEC/DTI <i>or</i> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned;		
b.) Mayor’s Permit <i>or</i> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned; and		
c.) Tax Clearance Certificate <i>or</i> Delinquency Verification Certificate for Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB) (<i>GPPB NPM 045-2013, dated 07 June 2013</i>)		

B. Technical Documents

1. Bid Security , If Security bond, attach the original copy of the official receipt of premium payment and indemnity agreement, if BSD, please use the standard format		
2. Project Requirements		
2.1Duly Signed Organizational Chart for the contract.		
2.2Duly Signed List of Contractor’s personnel to be assigned for the contract to be bid, with their complete qualification and experience data		
2.3Duly Signed List of contractor’s equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project		
3. Omnibus Sworn Statement		
4. Duly Signed Certificate of Site Inspection		
5. UP Questionnaire for Prospective Bidders per Memorandum UP-OVPA-AAS-09-22		
6. Other documents (whichever is applicable)		
a.) Special Power of Attorney in case of single proprietorship.		
b.) Resolution from the General Manager or President if partnership.		
c.) Board resolution with Secretary’s Certificate in case of Corporations. Resolution signed by all the joint-venture partners in case of Joint-Venture.		

II. FINANCIAL COMPONENT OF BID (SECOND ENVELOPE)

1. Duly Signed Financial Bid Form		
2. Duly Signed Bill of Quantities in hard copy and soft copy (USB)		
3. Duly signed Detailed Estimates including Summary Sheet		
4. Duly Signed Cash Flow by Quarter and Payment Schedule		

ANNEXES

1. Official Receipt that Bid Documents were purchased (<i>photocopy but present original</i>)		
2. Company Profile (<i>Name of Company/Business Address/Telephone Numbers/Fax Numbers/E-mail Address</i>)		
3. List and location of branches (<i>if any</i>)		

CHECKLIST FOR POST-QUALIFICATION REQUIREMENTS

(ITB Clause 28.2)

Within a non-extendible period of FIVE (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the bidder shall submit the following:

1. Latest income and business tax returns filed and paid through the BIR Electronic Filing System (eFPS)
2. Duly signed Construction Schedule and S-curve
3. Duly signed Manpower Schedule
4. Duly signed Construction Methods
5. Duly signed Equipment Utilization Schedule
6. Duly signed Construction Safety and Health Program
7. Duly signed PERT/CPM
8. To support the Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **PLEASE SUBMIT THE FOLLOWING:**
 - Notice of Award and/or Notice to Proceed and Contract
 - Statement of Time Elapsed and Percentage of work accomplished
9. To support the PhilGEPS Certificate of Registration of Platinum Membership, **PLEASE SUBMIT THE FOLLOWING:**
 - Valid DTI or SEC Registration
 - Valid and Current Mayor's Permit/Municipal License
 - Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be Bid (*in case of Joint Venture, the license and registration must be those of the JV, not any of its members*)
 - Tax Clearance Certificate (per Executive Order 398, s. 2005) as finally reviewed and approved by BIR

Failure of the Bidder declared as LCB to duly submit ANY of the post-qualification requirements on time, or finding against the veracity thereof, shall disqualify the Bidder for Award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause forfeiture of the bid security in accordance with the Section 69 of the IRR of RA 9184