

CHECKLIST OF REQUIREMENTS FOR BIDDERS

ENVELOPE1: Eligibility and Technical Components

➤ ELIGIBILITY DOCUMENTS –  
Class "A" Documents:

Legal Documents

1. PhilGEPS certificate of Registration (Platinum) and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participation in the procurement by a Philippine Foreign Service Office or Post which shall submit eligibility documents under Section 23.4.1.2 of the IRR: provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4.ii of this IRR.

or if none (PhilGeps\_Platinum)

submit 1) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**; 2) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; 3)Tax Clearance per EO 398, Series of 2005 as finally reviewed and approved by BIR; (4) Audited Financial Statement;

Technical Documents

2. PCAB License and Registration;
3. Statement of all its ongoing and completed government and private contracts similar to the contract to be bid, unless otherwise stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
- 1) name of the contract,
  - 2) date of the contract,
  - 3) contract duration,
  - 4) owner's name and address,
  - 5) nature of work,
  - 6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation,
  - 7) total contract value at award,
  - 8) date of completion or estimated completion time,
  - 9) total contract value at completion, if applicable,
  - 10) percentages of planned and actual accomplishments, if applicable,
  - 11) value of outstanding works, if applicable,
  - 12) the statement shall be supported by the notices of award and/or notices to proceed issued by the owners; and,
  - 13) the statement shall be supported by the Constructors Performance Evaluation System (CPES) rating sheets, **and/or** certificates of completion and owner's acceptance, if applicable;
4. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided in Section 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period:

Financial Documents

5. NFCC computation (SF-INFRA-19 in accordance with ITB Clause 5.5;
6. If applicable, valid Joint Venture Agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. (SF-INFRA-22)

Class "B" Document:

➤ TECHNICAL DOCUMENTS –

7. Bid security as prescribed in ITB Clause 18.
8. Project Requirements, which shall include the following:
- 8.1 Duly signed Organizational chart for the contract to be Bid; (SF-INFRA-44);
  - 8.2 Duly signed List of contractor's personnel; (SF-INFRA-46,-47,-48);
  - 8.3 Duly signed List of contractor's equipment units, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project; (SF-INFRA-49);
9. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms (Omnibus Sworn Statement);

ENVELOPE2: Financial Component

Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

10. Financial Bid Form ("Bid Form");
11. Duly signed Bid prices in **Detailed Estimates** (GPPB Resolution No. 29-2017, 31 July 2017) in the prescribed Bid Form;
12. Duly signed **Detailed Estimates** including a **summary sheet**; and
13. Duly signed **Cash flow by the quarter** and **payments schedule**; (SF-INFRA-56)

CHECKLIST OF POST-QUALIFICATION DOCUMENT 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 LCB, the Bidder shall submit the following documentary requirements:

- 1. Latest income and business tax returns, tax returns filed through the Electronic Filing and Payments System (EFPS); and
- 2. Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as LCB to duly submit the requirements under this Clause or a finding against the veracity of such, shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

REMINDERS:

- 1. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder. (ITB Clause 19.4)
- 2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder. (ITB Clause 19.5)

**CHECKLIST OF REQUIREMENTS FOR BIDDERS**

3. Each Bidder shall submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 & 2 of its bid. (ITB Clause 20.3/BDS)