

### **Checklist of Requirements for Bidders**

The **Eligibility Envelope (First Envelope)** shall contain the following:

#### **LEGAL DOCUMENTS**

- ☐ Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- ☐ Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.  
In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.
- ☐ Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- ☐ PhilGEPS Certificate of registration and membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR: Provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR

#### **TECHNICAL DOCUMENTS**

- ☐ Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - ☐ a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank (2% of the ABC); or
  - ☐ a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments (5% of the ABC); or
  - ☐ Bids Securing Declaration
- ☐ Statement of the prospective bidder of all its 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.

The statement shall include, for each contract, the following:

- ☐ name of the contract;
- ☐ date of the contract;
- ☐ contract duration;

- ☐ owner's name and address;
  - ☐ nature of work;
  - ☐ contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
  - ☐ total contract value at award;
  - ☐ date of completion or estimated completion time;
  - ☐ total contract value at completion, if applicable;
  - ☐ percentage of planned and actual accomplishment, if applicable; and
  - ☐ value of outstanding works; if applicable.
- ☐ Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid in accordance with ITB Clause 5.4.

The statement shall include, for each contract, the following:

- ☐ name of the contract;
- ☐ date of the contract;
- ☐ contract duration;
- ☐ owner's name and address;
- ☐ nature of work;
- ☐ contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- ☐ total contract value at award;
- ☐ date of completion or estimated completion time;
- ☐ total contract value at completion, if applicable;
- ☐ percentage of planned and actual accomplishment, if applicable; and
- ☐ value of outstanding works; if applicable.

The statement shall be supported by the following:

- ☐ Notice of award/Notice to Proceed
  - ☐ Contract of Agreement
  - ☐ Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating which must be at least satisfactory
  - ☐ In case of contracts with the private sector, an equivalent document shall be submitted.
- ☐ Project Requirements, which shall include the following:
- a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in the BDS; and
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, which must meet the minimum requirements for the contract set in the BDS.
- ☐ A valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.

- ☐ Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form from prescribed in Section VIII. Bidding Forms.
- ☐ For joint venture agreement (JVA), JV partners shall submit a JVA in accordance with R.A. 4566 and its IRR. Each partner of the joint venture shall submit their respective PhilGEPS certificates of registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

### **FINANCIAL DOCUMENTS**

- ☐ The prospective bidder's audited financial statements, showing, among others, the prospective bidders total and current assets 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 bid submission.
- ☐ The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

The **Financial Component (Second Envelope)** shall contain the following:

- ☐ Duly signed Financial Bid Form;
- ☐ Bid prices using the prescribed in the bidding documents;
- ☐ Detailed estimates including summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used, in indicating also the direct and indirect costs, in coming up with the bid; and
- ☐ Cash Flow by the quarter or payment schedule