



Section IX. Checklist of Eligibility (Legal, Technical and Financial)
and Financial Proposal Documents

Index Tabs	Class "A" DOCUMENTS
	LEGAL DOCUMENTS
I-1	(a) Photocopy of valid PhilGEPS Registration Certificate (Platinum Membership) (all pages). (b) Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable. (c) Photocopy of valid Mayor's or Business permit issued by the city or municipality where the principal place of business is located , or the equivalent document for Exclusive Economic Zones or Areas. (d) Photocopy of Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
	TECHNICAL DOCUMENTS
I-2	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. The statement shall be supported by the following documents: <ol style="list-style-type: none"> 1. Notice of Award and Contract; 2. Notice to Proceed issued by the owner; and 3. Statement of Work Accomplishments <i>(Bidder's statement shall follow the sample form provided in Annex "E")</i>
I-3	Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, except under conditions provided under the rules. The statement shall be supported by the following documents: <ol style="list-style-type: none"> 1. Contract; 2. Certificate of Completion and Final Acceptance issued by the owner; or the Constructor's Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. 3. In case of contracts with the private sector, an equivalent document shall be submitted. <i>(Bidder's statement shall follow the sample form provided in Annex "F")</i>
I-4	Photocopy of Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures
I-5	Original copy of Bid Security, If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of the Notarized Bid Securing Declaration. <i>(For the Bid Securing Declaration, follow the sample form provided in Annex "B")</i>



I-6	<p>Project Requirements, which shall include the following:</p> <ol style="list-style-type: none">Organizational chart for the contract to be bid;List of Contractor's Key Personnel to be assigned to the contract to be bid with their complete qualification and experience data and Written Commitment to Work on the Contract. (<i>sample form Annex "G", "H" and "I"</i>)List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be. (<i>sample form Annex "J"</i>)
I-7	<p>Original duly signed and notarized Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p> <p>Under <u>Item 2</u> of the Omnibus Sworn Statement:</p> <p>The representative authorized and named in the Special Power of Attorney (SPA) should be:</p> <ol style="list-style-type: none">An employee of the company/business entity (certified as bonafide employee by the owner/bidder (if sole proprietorship) and by the Corporate Secretary or Chairman of the BOD, if a corporation, partnership or joint venture) (Certification attached in the (SPA). <p>(<i>For the Omnibus Sworn Statement, follow the sample form provided in Annex "C"</i>)</p>
FINANCIAL DOCUMENTS	
I-8	<p>Photocopy of Audited Financial Statements, showing, among others, the 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.</p>
I-9	<p>Duly signed Net Financial Contracting Capacity (NFCC) computation.</p> <p>(<i>For the NFCC, follow the sample form provided in Annex "D"</i>)</p>
I-10	OTHER REQUIREMENTS
	<ol style="list-style-type: none">Duly signed Construction Schedule and S-Curve;Duly signed PERT/CPM;Duly signed Construction Methods in Narrative Form on how the contractor will undertake the works under the contract;Duly signed Manpower Schedule;Duly Signed Equipment Utilization Schedule;Duly signed Construction Safety and Health ProgramDuly signed and notarized Affidavit of Site Inspection (<i>sample form provided in Annex "K"</i>)



Class "B" DOCUMENTS	
I-11	<p><i>If applicable</i>, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence, or</p> <p>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.</p>

Index Tabs	FINANCIAL PROPOSAL DOCUMENT
II-1	<p>Original of duly signed and accomplished Financial Bid Form.</p> <p><i>(The Financial Bid Form shall follow the sample form provided in Annex "A")</i></p>
II-2	<p>Original of duly signed Bid Prices in the Bill of Quantities. <i>(Please refer to Bill of Quantities Format)</i></p>
II-3	<p>Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid. <i>(Please refer to Breakdown of Detailed Estimate Format)</i></p>
II-4	<p>Cash Flow by Quarter</p>

