

CHECKLIST FOR BIDDING – CIVIL WORKS

Note:

- All submitted documents should be provided with identification “TAGS”
- All submitted documents should affix name and signature of the supplier/contractor/ owner or authorized representative.
- Kindly ensure that Eligibility Documents and Financial Documents are placed in separate envelopes, clearly labeled and sealed with signature; with three (3) copies:
 - ORIGINAL COPY 1- The first original copy of the documents;
 - ORIGINAL COPY 2- The second original copy of the documents;
 - PHOTOCOPY- A duplicate copy of the document.
- PHILGEPS MUST BE UPDATED – “Annex A”
- Use yellow envelope

1st Envelope (ELIGIBILITY AND TECHNICAL REQUIREMENTS)

A.) Eligibility Documents:

Class “A” Documents

1. Certificate of PhilGEPS Registration (Platinum)
2. Business Permit (Current)
3. PCAB License
4. SEC Registration/DTI/CDA
5. Tax Clearance
6. Statements of all its Ongoing and Completed Government and Private Contracts
7. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid
8. Financial Statement & ITR (complete set) stamped received by the BIR
9. NFCC computation must be at least equal to the ABC to be Bid

Class “B” Documents

10. If applicable the JVA in case the joint venture is already in existence, or 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.

B.) Technical Documents:

A.) Bid Security

- Cash/ Cashier’s/ Manager’s Check, Bank guarantee/ Draft - 2% of the ABC or
- Irrevocable Letter of Credit – 2% of the ABC
- Surety Bond – 5% of the ABC.
- Bid Securing Declaration (BSD)

B.) Organizational Chart

C.) List of Contractors Personnel with Personal Data Sheet/Copy of License

D.) List of Contractor’s Major Equipment with attached Proof of Ownership or lease of Contract

E.) Omnibus Sworn Statement of the Bidder.

F.) Site Inspection Certificate signed by the End User/Recipient or his duly authorized representative

G.) Constructors Performance Evaluation System (CPES)

2nd Envelope (FINANCIAL REQUIREMENTS)

A.) Financial Bid Form;

B.) Bill of Quantities;

C.) Detailed estimates, including a summary sheet indicating the unit prices of construction materials. Labor rates, and equipment rentals used in coming up with the Bid; and

D.) Cash flow by quarter or payment schedule