

CHECKLIST OF REQUIREMENTS FOR BIDDING – INFRASTRUCTURE

Note:

- All submitted documents shall be provided with proper identification **tabs**;
- All submitted documents shall bear the **name and signature** of the supplier/contractor/owner or the duly authorized representative;
- Kindly ensure the proper sealing and marking of all bid envelopes. The Mother Envelope shall contain three (3) separately sealed envelopes:
 - a. The first envelope, marked “**ORIGINAL COPY 1,**” shall contain one sealed envelope for **Eligibility and Technical Component** and one sealed envelope for **Financial Component**.
 - b. The second envelope, marked “**ORIGINAL COPY 2,**” shall contain one sealed envelope for **Eligibility and Technical Component** and one sealed envelope for **Financial Component**.
 - c. The third envelope, marked “**PHOTOCOPY,**” shall contain one sealed envelope for **Eligibility and Technical Component** and one sealed envelope for **Financial Component**.

All envelopes must be clearly labeled, properly sealed, and signed across the flap;

- **PHILGEPS registration must be updated** and supported by **Annex “A.”**;
- Use a yellow envelope for the Mother Envelope.

ELIGIBILITY AND TECHNICAL COMPONENT

A. Eligibility Component

Class “A” Documents

1. Certificate of PhilGEPS Registration (at least Platinum Membership);
2. Valid and current Business Permit;
3. PCAB License;
4. Registration Certificate from SEC, DTI, or CDA, whichever is applicable;
5. Tax Clearance issued by the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, Series of 2005, as finally reviewed and approved;
6. Statement of all Ongoing Government and Private Contracts;
7. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid;
8. Net Financial Contracting Capacity (NFCC) computation, which must be at least equal to the Approved Budget for the Contract (ABC) to be bid;
9. Latest Audited Financial Statements and Income Tax Return (ITR) (complete set), stamped “Received” by the BIR;

Class “B” Documents

10. Joint Venture Agreement (JVA), if applicable:
 - A duly notarized JVA in case the joint venture is already in existence; or
 - Duly notarized statements from all prospective joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;

B. Technical Component

1. Original Copy of Bid Security, in any of the following forms:
 - Cash – Two percent (2%) of the ABC; or
 - Surety Bond – Five percent (5%) of the ABC; or
 - Bid Securing Declaration (BSD), as prescribed;
2. Organizational Chart;
3. List of Key Personnel, with Personal Data Sheet (PDS) or Professional License;

4. List of Contractor's Major Equipment, with Proof of Ownership or Lease Contract;
5. Original, duly signed Omnibus Sworn Statement (OSS) of the bidder;
6. Site Inspection Certificate, signed by the end-user/recipient or duly authorized representative;
7. Constructors Performance Evaluation System (CPES) rating or equivalent;
8. Special Power of Attorney (SPA) and/or Secretary's Certificate, as applicable;
9. Any other technical documents required under the Bid Data Sheet (BDS).

FINANCIAL COMPONENT

1. Original, duly signed and accomplished Financial Bid Form;
2. Bill of Quantities (BOQ)
3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in preparing the Bid; and
4. Cash flow by quarter or payment schedule

SAMPLE SEALING AND MARKING OF BID ENVELOPES

