

CHECKLIST OF REQUIREMENTS FOR INFRASTRUCTURE PROJECTS

ENVELOPE A- TECHNICAL COMPONENT ENVELOPE

I ELIGIBILITY REQUIREMENTS

A. Legal Documents

1. Valid Philgeps Registration Certificate - Platinum Membership

Note: For expired attachment to the Certificate, please attached updated documents

B. Technical Documents

2. Statement of all ongoing government and private contracts, including contracts awarded but not yet started if any (format is in accordance with ITB 12.1 (ii), whether similar or not similar in nature and complexity to the contract to be bid

3. Statement of Single Largest Completed Contract (SLCC) equivalent to at least 50% of the ABC that is similar in nature to the project . The SLCC shall be supported by NOA and/ or NTP, Certificate of Final Acceptance issued by the owner, and CPES which must be at least satisfactory rating. In cases of private sector, an equivalent document shall be submitted

4. Valid PCAB License and Registration for the type and cost of the contract for this project

5. Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid

6. Bid Security: shall be in any of the following form:

- 6.1. Surety Bond equivalent to 5% of the ABC - Original copy of Surety Bond with certification issued by the Insurance Commission, or

- 6.2. Original copy of Notarized Bid Securing Declaration

7. Project Requirement, which shall include the following:

- 7.1. Organizational Chart

- 7.2. List of Contractor's Key Personnel to be assigned to the contract to be bid with their complete qualification and experience data (with attached updated PRC License and PTR);

**** Key Personnel

- *Site Architect or Site Engineer*

- *Safety Officer*

- *General Foreman*

- 7.3. List of contractor's equipment units pledged to be used in the project

- 7.4. Certificate of Site Inspection

8. Original duly signed Omnibus Sworn Statement (OSS)

9. If applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or a Special Power of Attorney of all venture giving full power and authority to its officer to sign OSS and do acts to represent the Bidder

C. Financial Documents

10. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions

11. Latest Income and Business Tax Returns

12. Net Financial Contracting Capacity (NFCC) computation in accordance with ITB Clause 5.5

ENVELOPE B - FINANCIAL COMPONENT ENVELOPE

1. Original of duly signed and accomplished Financial Bid Form

2. Original of duly signed Bid Prices in the Bill of Quantities

3. Duly accomplished Detailed Estimates Form including summary sheet indicating the unit prices of construction materials, labor rates, equipment rentals and other costs used in coming up with the Bid

4. Cash Flow by quarter or payment schedule

5. CD of Financial Estimates

6. Printed Sample design of the billboard/signage (Print out of the signage)