

Republic of the Philippines

**Benguet State University**

La Trinidad, Benguet

## **CHECKLIST OF REQUIREMENTS**

**For details, please refer to the Instructions to Bidders (ITB) and the Special Conditions of the Contract (if any)**

### **ENVELOPE A**

#### **I ELIGIBILITY REQUIREMENTS**

##### **A. LEGAL DOCUMENTS**

1. Certificate of PhilGeps Registration (Platinum Membership)

##### **B. TECHNICAL DOCUMENTS**

2. Statement of all on-going contracts, including contracts awarded but not yet started, if any

3. Statement of completed contract showing the Single Largest Completed Contract (SLCC) equivalent to at least 50% of the ABC that is similar in nature to the project within Five (5) years prior to the submission of bids

##### **C. FINANCIAL DOCUMENTS**

4. Latest Income and Business Tax Returns
5. Net Financial Contracting Capacity (NFCC) computation
6. If applicable, valid Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

#### **II BID SECURITY**

**The bid security shall be in or any of the following forms and amounts:**

1. Bid Securing Declaration
2. The amount of not less than 2% of the ABC, if bid security is in Cash, Cashier's / Manager's Check, bank draft/ guarantee or irrevocable letter of credit; or
3. The amount of not less than 5% of the ABC if Bid security is in Surety Bond.

#### **III TECHNICAL / PROJECT REQUIREMENTS**

1. Schedule of Requirements, with delivery schedule
2. Technical Specifications, with statement of compliance
3. Manpower requirements
4. Aftersales warranty

#### **IV OMNIBUS SWORN STATEMENT (Complete)**

### **ENVELOPE B**

- I** Financial Bid Form
- II** Financial Proposal
- III** Detailed Descriptions /Brochures of the item