

***IB 2024-12 – REPAIR AND
UPGRADING OF ROOF CANOPY AT
THE STUDENT’S QUEUING AREA AT
UNIVERSITY REGISTRAR AND
ADMISSION DIVISION***



***SECTION 9 – CHECKLIST OF TECHNICAL AND
FINANCIAL DOCUMENTS***

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ENVELOPE A

I. ELIGIBILITY REQUIREMENTS

A. LEGAL DOCUMENTS

- 1. Valid PhilGeps Registration - Platinum Membership- all pages, in accordance with Section 8.5.2 of the IRR; and

B. TECHNICAL DOCUMENTS

- 2. Statement of the prospective bidder 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; and
- 3. Statement of the bidder’s Single Largest Completed Contract (SLCC) equivalent to at least 50% of the ABC that is similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA 9184, within the relevant period as provided in the Bidding Documents. SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project Owner other than the contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case contracts with the private sector, an equivalent document shall be substituted; and
- 4. Valid PCAB License, or
- 5. Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid, and
- 6. Original Copy of Bid Security must be in favor of **Benguet State University**
 - 6.1. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or
 - 6.2. Original copy of Notarized Bid Securing Declaration; and
- 7. Project Requirements which shall include the following:
 - 7.1. Organizational Chart for the contract to be bid; and
 - 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); and;

Key Personnel	Relevant Experience
1 -Site Engineer/ Site Architect	At least 3 years
1- Materials Engineer	At least 3 years
1- Part Time Safety Officer/ Practitioner	At least 3 years
1-Construction Foreman	At least 3 years

- 7.3. List of contractor's major 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; and

List of Equipment
1-unit Elf Truck
1 -unit Water Truck (1000 gal.)
1-unit One-bagger mixer
1-unit Bar Cutter
1 Bar Bender
1 unit Welding Machine

8. Certificate of Site Inspection - to be signed by any authorized representative from the Project Management Unit (PMU) ; and
9. Original duly signed Omnibus Sworn Statement (OSS); and
 - 9.1. 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.

C. FINANCIAL DOCUMENTS

10. Computation of Net Financial Contracting Capacity (NFCC); or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;
11. If applicable, a duly signed Joint Venture Agreement (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

ENVELOPE B

1. Original of duly signed and accomplished Financial Bid Form, and
2. Original of duly signed Bid Prices in the Bill of Quantities, and
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, and
4. Cash Flow by quarter, and
5. Soft Copy (in CD or USB) of financial proposal to be included in the "original copy" of the bid in Envelope B.
6. Printed Sample design of the billboard/signage (Print out of the signage)

Notes:

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. This checklist is only a guide to the prospective bidder/s. Each prospective bidder shall take responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.*
- b. All photocopied documents should be marked "certified true copy of the original" with corresponding signature over printed name of the bidder or its duly authorized representative and indicating the position in the company.*
- c. Bidder should follow the sequence of items in the checklist of documents for submission and to use tabs to facilitate the inspection process.*
- d. Incomplete required documents and expired licenses/ permit shall be a ground for disqualification*
- e. The documents that will be submitted by the bidder shall be used for procurement purposes only*