

**SECTION IX CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**ENVELOPE A- TECHNICAL COMPONENT ENVELOPE**

**I ELIGIBILITY REQUIREMENTS**

**A. Legal Documents**

1. Valid Philgeps Registration Certificate - (Platinum Membership, including all attachments); or  
*Note: For expired attachment to the Certificate, please attached updated documents*
2. Registration certificate from SEC, DTI and CDA, and
3. Mayor's or Business permit issued by the City or municipality where the principal place of business of the prospective bidder is located; and
4. Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by BIR

**B. Technical Documents**

5. Statement 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
6. Statement of Single Largest Completed Contract (SLCC) equivalent to at least 50% of the ABC that is similar in nature to the contract to be bid , except under conditions under the rules. SLCC must be within five (5) years from the submission of bids. 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 documents shall be substituted; and
7. Valid PCAB License, or
8. Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid, and
9. Original copy of Bid Security: shall be in any of the following form:
  - 9.1. Surety Bond equivalent to 5% of the ABC - Original copy of Surety Bond with certification issued by the Insurance Commission, or
  - 9.2. Original copy of Notarized Bid Securing Declaration , or
  - 9.3. Cash
10. Project Requirement, which shall include the following:
  - 10.1. Organizational Chart for the contract to be bid;
  - 10.2. 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);

<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>
<i>1 -Site Architect</i>	at least 5 years	at least 3 years
<i>1 -Site Engineer</i>	at least 5 years	at least 3 years
<i>1 -Electrical Engineer / Registered Master Electrician</i>	at least 5 years	at least 3 years
<i>1 -Sanitary Engineer or Master Plumber</i>	at least 5 years	at least 3 years
<i>1 - Materials Engineer</i>	at least 5 years	at least 3 years
<i>1- Full Time Safety Officer - must have training on construction safety</i>	at least 5 years	at least 3 years
<i>1-Construction Foreman</i>	at least 5 years	at least 5 years

- 10.3. 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

<b>List of Equipment</b>
2-units Backhoe (Cap . 0.80 cu.m)
1-unit Steel Roller
1-unit Concrete Pump, 60 cu.m./ hr
1-unit Water Truck
***** must be in good running and working condition

10.4. Certificate of Site Inspection - to be signed by any authorized representative from the Planning and Development Office (PDO)

11. Original duly signed Omnibus Sworn Statement (OSS).

12. 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**

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

14. Latest Income and Business Tax Returns

15. Computation of Net Financial Contracting Capacity (NFCC)

**ENVELOPE B - FINANCIAL COMPONENT ENVELOPE**

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

4. Cash Flow by quarter

5. CD 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)