

**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 (format is in accordance with ITB 12.1 (ii), whether similar or not similar in nature and complexity to the contract to be bid

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; 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 , and

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);

Key Personnel	General Experience	Relevant Experience
1 -Site Engineer	1 year	1 year
1- Materials Engineer	1 year	1 year
1- Safety Officer/ Practitioner (Part Time)		
1-Construction Foreman	at least 3 years	at least 3 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>	
1-unit Backhoe w/ Pavement Breaker (0.80cu.m.)	1-unit Concrete Saw, Blade Ø 14" (7.5 Hp.)
1-unit Backhoe (0.80 m3/1.04 yd3)	1-unit Bar Cutter, Single Phase
2 units Dump Truck (10 cu.m.)	1 unit One Bagger Mixer
1 unit Motorized Road Grader, G710A	1-unit Applicator Machine
1-unit Water Truck (1000 gal.)	1-unit Vibratory Roller (10 m.t.), SP56
4 units Transit Mixer (5 cu.m.)	1-unit Kneading Machine
1-unit Concrete Vibrator	1-unit Concrete Screeder (5.5 Hp)

10.4. Certificate of Site Inspection

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

