

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

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 the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the 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;

**** The following must be indicated in the statements in items # 5 and 6*

a. Name of the contract;

b. Date of the contract;

c. Contract duration;

d. Owner's name and address;

e. Nature of Works

f. Contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation

g. Total contract value at award

h. Date of completion or estimated completion time;

i. Total contract value at completion, if applicable

j. Percentages of planned and actual accomplishments, if applicable; and Value of outstanding works, if applicable

7. Valid PCAB Licenses and registration for the type and cost of the contract for this project (**Small B - License Category C and D**) and contractor's registration from DPWH, or

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

8.1. In case of Joint Venture, Joint Venture Agreement (JVA); 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. Cash or Manager's Check equivalent to 2% of the ABC

9.3. 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 design and construction personnel to be assigned to the contract to be bid with their complete qualification and experience data (with attached updated PRC License and PTR);

A. DESIGN PERSONNEL

Key Personnel	General Experience	Relevant Experience	Qualifications
1 - Design Architect	5 years	5 years	<i>Design Architect must be a duly- licensed with at least five years relevant experience in the design of residential, academic or institutional facilities, and shall preferably be knowledgeable in the application of Green Design Technology in school construction</i>
1- Structural Engineer	5 years	5 years	<i>The Structural Engineer must be a duly-licensed Civil Engineer with at five (5) years of experience in structural design and shall preferably be knowledgeable in the application of Green Design Technology in school construction</i>
1- Electrical Engineer	5 years	5 years	<i>The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years of experience in the design of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.</i>
1- Sanitary Engineer	5 years	5 years	<i>The Sanitary Engineer must be duly-licensed with at least five (5) years of experience in the design of building water supply and distribution, plumbing, and preferably knowledgeable in waste water management/treatment, and emergent, alternative effluent collection and treatment systems, and DENR AO 36 s. 2004 (DAO 92-29 "Hazardous Waste Management)</i>
1-Mechanical Engineer	5 years	3 years	<i>The Mechanical Engineer must be a registered Professional Mechanical Engineer with at least three (3) years of experience in the design.</i>

***The key professionals listed are required. **The DESIGN & BUILD CONTRACTOR** may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Architectural and Engineering Design Services, as stipulated in this Terms of Reference for the PROJECT. Prospective bidders shall attach everyone's resume and PRC license of the (professional) staff.

B. CONSTRUCTION PERSONNEL

Key Personnel	General Experience	Relevant Experience	Qualifications
1-Project Manager	5 years	5 years	<i>The Project Manager shall be a licensed architect or engineer with at least five (5) years relevant experience on similar and comparable projects in different locations. The Project Manager should have a proven record of managerial capability through the directing/managing of major civil engineering works, including projects of a similar magnitude</i>
1-Project Engineer/ Architect	5 years	5 years	<i>The Project Engineer/Architect shall be a licensed architect or engineer with at least five (5) years of experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.</i>
1- Materials Engineer	5 years	5 years	<i>The Materials Engineer must be duly accredited with at least five (5) years of experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.</i>

1- Electrical Engineer	5 years	5 years	<i>The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years of experience in the design of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management</i>
1- Sanitary Engineer	5 years	5 years	<i>The Sanitary Engineer must be duly-licensed with at least five (5) years of experience in similar and comparable projects in the installation of building water supply and distribution, plumbing.</i>
1- Safety Officer	5 years	3 years	<i>The safety officer must be an accredited safety practitioner by the Department of Labor and Employment (DOLE) and has undergone the prescribed 40- hour Construction Safety and Health Training (COSH).</i>
1- Foreman	5 years	5 years	<i>The Foreman must have at least five (5) years of experience in similar and comparable projects and shall preferably be knowledgeable in the application of Green Building technologies.</i>
<i>The above key personnel listed are required. The DESIGN & BUILD CONTRACTOR may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Construction Services, as stipulated in these Terms of Reference, for the PROJECT. Prospective bidders shall attach each individual's resume and PRC license of the (professional) staff, proof of qualifications, and related documents as necessary</i>			

10.3. List of contractor's major equipment 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. Transit Mixer (5-6 cubic yard capacity)
2. Plate Compactor
3. Truck Mounted Crane – 20-25 metric tons
4. Backhoe - .80 cubic meter/1.04 cubic yard capacity
5. Dump Truck—12 cubic yard capacity
6. Boom Truck – 2-5 metric tons
7. 5 units Welding Machines
8. Concrete Vibrator (Flexible Shaft Type 2" Head Ø with 5A Gasoline Drive Unit)
9. Bar Cutter (25mm Maximum Rebar Ø [Grade 40], Single Phase)
10. Bar Bender (25mm Maximum Rebar Ø, Three Phase)
11. Cutting Outfit
12. Lighting System (Tower Height = 28 ft.; No. of Lights = 4 x 1000 watts; HP = 10.50; Generator = 5kW)

10.4. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity. Plans will be printed in an A3 size bond paper; and

10.5. Design and Construction Method; and

10.6. Value engineering analysis of design and construction method. Prospective bidders shall prepare a value engineering analysis report of their proposed design and construction method to be applied for the PROJECT. Importance shall be made on the following criteria:

- a. Cost-saving, measured on a per square meter average figure
- b. Time-saving in design and construction duration, measured using the HOPE approved PERTCPM of the project
- c. Operational efficiency to take advantage of natural lighting and ventilation in some areas and use of efficient toilet

10.7. Manpower Schedule

10.8. Equipment Utilization Schedule

10.9. Construction Schedule and S-Curve

10.10. Construction Safety and Health Program

10.11. PERT-CPM

10.12. Certificate of Site Inspection- will only be issued by Engr. Sheriff La Madrid (PDO III) after the site inspection by the Authorize Managing Officer (AMO) or its technical personnel to be pledged for the project has been made. Affidavit of Site Inspection is not allowed.

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)

D. Additional Requirements:

1. If applicable, Authorization Letter/ Special Power of Attorney of the Authorized Representative

2. Presentation of Architectural Design and Estimates

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 and Payment Schedule

5. CD of Financial Estimates