



REPUBLIC OF THE PHILIPPINES
 BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
 MINISTRY OF SOCIAL SERVICE AND DEVELOPMENT



Checklist of Eligibility, Technical and Financial Components Requirements for Infrastructure Project

ENVELOPE 1 (Eligibility and Technical Component)

REMARKS

Tab	Documents	PASS	FAIL
A	Valid Philippines Contractors Accredited Board(PCAB) license and registration for the type and cost of the contract for this Project		
B	Registration certificate from the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative		
C	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located		
D	Tax Clearance per E.O.398, s.2005, as finally reviewed and approved by the BIR		
E	PhilGEPS Platinum Registration Certificate		
F	Statement of all ongoing and completed Government & Private Construction Construct Including contracts awarded but not yet started, whether similar or not. Supported with the following: 1. Notice of Award and/or Contract; 2. Notice to Proceed Issued by the Owner, 3. Certificate of Completion/ Acceptance (completed projects)		
G	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within ten (years) from the date of submission of and receipt of bids supported by the following;		

	<p>1. Photocopy of Single Largest Completed Contract or Purchase Order(at least 50% of the ABC)</p> <p>2. Project Owner's Certificate Performance evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted</p>		
II	Audited financial statements, showing among others, the prospective total and correct assets and liabilities, stamped and "received" by the BIR or its duly accredited and authorized institutions, for the proceeding calendar year,		
I	NFCC corporation or Credit Line Certificate,		
J	Valid Joint Venture Agreement (JVA) (IF NECESSARY) or, in lieu thereof, 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 successful shall be included in the bid;		
K	<p>Bid Security in the form of Bid Securing Declaration or any of the following;</p> <p>1. a bank draft/guarantee (2% of ABC) or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from Universal or Commercial Bank; or</p> <p>2. A surety Bond (5% of ABC) accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument.</p>		
L	Duly Signed Construction Methods in narrative form		
M	Duly Signed Construction Schedule and S-curve with PERT CPM.		
N	Duly Signed Manpower Schedule		
O	Duly Signed List of contractors personnel (e.g. Project Manager, Project Engineer, Material Engineers and Foreman), to be assigned to the contract to be bid with their complete qualification and experience data.		

P	<p>Duly Signed Statement of Availability of Equipment and the List of Contractor's Equipment (owned, leased or under purchase agreements). Supported with the following;</p> <ol style="list-style-type: none"> 1. Proof of Ownership (such as O.R./C.R./Deed of absolute sale) for owned equipment; 2. Certificate of availability of equipment from the equipment lessor/vendor for the duration (for leased equipment); and 3. Lease contract agreement as well as the proof of ownership of the leasor (O.R./C.R./Deed of absolute sale-for leased equipment); 		
Q	Equipment Utilization		
R	Construction safety and health program duly signed by Safety Officer and Owner of the company;		
S	Construction Certificate Issued by DOLE pursuant to Section 14 of Department Order No. 18-A Series of 2011, amending the Rules Implementing Articles 106 to 109 of the Labor Code;		
T	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (August 2016)		

ENVELOPE 2 (The Financial Component)

Tab	Documents		
A	Duly Signed Bid Form		
B	Duly Signed Bill of Quantities		
C	Duly Signed Detailed Cost Estimates including a summary sheet indicating the unit prices of the construction materials, labor rates and equipment rentals used in coming up with the bid;		
D	Duly Signed Payment Schedule set by the procuring entity as stated in 13.1(b) of the Bid Data Sheet		

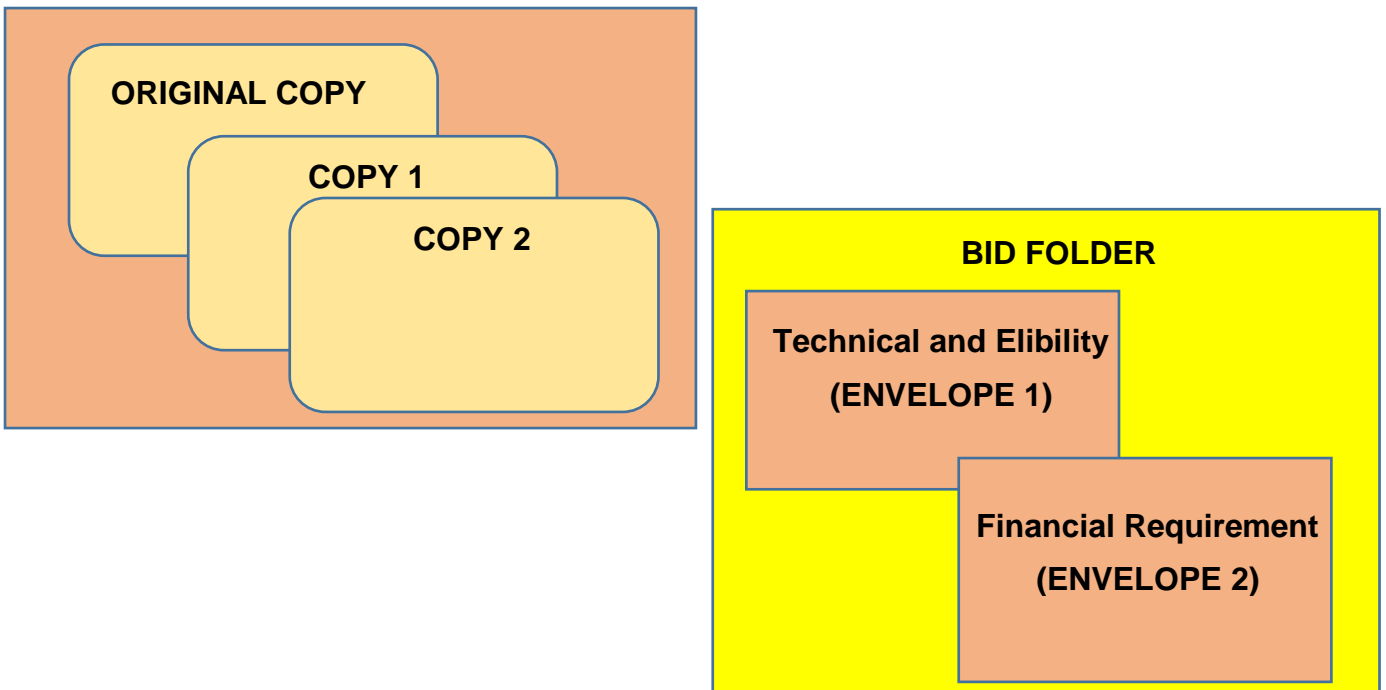
NOTE: ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE.

ENVELOPE 1 (Eligibility and Technical Requirements) & ENVELOPE 2 (Financial Requirements) MUST contain the following;

- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with certified true copy.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with certified true copy from original.

*** Bidding documents shall only be sold to bidders and or their representatives upon presentation of Letter of Intent representative's Authorized Letter/Special Power of Attorney (SPA) and Company Identification (Card ID). Same representative is encouraged to represent the bidder during the bid opening, otherwise, authorization letter/SPA will be required.

Technical and Eligibility Envelope (ENVELOPE 1)



Financial Requirements Envelope (ENVELOPE 2)

