

**CHECKLIST DURING OPENING & PRELIMINARY EXAMINATION OF BIDS  
INFRASTRUCTURE PROJECTS**

Name of Bidder: \_\_\_\_\_  
 Name of Project: \_\_\_\_\_  
 Approved Budget for the Contract (ABC):   Php \_\_\_\_\_

<b>PASS    FAIL</b>			
<b>I. Technical Component Envelope</b>			
<b>Eligibility Requirements</b>			
<b>Class "A" Documents</b>			
	1		Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as required in the BDS;
	2		Mayor's permit issued by the City or Municipality where the principal place of business of the prospective bidder is located.
	3		Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started [refer to Section III, BDS 12.1 (a)(iii) in case of ongoing contract]; submit also the following in this envelope: a. copies of the corresponding notices of award and/or notices to proceed; cooperatives, or any proof of such registration as required in the BDS;
	4		Duly signed Statement Identifying Bidder's Single Largest Completed Contract a. Must indicate a single contract, similar to the contract to be bid, in an amount equivalent to at least fifty percent (50%) of the ABC to be bid pursuant to Section III, BDS Clause 5.4; b. Submit also the following inside this envelope: b.1. copy of the corresponding notice of award or notice to proceed; and b.2. copy of owner's certificate of final acceptance or certificate of completion and, whenever applicable, the Constructor's Performance Evaluation Summary (CPES) final rating, which must be satisfactory;
	5		Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the Contract for this Project; For joint ventures, a valid PCAB license and registration specifically issued for the joint venture in accordance with Section 38 of R.A. 4566;
	6		Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
	7		Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid pursuant to ITB 5.5;
	8		Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;
	9		Latest Income and Business Tax Returns
	10		Certificate of PhilGEPS Registration
<b>Class "B" Documents</b>			
	11		If applicable, valid and duly signed Joint Venture Agreement (JVA).
<b>Technical Documents</b>			
	12		Original Bid Security or original Bid Securing Declaration in accordance with ITB Clause 18 and BDS 18.1.
	13		Project requirements, which shall include the following: a. Organization Chart for the contract to be bid; b. List of contractor's personnel to be assigned to the contract to be bid, with their complete qualification and experience data, viz: Project Manager, Project Engineer, Materials Engineer, and Foremen; [Refer to List and Qualification of Key Personnel...form and the Bio Data form in Section IX] c. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
	14		Original and duly signed Omnibus Sworn Statement (OSS) in accordance with Section IX, Bidding Forms, in case of corporation, partnerships, joint venture, or cooperative, submit also the following: a. Notarized Secretary's Certificate (refer to paragraph no. 2 of the OSS)
<b>II. Financial Component Envelope</b>			
<b>Mandatory Requirements:</b>			
	1		Original duly signed and priced Financial Bid Form with Bid Price offer
	2		Original duly signed and priced Program of Works (The total amount of the POWs shall tally with the Bid Price offer)
	3		Original duly signed and priced Bill of Quantities (The total amount of the BOQs shall tally with the Bid Price offer)
<b>Optional Requirements:</b>			
	4		Soft copy in CD or flash drive of the duly priced Bill of Quantities and Program of Works using Microsoft Excel.
	5		Original and Signed Certificate of Site Inspection with attached picture of the School Head at the Proposed Project Site

Form of Bidders Bond: \_\_\_\_\_ Bid Security Amount: \_\_\_\_\_ Bank/Firm: \_\_\_\_\_

Checked by: \_\_\_\_\_  
 Designation: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_