Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

I. Technical Component Envelope

Eligibility Requirements

Class "A" Documents

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;

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;

Class "B" Documents

9 If applicable, valid and duly signed Joint Venture Agreement (JVA) in case the Joint Venture is already in existence, or a duly notarized statements from all the potential joint venture members stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful pursuant to ITB Clause 12.1(a)(vii); members of the JVA or the intended JVA shall also submit the documents mentioned in ITB 24.6;

Technical Documents

10 Original Bid Security or original Bid Securing Declaration in accordance with ITB Clause 18 and BDS 18.1.

11 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;

12 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)

NUMBER OF COPIES OF ELIGIBILITY – TECHNICAL COMPONENT IN SEPARATE ENVELOPES:

- One (1) Original and
- Two (2) additional copy

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II. Financial Component Envelope

Mandatory Requirements:

1 Original duly signed and priced Financial Bid Form
2 Original duly signed and priced Program of Works
3 Original duly signed and priced Bill of Quantities

Optional Requirement:

4 Soft copy in compact disc (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

NUMBER OF COPIES OF FINANCIAL COMPONENT IN SEPARATE ENVELOPES:

- One (1) Original and
- Two (2) additional copies

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The Bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

III. To facilitate the post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, the documents below as required in Section II, ITB Clause 28.2, in a separate envelope as follows:

1 Latest income and business tax returns in the following form:
a. Printed copies of the electronically filed latest Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation forms for the immediate preceding calendar/tax year from the authorized agent bank;

2 Valid Certificate of PhilGEPS Registration

However, non-submission of these documents in advance will not disqualify the bidder during the opening and examination of bids.

The envelope shall be marked:

- ITB 28.2. Documents
- Name of Project : _____
- Bid Opening Date: _____
- Name of Bidder : _____

NOTICE OF AWARD[sample form]

_____, 20__

Mr./Ms. _____
[Designation]
[Registered Business Name]
[Complete Address]
[Tel./Fax Nos.]

Project: [Insert name of Project]
[Insert Project no.]

Dear *Mr./Ms.*_____:

We are pleased to notify you that your bid(s) for the Project, is/are hereby accepted in the total amount of PHILIPPINE PESOS _____ (Php_____.00) ONLY with the following details:

Lot No.	Project Description	Location	Contract Duration	Contract Amount
	[e.g., 2 storey 4 classroom, with toilets, etc.]	Division of _____ *(Insert complete address of school sites)*	____ calendar days	PhP_____

Kindly affix your signature on the space provided below to indicate your acceptance of this notice and the bid price(s) after having been evaluated in accordance with the issued Bidding Documents. You are hereby required to enter into a formal contract with us and submit a Performance Security in any of the following forms within ten (10) calendar days from receipt of this notice:

a. **Ten percent (10%)** of the total contract price in the form of cash; cashier's check, or manager's check issued by a universal or commercial bank; bank draft, bank guarantee or irrevocable letter of credit issued by a universal or commercial bank, provided, that it shall be confirmed or authenticated by a universal or commercial bank if issued by a foreign bank; the performance security shall be callable on demand without the necessity on our part to substantiate our demand or prove or show grounds or reasons for our demand for the total sum specified herein.

Failure to enter into a contract with us or submit the Performance Security shall constitute a sufficient ground for cancellation of this award, forfeiture of your bid security or enforcement of your Bid Securing Declaration, and imposition of appropriate sanctions.

Please return the original copy of this Notice to the DepEd Division of Misamis Oriental through its BAC Secretariat located at Supply Section DepEd Division of Misamis Oriental within two (2) days from date of your receipt hereof in accordance with **ITB 30.2** of the Bidding Documents.

Very truly yours,

_____
[Insert Name and Designation of Head of the Procuring Entity]

CONFORME:

_____
(Signature Over Printed Name)

_____
(Designation and Name of Company)

_____
(Date)

Encl.: Contract

NOTICE TO SUBMIT CONSTRUCTION DOCUMENTS [sample form]

_____, 20___

Mr./Ms. _____
[Designation]
[Registered Business Name]
[Complete Address]
[Tel./Fax Nos.]

Subject: Award of Lot No. _____ in the amount of PhP_____.00 to your Firm

Project: [Insert name and no. of Project]

Dear _____:

Pursuant to Section III, Bid Data Sheet (BDS) ITB Clause 31.4 of the Bidding Documents issued for the Project, the following documents, which form part of your signed contract, shall be submitted by your firm as the successful bidder within ten (10) days from your receipt of the Notice of Award:

1. Construction Schedule and S-Curve
2. PERT/CPM
3. Manpower Utilization Schedule
4. Construction Method
5. Equipment Utilization Schedule
6. Construction Safety and Health Program approved by the Department of Labor and Employment

Please submit also the **Materials Delivery/Utilization Schedule** pursuant to SCC 6.1.

Kindly submit said documents to the BAC Secretariat at [Insert complete address and contact nos.] c/o Mr./Ms._____.

Please be guided accordingly.

Very truly yours,

_____
HOPE, Head of Implementing Unit or
Assigned Engineer