



Name of Project : \_\_\_\_\_  
 Bidder : \_\_\_\_\_  
 Venue of Bid Opening : \_\_\_\_\_  
 Date/Time : \_\_\_\_\_

**Checklist of Technical and Financial Documents**

**I. TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

**Legal Documents**

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
2. Registration certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

PRESENT	ABSENT	REMARKS

**Technical Documents**

5. Duly signed Statement of the prospective bidder of all its ongoing government and private contracts within the last 3 years reckoned from the date of submission and receipt of bids, 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. Duly signed Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last 3 years reckoned from the date of submission and receipt of bids, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184;
7. Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures;
8. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;
9. Organizational chart for the contract to be bid;
10. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
11. 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;
12. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.


**Additional Document**

13. Original Affidavit of site inspection / Certificate of Site Inspection signed by School Head with clear pictures.

--	--	--

**Financial Documents**

14. Audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the 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;
15. Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid.


**Class “B” Documents**

- 16. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or 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 is successful

--	--	--

**NUMBER OF COPIES OF THE ELIGIBILITY AND TECHNICAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPES**

- One (1) original copy
- Two (2) additional copies

**II. FINANCIAL COMPONENT ENVELOPE**

- 17. Original duly signed and accomplished Financial Bid Form;
- 18. Original duly signed Bid Prices in the Bill of Quantities;
- 19. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;
- 20. Cash Flow by Quarter


**NUMBER OF COPIES OF THE FINANCIAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPES**

- One (1) original copy
- Two (2) additional copies
- One (1) copy in flash drive

The softcopy of the Financial Component no. 17-19 shall be in Microsoft **EXCEL FILE** to facilitate bid evaluation.

*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.*

*The Procuring entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.*

**MEILROSE B. PERALTA, EdD**  
BAC Chair