



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF KIDAPAWAN CITY

Name of Project : _____
Name of Bidder : _____
Venue of Bid Opening : _____
Date/Time : _____

Checklist of Technical and Financial Documents

The first bid envelope shall contain the following technical documents, including the eligibility documents:

I. TECHNICAL COMPONENT ENVELOPE

- Valid PhilGEPS Registration Certificate (Platinum Membership);
All pages with the following attachments:
 - 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;
 - 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;
 - Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
 - Philippine Contractors Accreditation Board (PCAB) License.
- Duly signed Statement of the prospective bidder of all its 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;
- Duly signed Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years reckoned from the date of submission and receipt of bids and whose value must be at least fifty percent (50%) of the ABC;
- Duly signed computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid, or committed Line of Credit (LoC);
- 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;
- Special PCAB License, in case of JV or Foreign Bidders;
- Original copy of Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
- 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;
- 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;

PRESENT	ABSENT	REMARKS

10. Project Requirements, which shall include the following:
- a) Organizational chart for the procurement project to be bid;
 - b) 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;
 - c) 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.

PRESENT	ABSENT	REMARKS

NUMBER OF COPIES OF THE **TECHNICAL COMPONENT DOCUMENTS** IN SEPARATE ENVELOPES:

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

The second bid envelope shall contain the following financial documents:

II. FINANCIAL COMPONENT ENVELOPE

- 11. Original duly signed and accomplished Financial Bid Form;
- 12. Original of duly signed Bid Prices in the Bill of Quantities;
- 13. 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; and
- 14. Cash Flow by Quarter.

PRESENT	ABSENT	REMARKS

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

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

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.

JASMIN P. ISLA
BAC Chair