

## CHECKLIST

### Documents Comprising the Bid: Eligibility and Technical Components

**The First Envelope shall contain the following:**

***Eligibility Documents –***

Class "A" Documents:

Legal Documents:

- 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 stated in the Bid Data Sheet;
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents:

- Statement of all its ongoing and completed government and private contracts within the last five (5) years from the submission of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC), including contracts awarded but not yet started, if any;

Financial Documents:

- Audited financial statements, showing, among others, the prospective 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;
- Net Financial Contracting Capacity (NFCC) computation or Credit Line Certificate (CLC); and

Class "B" Document:

- If applicable, valid Joint Venture Agreement (JVA) 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 is successful shall be included in the bid.

***Technical Documents –***

- Bid security;

<i>Form of Bid Security</i>	<i>Amount of Bid Security (Equal to Percentage of the ABC)</i>
a) cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two Percent (2%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be	

confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%)
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

- Conformity with Technical specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable; and
- Omnibus Sworn statement.

### **Documents Comprising the Bid: Financial Component**

**The Second Envelope shall contain the following:**

- Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules.

**Note:**

*All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.*

*To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.*