

Republic of the Philippines
Province of South Cotabato
BIDS & AWARDS COMMITTEE
Capitol Compound, Alunan Avenue, Koronadal City

**BIDDER'S CHECKLIST OF REQUIREMENTS FOR ITS BID, INCLUDING ELIGIBILITY DOCUMENTS,
TECHNICAL DOCUMENTS AND FINANCIAL PROPOSALS**
REVISED JANUARY 7, 2020

(CIVIL WORKS)

First envelope shall contain the following:

(a) Eligibility Requirements

Class "A" Documents:

- 1 PhilGEPS Certificate of Registration and Membership under Platinum Category (GPPB circular 03-2016(4.1.2) dated October 27, 2016) with Annex "A", current & updated eligibility documents. If eligibility documents have expired, attach the updated or renewed copy of Registration Certificate, Mayor's/Business Permit, Tax Clearance, Audited Financial Statement and PCAB License.

Note: In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit.

- 2 Duly signed statement of all ongoing government and private contracts , including contracts awarded but has not yet started, whether similar or not similar in nature and complexity to the contract to be bid.
- 3 Duly signed statement of single largest completed contract that is similar to the project to be bid whose value is at least 50% of the ABC adjusted to current prices using the Philippine Statistics Office (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- The statement shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with private sector, an equivalent document shall be submitted.***
- 4 **Net Financial Contracting Capacity (NFCC)**, which must be at least equal to the ABC to be bid.
The value of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS) (Amended Resolution No. 20-2013 approved July 30,2013).

Class "B" Document:

- 5 If Joint Venture (JVA), Special Philippine Contractors Accreditation Board (PCAB) License and registration for the type and cost of the contract to be bid.

(b) Technical Documents:

Bid Security in the prescribed form, amount and validity period, in no case shall the period exceed one hundred twenty (120) calendar days from the date of the opening of bids

- 6 Bid Security in accordance with ITB Clause 18, as amended per GPPB Resolution No. 25-2013 dated August 30, 2013 and GPPB Circular 01-2014 dated May 23, 2014, shall post a bid security indicated either in the form of **BID SECURING DECLARATION OR ANY OTHER FORM OF BID SECURITY** in accordance with the following schedule:

| Form of Bid Security | Amount of Bid Security (Percentage of the ABC stated in the BDS) |
|--|---|
| (a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank | Two percent (2%) of ABC |
| (b) Bank draft/guarante or irrevocable letter or 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%) of ABC |
| (d) Any combination of the foregoing. | Proportionate to share of form with respect to total amount of security |

Project Requirements

- 1 Duly signed Organizational Chart for the Contract to be bid
- 2 Duly signed List of Contractor's Personnel (viz, Project Manager, Project Engineers, Materials Engineers and Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data.
- 3 Duly signed List of Contractor's 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
- 4 Sworn Statement in accordance with Section 25(b)(iv) of the IRR of RA 9184 using the prescribed Forms **(OMNIBUS SWORN STATEMENT) including item no. 9 as amended per approved resolution no. 22-2013 dated July 30, 2013, which shall include: (9.) [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.**

Second envelope shall contain the following:

Financial Documents:

- 1 Duly Signed and Accomplished Prescribed Bid Form **issued by BAC**
- 2 Duly Signed Bid Prices in the Bill of Quantities **issued by BAC**
- 3 Duly signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used, indicating also the direct and indirect costs, in coming up with the Bid
- 4 Duly signed Cash Flow by Quarter and Payments Schedule

Revised: January 6, 2020