



**CHECKLIST ON TECHNICAL AND FINANCIAL DOCUMENTS
(Infrastructure Project)**

TECHNICAL COMPONENT ENVELOPE	
<i>CLASS "A" Documents</i>	
Legal Documents	
a.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
b.	(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
c.	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;
d.	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Technical Documents	
e.	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;
f.	Statement of the bidder's Single Largest Completed Contract (SLCC) Bidders should have completed a contract similar to the Project within the last three (3) years from the date of submission and receipt of bids;
g.	Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid;
h.	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 (BSD)
i.	<i>Project Requirements, which shall include the following:</i>
<i>i.1</i>	Duly Signed Contract Organizational Chart
<i>i.2</i>	Duly Signed Statement of Availability of Key Personnel and the 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;)
<i>i.3</i>	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; and
<i>i.4</i>	Equipment utilization schedule
<i>i.5</i>	Duly signed construction schedule and S-Curve with PERT/CPM;
<i>i.6</i>	Duly signed Manpower schedule

i.7	Duly Signed "Detailed Construction Methodology for each Scope of Work " (from preparation and issuance of "As Built" Plans)
i.8	Construction safety and health program duly signed by the Safety Officer and the Owner of the company
i.9	Certificate of Site Inspection issued by the End-User Unit/PMO;
j.	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
Financial Documents	
k.	The prospective bidder's audited financial statements, showing, among others, the prospective bidder'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;
l.	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
CLASS "B" Documents	
m.	If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.
n.	***Other Requirements set by Technical Working Group (TWG)which included on the Terms of Reference (TOR)
FINANCIAL COMPONENT ENVELOPE	
a.	Original copy of duly signed and accomplished Financial Bid Form
b.	Original copy of duly signed Bid Prices in the Bill of Quantities;
c.	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;
d.	Duly signed Cash Flow by Quarter and payments schedule