

Revised Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (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;
and
- ☐ (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 (together with corresponding copy of receipt(s) of payments of the said permit);

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)

and

- ☐ (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; **and**
- ☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- ☐ (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; **and**
- ☐ (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; **and**
- ☐ (i) 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

- ☐ (j) 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; **and**
- ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (l) 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.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (n) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (o) 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**
- ☐ (p) Cash Flow by Quarter.

III. REQUIRED DOCUMENTS TO BE ATTACHED IN THE TERMS OF REFERENCE:

A. Duly accomplished and signed Project Requirements, which shall include the following:

- ☐ (a) **Organizational chart for the contract to be bid;**
- ☐ (b) **DESIGN PHASE**
 - a. List of contractor's and joint venture contractor's personnel for the Design Portion of the Contract (Pre-Detailed and Detailed Design) (Project coordinator, Architect(s), Structural/Civil Engineer, Professional Electrical Engineer, Professional Mechanical Engineer, Sanitary Engineer, and Electronics and Communications Engineer (and others that may be needed for the project), to be assigned to the project, with the following attachments:**

- i. **Summary matrix showing complete qualification and experience data but not limited to the following: name, proposed position in the project, educational attainment, training, and experience;**
- ii. **Curriculum Vitae; and**
- iii. **Copy of updated licenses or proof of renewal of their licenses, if expired.;**
- b. **Affidavit/Certification of Site Inspection issued by the DOH PCC;**
- c. **Duly signed Terms of Reference of the project issued by the DOH;**
- d. **Duly signed Conceptual Plans issued by the DOH;**
- e. **Duly signed Site Plan (showing location of building) issued by DOH;**
- f. **Preliminary Elevations (four sides) and Perspectives (interior and exterior) in accordance with the conceptual plans - to be prepared by the bidder;**
- g. **Design and construction methods - to be prepared by the bidder;**
- h. **Two full cross sections of the building (showing departmental floor assignment) and floor to floor heights - to be prepared by the bidder; and**
- i. **Value engineering analysis of design and construction method - to be prepared by the bidder.**

☐ (c) **CONSTRUCTION PHASE**

- a. **List of contractor’s personnel to be assigned to the construction, with their complete qualification and experience data, shown in matrix with CV including copy of updated licenses or proof of renewal of their licenses, if expired. The list must contain the name, educational attainment, training, professional license and work experience of personnel;**
- b. **List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project;**

Note:

- 1) Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf> for the following requirements:
 - a) Sworn Statement;
 - b) Computation of NFCC;
 - c) Manufacturer's Authorization;
 - d) Secretary's Certificate;
 - e) Special Power of Attorney;
 - f) Statement of Ongoing Contracts; and
 - g) Statement of SLCC.
- 2) For the following requirements, please refer to **GPPB Resolution No. 16-2020**:
 - a) Bid Form;
 - b) Price Schedule;
 - c) Bid Securing Declaration; and
 - d) Omnibus Sworn Statement