

CHECKLIST ON INFRASTRUCTURE PROJECT

PROJECT: **Bidding of Repair and Maintenance of Regional Rehabilitation Center for Youth (RRCY) Gingoog City**

APPROVED BUDGET FOR THE CONTRACT: **Php 2,100,000.00**

NAME OF BIDDER: _____

CHECKLIST ON ELIGIBILITY AND TECHNICAL COMPONENTS

1st Envelope shall contain the following eligibility & technical documents

a) Eligibility Documents –

Class “A” documents:

- _____ i. Registration Certificates from SEC, DTI for sole proprietorship **(Form 1)**
- _____ ii. Mayor’s permit from where the business is located. **(Form 2)**
- _____ iii. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
- _____ iv. 1.) Statement of all its ongoing & completed government & private contracts within 10 yrs from the submission of bids, including contracts awarded but not started, If any.

2.) Statement of Single Largest Contract, which is similar in nature, within two (2) years from the date of submission and receipt of bids.

(Forms 3a & 3b) Statements shall include for each contract the following;

- a. Name, date & duration of the Contract,
- b. Name and address of the Owner,
- c. Nature of work,
- d. Contractor’s role: sole/subcontractor/partner & percentage of participation
- e. Total contract value at award,
- f. Date of completion or estimated completion time,
- g. Total contract value at completion, if applicable,
- h. Percentage of planned & actual accomplishments, if applicable,
- i. Value of outstanding works, if applicable,
- j. Statement of Notices of Award or NTP from the Owner
- k. Statement of CPES rating, Cert. of Completion & Owner’s Certificate of Final Acceptance, if any.
- _____ v. Valid Philippine Contractors Accreditation Board (PCAB) license for the type & cost of the contract for this project. **(Form 4)**
- _____ vi. Latest audited financial statements, stamped received by the BIR. **(Form 5)**

_____ vii. NFCC computation or CLC in accordance with ITB Clause 5.5. **(Form 6 or Form 7)**

Class "B" document;

_____ viii. If applicable, valid Joint Venture Agreement (JVA) duly notarized. **(Form 8)**

_____ ix. PhilGeps Registration Certificate

b) Technical documents –

Section 27. Bid Security

27.1 All bids shall be accompanied by a bid security, payable to the Procuring Entity concerned as a guarantee that the successful bidder shall, within ten (10) calendar days from receipt of the notice of award, enter into contract with the procuring entity and furnish the performance security required in Section 39 of this IRR, except when Section 37.1 of this IRR allows a longer period. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.

_____ 1. The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(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; and/or	Five percent (5%)

(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
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- ____ iii. Project Requirements, specifically for the contract to be bid;
- ____ ii.1 Organizational chart, **(Form 10)**
- ____ ii.2 List of contractor's personnel with complete qualification & experience **(Forms 11a, 11 b & 11c)**
- ____ ii.3 List of contractor's equipment units w/ certificate of availability. **(Form 12)**
- ____ iv. Sworn statement using the form prescribe in Section IX. Bidding Forms. **(Form 13)**
- ____ v. Certificate of Site Inspection **(Form 14)**
- ____ vi. Bid Bulletin, if any.

REMARKS on the above checklist: () Passed () Failed

CHECKLIST ON FINANCIAL COMPONENTS

Note: Unless the checklist on eligibility & technical documents have been complied with only then the financial documents can be opened and verified.

2nd Envelope shall contain the following financial documents

- ____ 1. Bid Form in accordance with the form prescribed in Section IX. BID =
Php_____ **(Form 1)**
- ____ 2. Duly signed Bid prices in the Bill of Quantities as prescribed in Section VIII. **(Form 2)**
- ____ 3. Duly signed detailed estimate (in support of the Bill of Quantities **(Form 3)**)
- ____ 4. Duly signed Monthly Cash Flow & Payment Schedule. **(Form 4)**

Note: Any missing in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks on the financial documents: () Passed () Failed

BAC - Signatures