



Checklist of Technical and Financial Documents  
for Infrastructure Projects

CP \_\_\_\_\_

Name of the Company \_\_\_\_\_ Bidder No. \_\_\_\_\_

Item No.	REQUIREMENTS	PASSED	FAILED
1st Envelope (Technical Components)			
Class "A" Documents			
Legal Documents			
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u>		
(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; <u>and</u>		
(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; <u>and</u>		
(d)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). <u>Note:</u> The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission. (BIR Forms 1701/ 1702 and BIR Form 2550)		
Technical Documents			
For Regular Construction			
(e)	Statement of all Ongoing (Form 1) government and private contracts. (Original)		
(f)	Statement of SLCC (Form 2) relevant to the contract to bid. Attach Certificate of Completion & Acceptance or Official Receipts. (Original)		
For Design and Build			
(g)	Statement of all Ongoing (Form 1) government and private contracts. (Original)		
(h)	Statement of SLCC (Form 2) relevant to the contract to bid. Attach Certificate of Completion & Acceptance or Official Receipts. (Original)		
(i)	Statement of all on-going completed awarded but not yet started design/ design and build related contracts supported with the list using <b>Form 3 and Form 4.</b> Related Experience: 50% of ABC or Php _____		
Note: Attach all supporting documents aforementioned above in Form 1 and 3 and attach only the documents of the Single Largest Contract relevant to the contract to bid indicated in Form 2 and Form 4 with Notice of Award, Contract, Notice to Proceed, Certificate of Completion, and Certificate of Acceptance (if applicable).			

Item No.	REQUIREMENTS	PASSED	FAILED
(j)	Philippine Contractors Accreditation Board (PCAB) License: <b>Category: License Category C &amp; D, Size Range: Small B</b> <b>or</b> Special PCAB License in case of Joint Ventures; <b>and</b> registration for the type and cost of the contract to be bid; <b>and</b>		
(k)	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b>or</b> Original copy of Notarized Bid Securing Declaration; <b>and</b>  <b>VALIDITY:</b> One Hundred Twenty (120 CD) Calendar Days from the date of the Opening of Bids		
	<i>Project Requirements, which shall include the following:</i>		
(l)	a. Organizational chart for the contract to be bid; <b>(for regular construction)</b> / Design and Build Organizational chart for the contract to be bid <b>(for Design and Build)</b>		
(m)	b. 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; shown in matrix with CV including copy of updated licenses or proof of renewal of their licenses, if expired.		
(n)	c. List of contractor's (or Joint Venture) 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; <b>and</b>		
(o)	Manpower Schedule		
(p)	Equipment Utilization Schedule		
(q)	Affidavit of Site Inspection executed by the same person who visited the site. The person must be a key personnel of the company preferably Civil Engineer/ Architect, with supporting Certificate of Appearance from the Provincial/ Municipal Health Officer; Chief of Hospital; or Provincial/ Municipal Engineer or its duly Authorized Representative		
(r)	Original duly signed <b>Omnibus Sworn Statement (OSS)-Revised;</b> <b>and</b> 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.		
(s)	<b>INVITATION TIO BID</b> (signed by Chairperson)		
(t)	Bid Bulletin, if any (Photocopy)		
<b>Financial Documents</b>			
(u)	(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; <b>and</b>		
(v)	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).		
<b><u>Class "B" Documents</u></b>			
(w)	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; <b>or</b> 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.		

Item No.	REQUIREMENTS	PASSED	FAILED
Additional Requirements			
(x)	Attach a <b>CERTIFICATION</b> stating that the company is not associated to and or funded by tobacco company of tobacco industry. ( <i>Notarized</i> )		
(y)	Construction Safety and Health Program of the contractor as required by the Department of Labor & Employment (if awarded, it should be stamped received by DOLE), if applicable		
Project Requirements			
For Design and Build Projects			
(1)	Design and Construction Schedule and S-Curve		
(2)	Design and Construction Methods in narrative form		
(3)	<b>Preliminary Conceptual Design Plans</b> in accordance with the degree of details specified by the procuring entity duly signed by the Owner/ Authorized Representative and Engineer/ Architect – Architectural, Structural, Mechanical, Electrical, and Sanitary/ Plumbing.		
(4)	Design and Construction Method		
(5)	Value Engineering analysis of design and construction method		
(6)	Statement of Availability of key personnel that may be used for the contract, and availability of equipment owned, under lease and/ or has under purchase agreements that may be used for the contract.		
(7)	Prospective bidder's and its joint venture contractor (s)' Curriculum Vitae of key staff, partners or principal officers.		
(8)	Valid licenses issued by the Professional Regulatory Commission (PRC) for design professionals in accordance with the provisions under Section 24.1 (a) (iv) of the IRR of RA9184 .		
(9)	Duly SIGNED Terms of Reference (TOR) every page by the Contractor and its duly Authorized Representative.		
(10)	Eligibility Criteria for Design and Build Infrastructure Projects per Revised IRR of R.A. 9184 Annex		
(11)	Duly SIGNED General Condition of the Contract (GCC) every page by the Contractor and its duly Authorized Representative		
(12)	Duly SIGNED Special Condition of the Contract (SCC) every page by the Contractor and its duly Authorized Representative		
For Regular Construction			
(1)	Construction Schedule and S-Curve;		
(2)	Construction Method in narrative form;		
(3)	PERT/CPM		
(4)	Plans – A3 Size		
(5)	Summary of Works		
(6)	Agency Cost Estimate		
Note: All documents requiring Notarization shall include: Name of Lawyer, Notary Commission No. & Validity, PTR No., IBP No., Roll No., & Address of Notary Public			



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for Infrastructure Projects

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Name of the Company \_\_\_\_\_ Bidder No. \_\_\_\_\_

Item No.	REQUIREMENTS	PASSED	FAILED
	<b>2<sup>nd</sup> Envelope (FINANCIAL COMPONENT)</b>	<b>Passed</b>	<b>Failed</b>
(a)	Original of duly signed and accomplished Financial Bid Form; <b>and</b>		
<b><i>Other documentary requirements under RA No. 9184 (as applicable)</i></b>			
(b)	Original of duly signed Bid Prices in the Bill of Quantities; <b>and</b>		
(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; <b>and</b>		
(d)	Cash Flow by Quarter.		
<b><i>For Design and Build Projects Only</i></b>			
(e)	Lump sum bid prices, which shall include the detailed engineering cost, in the prescribed Bid Form;		
(f)	Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and		
(g)	Cash flows by the quarter and payments schedule.		

[ ] PASSED [ ] FAILED

REMARKS : \_\_\_\_\_  
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Checked by : \_\_\_\_\_ Date \_\_\_\_\_  
BAC Member  
\_\_\_\_\_  
BAC Member Date \_\_\_\_\_