

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING
(Infrastructure Project)

Name of Bidder: _____

Date: _____

Item No	Technical Envelope	Pass	Fail
	A. ELIGIBILITY DOCUMENTS Class "A" Documents		
1	Registration Certificate from the SEC for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives		
2	Valid and current Business/Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; <i>In cases of recently expired Business/Mayor's permit, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</i>		
3	Valid and Current Tax Clearance per EO 398, series of 2005		
4	Audited Financial Statements for 2017 and 2016		
	OR <u>Submission of valid and current PhilGEPS Certificate of Registration and Membership (Platinum Registration) together with Annex "A" in lieu of Items 1, 2, 3 and 4 of Eligibility Documents.</u> <i>Note: bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents together with the Platinum Registration.</i> In case the bidder opts to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (GPPB Circular 07-2017 dated 31 July 2017.)		
5	Statement of the 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. <i>(Please follow the attached format.)</i>		
6	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least 50% of the ABC. <i>(Please follow the attached format.)</i> Any of the following must be attached: a) Certificate of Final Acceptance/Completion issued by project owner or b) Constructor's Performance Evaluation Summary (CPES) Final Rating which must be satisfactory.		

7	Valid and current Philippine Contractors Accreditation Board (PCAB) License or Special PCAB for Joint Ventures		
8	Duly signed Certificate of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5 <i>The NFCC computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown.</i>		
	Class "B" Document		
1	If applicable, the JVA in case of joint venture		
B. TECHNICAL DOCUMENTS			
1	Bid Security		
2	Project Requirements, which shall include the following: a. Organizational Chart for the contract to be bid; b. List of Contractor's Personnel to be assigned to the contract to be bid; c. List of Contractor's Major equipment units supported by proof of ownership or certification of availability of equipment.		
3	Omnibus Sworn Statement executed by bidder, or its duly authorized representative		

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

Remarks: () Eligible () Ineligible

Bids and Awards Committee:

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

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(Infrastructure Project)

Name of Bidder: _____

Date: _____

Item No	Financial Envelope	Pass	Fail
1	Bid Form using the prescribed form with the following attachments: a) Cost Estimates (includes Summary and DUPA); b) Cash Flow per Quarter; and c) Payments Schedule.		
2	If the bidder claims preference as domestic bidder or domestic entity, a certification from the DTI, SEC, or CDA in accordance with ITB Clause 27		
3	Other documents required in the Bid Data Sheet.		

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

Remarks: () **Complying** () **Non-complying**

Bids and Awards Committee:
