

Checklist of Technical & Financial Envelope Requirements for Bidders

The Eligibility Documents shall contain the following:

CLASS “A” DOCUMENTS

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; **(Error! Reference source not found.)**
- Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located; **(Error! Reference source not found.)**
- Duly signed statement of all Ongoing and completed Government & Private Contracts within 5 years period including contracts awarded but not yet started. **(Error! Reference source not found.)**

Supported with the following:

1. Notice of Award and/or Contract;
 2. Notice to Proceed issued by the Owner; and
 3. Certificate of Acceptance or official receipt(s) if completed
- Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
 - NFCC computation **(Error! Reference source not found.)** or Credit Line Certificate; **(Error! Reference source not found.)** and

CLASS “B” DOCUMENTS

- Valid Joint Venture Agreement (JVA) or, in lieu thereof, 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 shall be included in the bid; **(Error! Reference source not found.)**

The Technical Component shall contain the following:

- Bid Security in the form of the following:

1. a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or **(Error! Reference source not found.)**
2. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; **(Error! Reference source not found. or Error! Reference source not found. - GSIS)**
3. Bid Securing Declaration

- Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents
- Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in **Error! Reference source not found..**

The Financial Component shall contain the following:

- Duly Signed Bid Form; **(PRO-FORMA ATTACHED)**
- Bill of Quantities; **(Error! Reference source not found.)**
- Duly Signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials used in coming up with the bid