

# 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;  
**and**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) 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;

The bidder must be a holder of a valid Philippine Contractors Accreditation Board (PCAB) License Category AAA. In the case of a Joint Venture, at least the lead or controlling partner must be a holder of Category “AAA” of PCAB license.

- (i) ISO 9001:2015
- (j) 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**
- (k) **Affidavit and Certificate of Site Inspection**
- (l) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid, including phase both the Design and Construction (for construction, Bidder may initially indicate only the Project Engineer);
  - b. **List of construction key personnel (*viz* Project Engineer, Structural Engineer, Electrical Engineer, Sanitary Engineer or Master Plumber, Site Engineer or Architect, Safety Officer, Materials Engineer, and General Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data as shown in their respective Curriculum Vitae, and copies of their PRC licenses as required, subject to BDS Clause 5.4);**
  - c. **List of Design key personnel (*viz*, Project Architect, Structural Engineer, Professional Electrical Engineer, and Sanitary Engineer), to be assigned to the contract to be bid, with their complete qualification and experience data as shown in their respective Curriculum Vitae, and copies of their PRC licenses as required;**
  - d. List of contractor's 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; **and**
- (m) Statement of Compliance with the qualification stipulated in Clause 5.4 of the BDS. Proofs of the required experience and previously completed contracts, as may be appropriate, may be required during the post-qualification stage of the bidding. This likewise applies to relevant documents showing partnership, employment or teaming arrangements; and
- (n) Preliminary Conceptual Design Plan and Perspectives in accordance with the degree of details specified by DepEd Design Development Drawings (size: 20x30 inches)

- i.1 Project Brief
- i.2 Floor Plans (Space Programming and Circulation)
- i.3 Elevations
- i.4 Architectural Design/Diagrams/Plan
- i.5 Layout and Schematic Diagram

- (o) Design and Construction methods; **and**
- (p) Narrative description of architectural and engineering systems indicating approaches and methodologies and highlights unique to this project; **and**
- (q) 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

- (r) 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**
- (s) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

- (t) 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**

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

Other documentary requirements under RA No. 9184

- (v) Lump Sum Bid Price; **and**
- (w) Cash Flow by Quarter.