

Checklist of Eligibility & Technical Envelope Requirements for Bidders

a. ELIGIBILITY DOCUMENTS

Class "A" DOCUMENTS

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, Cooperative Development Authority (CDA) for cooperatives
- Valid and current Mayor's permit/municipal license
- Statement of ongoing government and private contracts for the past 10 years, using GPPB Standard Form No. SF-Good 13a (*Copy of Contracts or Notice of Award to be attached*)
- Statement of Single Largest Completed government and private contracts for the past 10 years, using GPPB Standard Forms (*Copy of Contracts or Notice of Award to be attached*)
- Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project
- Valid and Current Contractor's Registration Certificate issued by Department of Public Works and Highways (DPWH)
- NFCC, computation must be at least equal to the ABC.
- Tax clearance per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR.

Class "B" DOCUMENTS

- Valid joint venture agreement, if applicable

b. TECHNICAL DOCUMENTS

- Bid Security (Bid Securing Declaration or Manager's check)
- Project Requirements : which shall include the following
 - Organizational chart for the contract to be bid
 - List of contractor's personnel
 - List of contractor's equipment units
- Omnibus Sworn Statement (Notarized)

NOTE: All documents shall be current and updated and any missing document in the above-mentioned checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed/initialed by the owner or by his authorized representative. Prospective bidders should submit one (1) original copy/certified true copy and two (2) copies of the eligibility and technical documents. Please follow the arrangement in the above-mentioned checklist when placed in the Envelopes for Technical Component.

**Checklist of Financial Envelope Requirements for Bidders
(For Goods and General Support Services)**

- Financial Bid (using Bid Form)

NOTE: All documents shall be current and updated and any missing document in the above-mentioned checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed/initialed by the owner or by his authorized representative. Prospective bidders should submit one (1) original copy/certified true copy and two (2) copies of the financial documents.

Please follow the arrangement in the above-mentioned checklist when placed in the Envelopes for Financial Component.