

Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope shall Contain the following:

Legal Documents

- Registration certificate from SEC, for partnership and corp.; Department of Trade and Industry (DTI) for sole proprietorship and CDA for cooperatives
- Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located,
- Tax clearance which contains the bidder Tax Identification number and tax clearance per E.O 398, s. 2005 as finally approved by the BIR
- Phil-GEPS registration and membership
- Omnibus Sworn Statement executed by the bidder, or its duly authorized representative containing the following:
 - (a) The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney.
 - (b) It is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corp. or LGUs, including foreign government, foreign or international financing institution whose black-listing rules have been recognized by the GPPB
 - (c) That each document submitted is authentic and original copy or a true and faithful reproduction of the original and that all statement and information provided therein are true and correct.
 - (d) It is authorizing the HOPE or his duly authorized representative/s to verify all the documents submitted
 - (e) That He or She or any officer of their corporation is not relatee to the Head of the Procuring Entity by Consanguinity or affinity upto the third civil degree.
 - (f) It complies with the existing labor laws and standards
 - (g) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs.
 - (h) It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Technical Documents

- Statement of the prospective bidder's ongoing government and private projects including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid and whose value, must be at least fifty percent (50%) of the ABC..
- Bid Security - stipulated in the Invitation to Bid (ITB)
- Inventory of owned service vehicles (model and type) available for rental
- 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.
- Bidder's computation of Net Financial Contracting Capacity (NFCC) However in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation
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Financial Documents

- Bid Form duly accomplished and signed


LUCIUS P. SUCGANG
Engineer IV
Chairman - Bids and Awards Committee