



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**

**BIDS AND AWARDS COMMITTEE**

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Tel. No.: 0917-6240170

**Annex B: CHECKLIST FOR ELIGIBILITY AND TECHNICAL AND FINANCIAL COMPONENTS**

Name of Bidder : \_\_\_\_\_  
 Address of Bidder : \_\_\_\_\_  
 Name of Project : **NEGOTIATED PROCUREMENT FOR CONSTRUCTION OF BAMBOO NURSERY IN RIZAL CAMPUS**  
 Approved Budget for the Contract : **PHP 1,487,911.15**

ITEM NO.	REQUIREMENTS	PASSED	FAILED												
<b>Technical Component Envelope</b>															
<b>Class "A" Documents</b>															
<b>LEGAL DOCUMENTS</b>															
<b>A</b>	<input type="checkbox"/> Valid <b>PhilGEPS Registration Certificate (Platinum Membership)</b> (all Pages); <b>and</b> <input type="checkbox"/> <b>Registration certificate</b> 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; <b>and</b> <input type="checkbox"/> <b>Mayor's or Business permit</b> 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; <b>and</b> <input type="checkbox"/> <b>Tax clearance per E.O. No. 398, s. 2005</b> , as finally reviewed and approved by the Bureau of Internal Revenue (BIR).														
<b>TECHNICAL DOCUMENTS</b>															
<b>B</b>	1) <b>Statement of the prospective Bidder of all its Ongoing Government and Private Contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid; <b>and</b>														
<b>C</b>	2) <b>Statement identifying the Bidder's Single Largest Completed Contract (SLCC)</b> similar to the Contract to be bid, except under conditions provided under the rules.  This statement shall be supported with: i. <input type="checkbox"/> Notice of Award and/or Notice to Proceed; and ii. <input type="checkbox"/> Project Owner's <b>Certificate of Final Acceptance</b> issued by the Owner other than the Contractor, or the Contractors Performance Evaluation Summary (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted.														
<b>D</b>	<input type="checkbox"/> <b>Philippine Contractors Accreditation Board (PCAB) License</b> ; <b>or</b> <input type="checkbox"/> Special PCAB License in case of Joint Ventures; <b>and</b> <input type="checkbox"/> registration for the type and cost of the Contract to be bid; <b>and</b>														
<b>E</b>	<b>BID SECURITY</b> in <b>ANY</b> of the following form: <input type="checkbox"/> Original Copy of <b>Surety Bond</b> , accompanied by a <b>Certification from an authorized Insurance Commission</b> that the surety or insurance company is authorized to issue surety bond; <b>or</b> <input type="checkbox"/> Original Copy of Notarized <b>Bid Securing Declaration</b> ; <b>And</b>														
<b>F</b>	Duly signed <b>PROJECT REQUIREMENTS</b> , which shall include the following: 1) Organizational chart for the Contract to be bid;														
<b>G</b>	2) <input type="checkbox"/> List of Contractor's Key Personnel to be assigned to the Contract to be bid, with their complete qualification and experience data, as follows: <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>List of Key Personnel</th> <th>No. of Personnel</th> <th>General Experience</th> <th>Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Project/Site Engineer (Civil Engineer/ Architect)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> </tbody> </table>	List of Key Personnel	No. of Personnel	General Experience	Relevant Experience	Project Manager	1	3 years	3 years	Project/Site Engineer (Civil Engineer/ Architect)	1	3 years	3 years		
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	<table border="1"> <tr> <td>Construction Foreman</td> <td>1</td> <td>3 years</td> <td>3 years</td> </tr> <tr> <td>Skilled Laborers (mason-1, welder-1, carpenter-1)</td> <td>3</td> <td>3 years</td> <td>3 years</td> </tr> <tr> <td>Heavy Equipment Operator</td> <td>1</td> <td>3 years</td> <td>3 years</td> </tr> <tr> <td>Safety Officer</td> <td>1</td> <td>3 years</td> <td>3 years</td> </tr> <tr> <td>First Aider</td> <td>1</td> <td>1 year</td> <td>1 year</td> </tr> </table> <p>[ ] Key Personnel's Bio-data;          [ ] Key Personnel's Certificate of Employment;</p>	Construction Foreman	1	3 years	3 years	Skilled Laborers (mason-1, welder-1, carpenter-1)	3	3 years	3 years	Heavy Equipment Operator	1	3 years	3 years	Safety Officer	1	3 years	3 years	First Aider	1	1 year	1 year														
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<b>I</b>	<b>4)</b> Project Evaluation and Review Technique (PERT) - Critical Path Method (CPM) signed by Contractor's Project Engineer																																		
<b>J</b>	<b>5)</b> Construction Methods in narrative form;																																		
<b>K</b>	<b>6)</b> Construction Manpower Utilization Schedule;																																		
<b>L</b>	<b>7)</b> Construction Equipment utilization schedule;																																		
<b>M</b>	<b>8)</b> Statement of Availability of Key Personnel and Equipment;																																		
<b>N</b>	<p><b>9)</b> 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 (SF-INFR-49);</p> <table border="1"> <thead> <tr> <th>List of Equipment</th> <th>No. of Units/Capacity</th> </tr> </thead> <tbody> <tr> <td>Minor tools (10% of labor)</td> <td>As needed</td> </tr> <tr> <td>Power Tools</td> <td>As needed</td> </tr> <tr> <td>Personal Protective Equipment (PPE)</td> <td>As needed</td> </tr> <tr> <td>Backhoe (0.8 cu.m)</td> <td>1</td> </tr> <tr> <td>Plate Compactor (5hp)</td> <td>1</td> </tr> <tr> <td>Portable concrete vibrator</td> <td>1</td> </tr> <tr> <td>1 Bagger Concrete Mixer</td> <td>1</td> </tr> <tr> <td>Welding machine</td> <td>1</td> </tr> <tr> <td>Fusing Machine</td> <td>1</td> </tr> <tr> <td>Set of plumbing tools</td> <td>1</td> </tr> <tr> <td>Speed cutter</td> <td>1</td> </tr> <tr> <td>Disk grinder</td> <td>1</td> </tr> <tr> <td>Bar bender</td> <td>1</td> </tr> <tr> <td>Bar Cutter</td> <td>1</td> </tr> <tr> <td>H-frame/GI pipe scaffolds</td> <td>10</td> </tr> </tbody> </table>	List of Equipment	No. of Units/Capacity	Minor tools (10% of labor)	As needed	Power Tools	As needed	Personal Protective Equipment (PPE)	As needed	Backhoe (0.8 cu.m)	1	Plate Compactor (5hp)	1	Portable concrete vibrator	1	1 Bagger Concrete Mixer	1	Welding machine	1	Fusing Machine	1	Set of plumbing tools	1	Speed cutter	1	Disk grinder	1	Bar bender	1	Bar Cutter	1	H-frame/GI pipe scaffolds	10		
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<b>O</b>	<b>10)</b> Contractor's Letter-Certificate to Kalinga State University;																																		
<b>P</b>	<b>11)</b> Affidavit of Site Inspection (SF-INFR-51).																																		
<b>Q</b>	<p>[ ] Original duly signed <b>revised Omnibus Sworn Statement</b>, with the following supporting documents, that</p> <p><b>1)</b> Signatory is proprietor/duly authorized representative of bidder.</p> <p><b>2)</b> Full power and authority to perform acts or represent bidder.</p> <p><b>3)</b> Not "blacklisted" or barred from bidding</p> <p><b>4)</b> Each document is authentic copy of original, complete, and correct.</p> <p><b>5)</b> Authorizing Head of Procuring Entity to verify all documents submitted.</p> <p><b>6)</b> Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.</p> <p><b>7)</b> Complies with existing labor laws and standards.</p> <p><b>8)</b> Aware of and undertaken responsibilities as a bidder.</p> <p><b>9)</b> Did not give any commission, amount, fee, or consideration.</p> <p><b>10)</b> Failure to perform or deliver any of the obligations and undertakings in the Contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.</p>																																		



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	<b>and</b>		
	[ ] Integrity Pledge of KSU Service Provider with the attached photocopied ID of AMO with three (3) specimen signature; <b>and</b>		
	[ ] <b>Authority of the signatory</b> as 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).  <i>Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company submitted to PCAB.</i>		
<b>FINANCIAL DOCUMENTS</b>			
<b>R</b>	The prospective bidder's <b>Audited Financial Statements</b> , 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; <b>and</b>		
<b>S</b>	The prospective <b>bidder's computation of Net Financial Contracting Capacity (NFCC)</b> of which the <i>K factor shall be fixed at 15, regardless of contract duration, and the values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</i> <b>NFCC = Php</b> _____		
<b>Class "B" Documents</b>			
<b>T</b>	[ ] 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; <b>or</b>  [ ] 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.		

**Note:**

- Any missing, incomplete, or patently insufficient document in the checklist mentioned above is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.

CHECKED BY:

BAC MEMBER/TWG's

Name and Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS:

[ ] **Eligible/ Passed**

[ ] **Non-Eligible/ Failed**



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## Checklist for Financial Proposal

Name of Bidder : \_\_\_\_\_  
 Address of Bidder : \_\_\_\_\_  
 Name of Project : **NEGOTIATED PROCUREMENT FOR CONSTRUCTION OF BAMBOO NURSERY IN RIZAL CAMPUS**  
 Approved Budget for the Contract : **PHP 1,487,911.15**

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
<b>FINANCIAL COMPONENT (SECOND ENVELOPE)</b>			
A	Original of duly signed and accomplished <b>revised Financial Bid Form; <i>and</i></b>		
B	Original of duly signed <b>Bid Prices in the Bill of Quantities; <i>and</i></b>		
C	Duly accomplished <b>Detailed Estimates Form</b> , including a <b>summary sheet</b> indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; <b><i>and</i></b> <i>(The Direct Cost shall show the itemized computation of materials, labor, equipment rental, fuel, and oil. The Indirect Cost, such as overhead/ contingencies/ miscellaneous, profit, and applicable taxes as required by law, shall also be shown in coming up with the bid. It shall show a detailed breakdown of LUMPSUM Cost.)</i>		
D	<b>Cash Flow by Quarter</b>		
E	<b>Price List</b> indicating the unit prices of construction materials, labor rates, and equipment rentals. <i>(Sample Form is attached in the Bidding Documents)</i>		

**Note:**

- Any missing, incomplete, or patently insufficient document in the checklist mentioned above is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.
- Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

CHECKED BY:

BAC MEMBER/ TWG's

Name and Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS:

**Complying**

**Non-Complying**