



**Annex "A": Checklist for Eligibility, Technical and Financial Components**

**Checklist for Eligibility and Technical Components**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	PASSED	FAILED																											
	<b>ELIGIBILITY AND TECHNICAL DOCUMENTS</b>																													
	<b>1. Eligibility Documents -- <u>Class "A" Documents:</u></b>																													
	<b>Legal Documents</b>																													
<b>A</b>	a. <input type="checkbox"/> Updated PhilGEPS Platinum Certificate of Registration with Annex A, <b>and/or</b>																													
	b. <input type="checkbox"/> Class "A" Eligibility Documents pursuant to GPPB Resolution No. 26-2017, such as: <input type="checkbox"/> Registration Certificate (SEC, DTI or CDA),																													
	<input type="checkbox"/> CY 2017 Mayor's/ Business Permit or its equivalent document for EEZ areas,																													
	<input type="checkbox"/> Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR																													
	<input type="checkbox"/> Tax payer's Identification number or VAT registration for the type & cost of contract to be bid <b>/// TIN</b> _____																													
	<b>Technical Documents</b>																													
<b>B</b>	a. <input type="checkbox"/> Statement of the prospective Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, within <b>THREE (3)</b> years from bid submission, if any, whether similar or not similar in nature and complexity to the contract to be bid.																													
	b. <input type="checkbox"/> Statement identifying the bidder's Single Largest Completed Contracts (SLCC) similar to the contract to be bid.  The two statements (a & b) required shall indicate <b>for each contract</b> the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">For Project Lot 1</th> <th style="width: 50%;">For Project Lot 2</th> </tr> </thead> <tbody> <tr> <td>1. name of the contract;</td> <td>1. name of the contract;</td> </tr> <tr> <td>2. date of the contract;</td> <td>2. date of the contract;</td> </tr> <tr> <td>3. contract duration;</td> <td>3. contract duration;</td> </tr> <tr> <td>4. owner's name and address;</td> <td>4. owner's name and address;</td> </tr> <tr> <td>5. kinds of Goods;</td> <td>5. nature of work;</td> </tr> <tr> <td>6. For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts;</td> <td>6. contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;</td> </tr> <tr> <td>7. For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index;</td> <td>7. total contract value at award;</td> </tr> <tr> <td>8. date of delivery; and end user's Certificate of Final Acceptance/Completion or Purchase Order or Official Receipt(s) or Sales Invoice issued for the contract if completed.</td> <td>8. date of completion or estimated completion time;</td> </tr> <tr> <td></td> <td>9. total contract value at completion, if applicable;</td> </tr> <tr> <td></td> <td>10. percentages of planned and actual accomplishments, if applicable;</td> </tr> <tr> <td></td> <td>11. value of outstanding works, if applicable;</td> </tr> <tr> <td></td> <td>The SLCC shall be supported by the Notices of Award and/or Notices to Proceed, Project Owner's Certificate of Final Acceptance 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.</td> </tr> <tr> <td></td> <td>SLCC shall be refer to "<b>Concrete related works</b>"</td> </tr> </tbody> </table>	For Project Lot 1	For Project Lot 2	1. name of the contract;	1. name of the contract;	2. date of the contract;	2. date of the contract;	3. contract duration;	3. contract duration;	4. owner's name and address;	4. owner's name and address;	5. kinds of Goods;	5. nature of work;	6. For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts;	6. contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;	7. For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index;	7. total contract value at award;	8. date of delivery; and end user's Certificate of Final Acceptance/Completion or Purchase Order or Official Receipt(s) or Sales Invoice issued for the contract if completed.	8. date of completion or estimated completion time;		9. total contract value at completion, if applicable;		10. percentages of planned and actual accomplishments, if applicable;		11. value of outstanding works, if applicable;		The SLCC shall be supported by the Notices of Award and/or Notices to Proceed, Project Owner's Certificate of Final Acceptance 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.		SLCC shall be refer to " <b>Concrete related works</b> "	
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<b>D</b>	<b>For Project Lot 2 only:</b> A valid Philippine Contractors Accreditation Board (PCAB) license and registration for <b>Size Range – Small B, License Category C &amp; D</b> , and should be valid at the time of the deadline for the submission and opening of bids.																													
	<b>Financial Documents</b>																													
<b>E</b>	Y2016 Audited Financial Statements (AFS), stamped "received" by BIR or its duly accredited and authorized institutions.																													
<b>F</b>	<input type="checkbox"/> <b>NFCC computation</b> of which the <i>K factor shall be fixed at 15</i> , 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. <b>NFCC = Php</b> _____ <b>;</b> <b>or</b> <input type="checkbox"/> <b>for Project Lot 1: Committed Line of Credit (CLC)</b> from a universal or commercial bank, <b>at least Php154,995.62</b> (10% of the ABC).																													



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga  
 Website: <http://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Contact No.: 0917-774-4185

ITEM NO.	REQUIREMENTS	PASSED	FAILED
	<b><u>Class "B" Documents:</u></b>		
<b>G</b>	Valid JVA in case the joint venture is already in existence		
	<b>2. Technical Documents --</b>		
<b>H</b>	<b><u>for Project Lot 1:</u></b> Duly conformed Delivery Schedule (Schedule of Requirements) (attached as Annex "B").		
<b>I</b>	<b><u>for Project Lot 1:</u></b> Duly conformed Technical Specifications based on Terms of Reference (attached as Annex "C").		
<b>J</b>	<b><u>for Project Lot 2:</u></b> Duly signed PROJECT REQUIREMENTS, which shall include the following: <ol style="list-style-type: none"> <li>1) Organizational chart for the contract to be bid (<u>SF-INFR-44</u>);</li> <li>2) <input type="checkbox"/> List of Construction personnel (viz., Project Manager, Project Engineers, Materials Engineers, Safety Officers &amp; Foremen, etc.) to be assigned to the contract to be bid, with their complete qualification &amp; experience data (<u>SF-INFR-48</u>);  <input type="checkbox"/> Key Personnel's Bio-data (<u>SF-INFR-47</u>);  <input type="checkbox"/> Key Personnel's Certificate of Employment (<u>SF-INFR-46</u>);</li> <li>3) Construction Manpower utilization schedule (<u>SF-INFR-42</u>);</li> <li>4) Construction Program Evaluation and Review/Critical Path Method (PERT/CPM) or other tools of project scheduling.</li> <li>5) Construction Cash Flow Chart and Payment Schedule.</li> <li>6) Statement of Availability of Key Personnel and Equipment (<u>SF-INFR-18</u>);</li> <li>7) 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 (<u>SF-INFR-49</u>);</li> <li>8) Duly Notarized Certificate of Construction Safety and Health Program.</li> </ol>		
<b>K</b>	Duly signed statement of the prospective bidder ( <b>OMNIBUS SWORN STATEMENT</b> ), that <ol style="list-style-type: none"> <li>a) Signatory is proprietor/duly authorized representative of bidder.</li> <li>b) Full power and authority to perform acts or represent bidder.</li> <li>c) Not "blacklisted" or barred from bidding</li> <li>d) Each document is authentic copy of original, complete, and correct.</li> <li>e) Authorizing Head of Procuring Entity to verify all documents submitted.</li> <li>f) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.</li> <li>g) Complies with existing labor laws and standards.</li> <li>h) Aware of and undertaken responsibilities as a bidder.</li> <li>i) Did not give any commission, amount, fee, or consideration.</li> </ol>		
<b>L</b>	Authority of the signatory based on 6.2(h) on the ITB, which read as follows:  <i>"Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture"</i>  <b>Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company.</b>		

**Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.**

CHECKED BY:

BAC MEMBER's Name and Signature: \_\_\_\_\_

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

REMARKS:  Eligible  
 Non-Eligible



### Checklist for Financial Component

COMPANY: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	<b>3. Financial Documents --</b>		
<b>A</b>	<b>For Project Lot 1:</b> Duly signed Financial Bid Form, which includes bid prices and the applicable Price Schedules.  <b>For Project Lot 2:</b> Duly signed Financial Bid ( <b>lump sum bid prices</b> )		
<b>B</b>	<b>For Project Lot 1:</b> Recurring and maintenance costs, <i>if applicable</i>  <b>For Project Lot 2:</b> Duly signed Bid Prices and the Bill of Quantities ( <u>SF-INFR-55</u> ).		
<b>C</b>	<b>For Project Lot 2:</b> Duly signed SUMMARY OF ESTIMATES supported by signed <b>detailed estimates</b> with corresponding prices.		

**Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.**

CHECKED BY: \_\_\_\_\_

BAC MEMBER's Name and Signature: \_\_\_\_\_

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

REMARKS:

- Complying**  
 **Non-Complying**