



**UNIVERSITY OF THE PHILIPPINES MANILA**  
**The Health Sciences Center**  
**4<sup>th</sup> Floor UP Manila Dormitory, Procurement Office**

**CHECKLIST OF DOCUMENTS**

***Project Title: Structural Assessment, Investigation and Retrofitting Designs for the Existing Building of Philippine General Hospital, University of the Philippines Manila***

***Approved Budget for the Contract: PhP5,355,731.98***

DETAILS/DESCRIPTION OF BID DOCUMENTS
<b><i>ENVELOPE NO. 1 (Eligibility Requirements)</i></b>
<b><i>Legal Documents</i></b>
1. Valid PhilGEPS Registration Certification (Platinum Membership) (all pages).
2. 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.
3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent documents for Exclusive Economic Zones or Area.
4. Tax Clearance per E.O No. 398, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
<b><i>Technical Documents</i></b>
1. Statement of the prospective consultant of all its ongoing and completed 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, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PDSs prescribed by the GPPB.
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.
<b><i>Financial Documents</i></b>
1. 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 (2018-2019)