BIDS AND AWARDS COMMITTEE II
University of the Philippines, Manila
Padre Faura St. cor. Ma. Orosa St., Ermita, Manila

CHECKLIST OF BID DOCUMENTS

DETAILS/DESCRIPTION OF BID DOCUMENTS
ENVELOPE NO. 1 ***(Eligibility Requirements)***
Legal Documents
1 PhilGEPS Platinum Membership
2. DTI Business Name Registration or SEC Registration with Articles Incorporation or Cooperative Development Authority (CDA) (whichever is applicable)
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located
4. Current Tax Clearance
5. 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. (2017-2018)
6. PCAB License
Technical Documents
1. Statement of all ongoing government and private construction contracts, whether similar or not similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners.
2. Statement of all completed government and private contracts within five (5) years from the submission of bids, similar in the nature and complexity to the contract to be bid. The statement shall be supported by the Constructor's Performance Evaluation System (CEPS) rating sheets, and/or certificates of completion and owner's acceptance, if applicable. 3. Statement of Single Largest Completed Contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National statistics Office (NSO) consumer price indices must be at least fifty percent (50%) of the approved budget for the contract. Proof of completion of the single largest contract as identified in the statement of single largest contract, which shall be a copy of any variable document(s) such as but not limited to the following. (Contract/s, Corresponding Sales Invoice, Official Receipt/Cash Receipt; and Certificate of Satisfactory Completion.)
Financial Documents
1. Computation of Net Financial Contracting Capacity (NFCC)

ENVELOPE NO. 1b ***(Technical Proposal)***
1. Bid Security [Bid Securing Declaration form (Original and Notarized) or Certified Photocopy of proof of payment of Bid Security]
2. Authority of the signatory in the form of an affidavit of the owner (for single proprietorship) or Secretary's Certificate/Board Resolution (Original and Notarized)
3. Project Requirements:
3.1 Construction Schedule and S-Curve
3.2 Manpower Schedule
3.3 Construction methods
3.4 Organizational Chart for the contract to be bid
3.5 List of contractor's key personnel with their complete qualifications and experience data
3.6 List of contractor's equipment units supported by certification of availability of equipment from the lessor/vendor for the duration of the project
3.7 Equipment utilization schedule
3.8 Construction safety and health program
3.9 Certificate of Site Inspection or Affidavit of Site Inspection (Original and Notarized); which ever is applicable.
4.0 Omnibus Sworn Statement (Original and Notarized) Please use new format which is attached in the purchased bidding documents
4. Notarized UP Questionnaire
ENVELOPE NO. 2 ***(Financial Proposal)***
1. Bid Price in Bid Form
2. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid
3. Cash flow and payment schedule