



BIDS AND AWARDS COMMITTEE II

University of the Philippines, Manila

Padre Faura St. cor. Ma. Orosa St., Ermita, Manila

CHECKLIST OF BID DOCUMENTS

**Project Name: Supply and Installation of Airconditioning Units, Joaquin Gonzales Hall,
University of the Philippines Manila.**

ABC: (Php4,830,816.04)

DETAILS/DESCRIPTION OF BID DOCUMENTS
ENVELOPE NO. 1 (Eligibility Requirements)
Legal Documents
1. Valid PhilGEPS Registration Certificate (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 bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Technical Documents
1. Statement of the prospective bidder of all its ongoing 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;
2. Statement of the bidder's Single Largest Completed Contract (SLCC) within five (5) years from the submission of bids that is similar to the contract to be bid, except under conditions provided under the rules and whose value, adjusted to current prices using the Philippine Statistic Authority (PSA) consumer price indices must be at least fifty percent (50%) of the approved budget for the contract.
3. Philippine Contractors Accreditation Board (PCAB) license category: General Engineering with specialty works (Mechanical and Electrical) or General Engineering with proof of similar completed projects (Mechanical Works).
4. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration;
5. Project Requirements, which shall include the following:
5.1. Construction Schedule and S-Curve.
5.2. Manpower Schedule
5.3. Construction methods
5.4. Organizational chart for the contract to be bid;
5.5. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
5.6. 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, as the case may be;
5.7. Equipment utilization schedule
5.8. Construction safety and health program
5.9. Certificate of Site Inspection or Affidavit of Site Inspection (Original and Notarized); whichever is applicable.
5.10. Notarized UP Questionnaire.
6. Original duly signed Omnibus Sworn Statement (OSS); and if 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. Latest format of OSS should be used/submitted.
Financial Documents
1. The prospective bidder's 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)

2. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
3. 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; or 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.

ENVELOPE NO. 2 <i>(Financial Proposal)</i>
1. Original of duly signed and accomplished Financial Bid Form;
2. Original of duly signed Bid Prices in the Bill of Quantities;
3. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;
4. Cash Flow by Quarter