

ANNEX 4 CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS

PROJECT : DESIGN AND BUILD OF THE NATIONAL INSTITUTES OF HEALTH BUILDING

LOCATION : UP Manila, 625 Pedro Gil, Ermita, Manila

OWNER : UNIVERSITY OF THE PHILIPPINES MANILA

A. ENVELOPE NO. 1: LEGAL/ELIGIBILITY AND TECHNICAL DOCUMENTS

	ELIGIBILITY DOCUMENTS	Name Of Contractor
1	Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.	
2	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.	
3	Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project. PCAB License Category AAA required.	
4	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly authorized and accredited institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	
5	NFCC computation or a Commitment from a Universal or Commercial Bank to extend a credit line in its favour if awarded the contract for this project (CLC), which must be at least equal to ten percent (10%) of the ABC.	
6	If applicable, valid Joint Venture Agreement (JVA) or, in lieu thereof, 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.	
7	Affidavit of Site Inspection (see Project Manual Volume 1 <u>Section 00250</u>) or as issued by the UP Manila CPDMO	
8	UP Manila Questionnaire	
9	<u>Form 1</u> : Letter of Application/ Letter of Intent (Annex 1) a. Name, address and signature of proponent b. Name, title/position and signature of authorized representative	
10	<u>Form 2</u> : Information on Bidding Form (Annex 2) a. Name, business address, contact person(s), email address and telephone/fax numbers of the firm b. Year established, country, type c. Firm's net worth as of December 31, 2012, or as of the end of the company's last fiscal year d. Narrative description of the firm	

Read and accepted as part of the Contract:

Bidder/Contractor

	<p>e. Append: Information on the key officials of the firm (i.e. President, Vice-President, CEO, Members of the Board of Directors)</p> <p>f. Append: Copies of Business Papers – BIR-issued Tax Clearance</p>	
11	<p>Form 3: Relevant Experience (Annex 3) Statement of all on-going and completed (within 5 years from the submission of bids) government and private contracts, whether similar or not similar in nature or complexity to the contract to be bid, including contracts awarded but not yet started, if any.</p> <ul style="list-style-type: none"> - The statement shall be supported by the notices of award and/or notices to proceed issued by the owners. - The statement shall be supported by the Constructors Performance Evaluation System (CPES) rating sheets, and/or certificates of completion and owner's acceptance, if applicable. - The prospective bidder should have successfully undertaken and completed design and construction projects/contracts costing at least 50% of the ABC within the past five (5) years. - The statement shall include, for each contract, the following: <ul style="list-style-type: none"> a. Name and location of the contract; b. Date of the contract; c. Contract duration; d. Owner's name and address; e. Nature of work; f. Project size (area in sq.m.) and number of stories; g. Contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation; h. Total contract value at award; i. Date of completion or estimated completion time; j. Total contract value at completion, if applicable; k. Percentages of planned and actual accomplishments, if applicable; l. Value of outstanding works, if applicable; 	

	MAIN TECHNICAL DOCUMENTS	Name of Contractor
1	Bid Security (Cash, Manager's Check or Cashier's Check issued by a reputable commercial or universal bank OR bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, accompanied by a confirmation from a Universal or Commercial Bank)	
2	Duly signed Contract Organizational Chart for the contract to be bid (One for Design and one for Construction).	
3	Duly signed List of Contractor's Key Personnel: For Design (viz, Architects and/or Interior Designers, All Design Engineers and Associates); For Construction (viz, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data.	
4	Duly signed List of Contractor's Equipment Pledged to the Contract (owned, leased or under purchase agreement) supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project.	
5	Sworn Statement by a prospective Bidder or its duly authorized representatives in the form prescribed by the GPPB (see Project Manual Volume 1 Section 00420. Omnibus Sworn Statement) in accordance with Section 25.2(b)(iv) of the IRR of RA 9184.	

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6	Design Proposal Requirements:	
i	<p>Project Brief, comprehensively describing the architecture and engineering concepts of the proposed facility, including the following:</p> <ul style="list-style-type: none"> a. Sustainable building and development concepts as recommended in the rating system of the US Green Building Council for Leadership in Environmental Excellence (Bidders will not be evaluated based on the US LEED requirement rating system); b. Safe building and resilient design concepts in response to climate change; c. Energy savings concepts through day lighting, electric lighting, and monitoring of power consumption; d. Ventilation and thermal comfort concepts; e. Occupational hazards and environmental health concepts; f. Site development and building design & technology concepts that can accommodate changes in staff organization and composition; g. Laboratory engineering concepts: <ul style="list-style-type: none"> - Separate ventilation systems for non-laboratory areas, BSL-2 laboratories and BSL-3 laboratory areas as recommended by the BMBL 5th edition - Separate plumbing systems for animal care and containment areas - Addressing increased risks in laboratories when staff are working in BSL-3, ABSL-2 and ABSL-3 environments h. Strategies to protect the existing historical Dita tree; i. Other applicable concepts. 	
ii	<p>Design Developed Architectural Plans:</p> <ul style="list-style-type: none"> a. Complete Architectural Floor Plans b. Four (4) Elevations (indicate facade finishes) c. Two (2) Sections (add as deemed necessary) d. Historical and cultural context of building 	
iii	<p>Design Developed Structural Plans:</p> <ul style="list-style-type: none"> a. Over all structural concept of building b. Foundation system c. Floor framing plans d. Seismic design concepts e. Anti-vibration system to separate the LRT vibration and electro-mechanical machine vibration from laboratory works 	
iv	Site Development Plan and Landscape Architectural Plans showing landscape elements and details	
v	Architectural Interiors Occupancy Plans and Details	
vi	<p>Typical Laboratory Module Plan and Details:</p> <ul style="list-style-type: none"> a. Plans showing complete details of the laboratory module b. Material Specifications 	
vii	Auditorium Section showing construction of rake	
viii	<p>Design Developed Engineering Utility Plans:</p> <ul style="list-style-type: none"> a. Plans identifying the Utility Tapping Points <ul style="list-style-type: none"> - Power, Sewer, Water, Drainage, Telecommunications, Internet with Wi-Fi, Campus ISP, Cable TV/MATV/CCTV, etc. b. Schematic diagrams of all utility systems <ul style="list-style-type: none"> - Ventilation and Air Conditioning - Electrical Power Distribution and Control Circuits - Lighting - Water Supply and Sewerage 	

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	<ul style="list-style-type: none"> - Fire Protection c. Schematic diagrams for flooding and water penetration in building envelope <ul style="list-style-type: none"> - Flood mitigation at areas below base flood elevation - Basement floor/wall water penetration - Building cladding water penetration - Roof deck/roof water penetration - Other areas 	
ix	Phasing Plan describing or showing areas of termination	
x	<p>Rendered Exterior and Interior Perspectives:</p> <ul style="list-style-type: none"> a. Exterior perspectives <ul style="list-style-type: none"> - Aerial view - Man's view - Other views b. Interior perspectives <ul style="list-style-type: none"> - Main lobby - Typical Animal Laboratories/Laboratories - Auditorium - Typical Executive/Institute Director's Office - Typical Staff Office - Typical Conference Room - Typical Lobby and Corridor - Other views 	
xi	<p>Summary of Materials, Finishes and Equipment</p> <ul style="list-style-type: none"> a. Summary of Specifications Sections 1-16 b. Materials Supplier/Manufacturer Listing (indicate brand names), especially of the following items: <ul style="list-style-type: none"> - Exterior glazing - Building cladding - Laboratory counter - Air conditioning system - Generator set - Pumps c. Subcontractor Listing for the following Works: <ul style="list-style-type: none"> - Laboratory Fixtures and Fit-Outs - Plumbing Works - Electrical Works - Mechanical Works - Fire Protection 	
xii	Schedule of Design and Construction Works in PERT/CPM	
xiii	Summary Code Review for Architecture, Engineering and Fire Codes	
xiv	<p>CD/DVD containing</p> <ul style="list-style-type: none"> a. PDF copy of all Design Proposal Requirements b. All files and materials used during Oral Presentation 	

B. ENVELOPE NO. 2: FINANCIAL PROPOSAL

	FINANCIAL DOCUMENTS	Name of Contractor
1	Duly signed Financial Bid Form in accordance with the form prescribed in <u>Section 00400. Bid Proposal Form.</u>	
2	Duly accomplished Bill of Quantities	

Read and accepted as part of the Contract:

Bidder/Contractor

3	Detailed Estimates showing the derivation of unit prices used in the Bill of Quantities.	
4	Summary sheet indicating the unit costs of construction materials, labor rates and equipment rentals.	

IMPORTANT INSTRUCTIONS TO THE BIDDERS/SUPPLIERS UPON SUBMISSION OF BID DOCUMENTS

- The prospective bidders shall submit their bids through their duly authorized representative/s using the prescribed forms specified in the bidding documents in two (2) separate sealed bid envelopes (three (3) copies of Legal/Eligibility and Technical Documents and three (3) copies of Financial Proposal), which shall be submitted simultaneously on or before the bidding date, place and time. ***Late submission of bid documents will not be accepted or marked late by the Secretariat of the UP Manila Special Bids and Awards Committee.***
- The UP Special Bids and Awards Committee will adopt the ***PASS or FAIL Policy*** as stated in the Implementing Rules and Regulations of RA 9184.
- All photocopied documents should be marked "certified photocopy/certified true copy of the original/certified Xerox copy" with corresponding signature of authorized representative or official of the suppliers/prospective bidders.
- In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/suppliers, we encourage all prospective bidder/s to put tabs in all documents to be submitted with the same number as indicated in the Legal/Eligibility, Technical and Financial Documents.
- The payee for the Cashier's Check or Manager's Checks, or Irrevocable Letter of Credit is **University of the Philippines Manila;**
- **The UP Manila Special Bids and Awards Committee reserves the right to accept or reject any bid and to annul the bidding process and reject bids any time prior to contract award, without thereby incurring any liabilities to the affected bidders and to waive any required formalities therein and to award the contract to the bidder whose proposal is evaluated is most disadvantageous to the University.**

END OF ANNEX 4

Read and accepted as part of the Contract:

Bidder/Contractor