



Republic of the Philippines
Cotabato City State Polytechnic College
Bids and Awards Committee
 Cotabato City

Eligibility, Technical and Financial Component Requirement For Infrastructure Projects

ENVELOPE 1 (Eligibility and Technical Component)

Tab	Documents
A	Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project;
B	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;
C	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
D	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
E	Statement of all ongoing and completed Government & Private Construction Contracts including contracts awarded but not yet started, whether similar or not. Supported with the following: <ol style="list-style-type: none"> 1. Notice of Award and/or Contract; 2. Notice to Proceed issued by the Owner; 3. Statement of Time Elapsed duly signed by the Owner or Project Engineer of the owner; 4. Certificate of Completion/Acceptance (completed projects)
F	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within three (3) years.
G	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
H	NFCC computation or Credit Line Certificate;
I	Valid Joint Venture Agreement (JVA) (IF NECESSARY) 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 shall be included in the bid;
J	PhilGEPS Platinum Registration Certificate;
K	Bid Security in the form of Bid Securing Declaration or any of the following: <ol style="list-style-type: none"> 1. a bank draft/guarantee (2% of ABC) or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or 2. a surety bond (5% of ABC) accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument.
L	Duly signed construction schedule and S-curve with PERT/CPM;
M	Duly Signed Manpower Schedule;
N	Duly Signed Construction Methods in narrative form;
O	Duly Signed List of contractor's personnel (e.g. Project Manager, Project Engineers, Material Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data.
P	Duly Signed Statement of Availability of Equipment and the List of Contractor's Equipment (owned, leased or under purchase agreements). Supported with the following: <ol style="list-style-type: none"> 1. Proof of Ownership (such as O.R/C.R/Deed of absolute sale) for owned equipment;

Tab	Documents
	2. Certificate of availability of equipment from the equipment lessor/vendor for the duration (for leased equipment); and 3. Lease contract agreement as well as the proof of ownership of the lessor (O.R/C.R/Deed of absolute sale - for leased equipment);
Q	Equipment utilization schedule;
R	Construction safety and health program duly signed by the Safety Officer and the Owner of the company;
S	Registration Certificate Issued by DOLE pursuant to Section 14 of Department Order No. 18-A Series of 2011, amending the Rules Implementing Articles 106 to 109 of the Labor Code;
T	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (August 2016)

ENVELOPE 2 (The Financial Component)

Tab	Documents
A	Duly Signed Bid Form
B	Duly Signed Bill of Quantities
C	Duly Signed 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;
D	Duly Signed Cash Flow by Quarter and Payments Schedule

NOTE:

ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE.

ENVELOPE 1 (Eligibility and Technical Requirements) & ENVELOPE 2 (Financial Requirements) MUST contain the following:

- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy**.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy from original**.

*** Bidding documents shall only be sold to bidders upon presentation of representative’s Authorization Letter from the Company.

*** Representatives are also required with Authorization Letter from the company before the formal opening of bids.