REPUBLIC OF THE PHILIPPINES

Department of Science and Technology
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
PAGASA Science Garden, BIR Road, Diliman, Quezon City 1100

PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC)

CHECKLIST OF REQUIREMENTS
(INFRASTRUCTURE PROJECTS)

Title of Project : _____
Reference : **P.R. No.** | **ITB. No.**
ABC : **Php**
Date of Evaluation : _____

Name of Bidder : _____

ENVELOPE NO. 1: ELIGIBILITY AND TECHNICAL COMPONENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

I. ELIGIBILITY REQUIREMENTS

	DESCRIPTION	TAB
	A. CLASS "A" DOCUMENTS	
	PhilGEPS Certificate of Registration and Membership under **Platinum** category.	**A**
	TECHNICAL DOCUMENTS	
☐	Statement of **all ON-GOING government and private contracts** within the period of **five (5) years**, unless otherwise stated in the **BDS,** including contracts awarded but not yet started, if any, **WHETHER SIMILAR OR NOT SIMILAR** in nature and complexity to the contract to be bid. This statement shall be supported by the following documents: ☐ i. Copy of the Contracts **OR,** Purchase Order (PO); **OR**, Notice of Award (NOA); **OR** Notice to Proceed (NTP)	**B**
☐	Statement of all **COMPLETED** government and private contracts which are similar in nature within the period of **five (5) years**, unless otherwise stated in the **BDS.** Only the bidder's **SINGLE LARGEST COMPLETED CONTRACT** that is similar in nature to the project to be bid shall be supported with complete documentary evidence enumerated below: ☐ i. Copy of the Contract **OR** Purchase Order (PO); ☐ ii. Copy of Certificate of Completion **OR** Sales Invoice; and ☐ iii. Copy of Certificate of Acceptance **OR** Official Receipt (OR) / Collection Receipt	**C**
	N.B. The PAGASA-BAC, however, reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post evaluation stage.	
	FINANCIAL DOCUMENTS	
☐	Audited Financial Statements duly stamped **"RECEIVED"** by Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the **Calendar Year 2018**; ***First five (5) pages AND last five (5) pages only***	**D**
☐	Computation of Net Financial Contracting Capacity (NFCC); **OR,** Certificate of Cash Deposit; **OR,** Credit Line Certificate (CLC) issued by a Universal or Commercial Bank in favor of the bidder, if awarded the contract for the project. ***The constant NFCC's K factor is set at 15, regardless of contract duration***.	**E**
	B. CLASS "B" DOCUMENTS	
☐	If Joint Venture, Valid and duly notarized JOINT VENTURE AGREEMENT **(JVA)** in case joint venture is already in existence or duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful.	**F**

II. TECHNICAL REQUIREMENTS

DESCRIPTION			TAB
☐ **Bid Security**			**G**
FORM OF SECURITY	**AMOUNT (Equal to Percentage of the ABC)**		
• Cash or cashier's/manager's check issued by a Universal or Commercial Bank; **OR,** • Bank Draft/Guarantee or an Irrevocable Letter of Credit issued by a Universal or Commercial Ban; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	**2%**		
• Surety bond callable upon demand accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments	**5%**		
• Bid Securing Declaration (GPPB Resolution No. 03-212)			
Project Requirements, which shall include the following documents:			
☐ Organizational chart for the contract to be bid			**H**
☐ Statement of Availability of Key Personnel and Equipment			**I**
☐ List of contractor's qualified personnel to be assigned to the Project (*viz*, Project Manager, Project Engineer, Materials Engineer, Foremen, Construction Safety and Health Personnel, Electrical Engineer and other positions deemed required by the Applicant for the Project), together with the personnel's:			**J**
☐ Curriculum Vitae or Bio-data;			**J-1**
☐ Certificate of Employment;			**J-2**
☐ Contractor's Letter-Certificate to Procuring Entity; and			**J-3**
☐ **Individual PRC License of the (professional) personnel and Applicable Certification of Training or Accreditation** attended by the Contractor's personnel issued by the accrediting government agency.			**J-4**
☐ Manpower Utility Schedule			**K**
☐ List of contractor's equipment units, which are owned, under lease, and/or under purchase agreements, with supporting documents			**L**
☐ Equipment Utilization Schedule			**M**
☐ Construction Schedule and S-Curve			**N**
☐ **Omnibus Sworn Statement,** in accordance with Section 25.2(a)(iv) of the IRR of R.A. 9184 and using the prescribed form.			**O**
☐ **Authority of the Signatory**, *i.e.*, the Secretary's Certificate **or** the Special Power of Attorney (SPA) or Owner's Affidavit, whichever is applicable.			**P**

NOTE: Additional Instructions:

a) **ALL PAGES** of the **ORIGINAL COPY** of the bidder's **Eligibility** and **Technical Components**, whether **original or certified true copy,** shall be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using any color of pen **except BLACK**. **To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.**

b) The notarization of any documentary requirement, if so required, shall comply with the **2004 Rules on Notarial Practice**. **Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity**. In accordance with the Resolution of the Supreme Court, the phrase "competent evidence of identity shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID**.

c) **Use only the prescribed bidding forms** as provided in the bidding documents **without any alterations** to their format and **no substitute form shall be accepted**. Unless otherwise stated in the **BDS**, use of substitute forms shall be a ground for outright rejection of the bidder's document.

d) **ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**

e) **These additional requirements and instructions shall form part of the BDS and Instructions to Bidders.**

REMARKS: [ ] **PASS** [ ] **FAIL** **Checked by:** _____
BAC Member

ENVELOPE NO. 2: FINANCIAL COMPONENT

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

III. FINANCIAL REQUIREMENTS

			DESCRIPTION	TAB
☐			Financial Bid Form;	**A**
☐			Duly Signed Bid Prices in the Bill of Quantities;	**B**
	☐		Scope of Works of the Project;	**B-1**
	☐		Plans, Drawings and Designs;	**B-2**
☐			Duly Signed Detailed Cost Breakdown and Detailed Unit Price Analysis (DUPA)	**C**
☐			Duly Signed Cash Flow by Quarter and Payments Schedules	**D**
☐			Digital Copy of Detailed Scope of Works; Plans, Drawings and Designs; Detailed Cost Breakdown; and, Bill of Quantities, in the form of CD.	**E**

NOTE: Additional Instructions:

a) **ALL PAGES** of the **ORIGINAL COPY** of the bidder's **Financial Proposal** shall likewise be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using any color of pen **except BLACK**. **To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.**

b) Bidders shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

c) Bidders shall include in the **detailed cost breakdown** the rates and prices for all items/components of the Goods and/or Services described in the Bill of Quantities, including cost of all applicable taxes, such as, but not limited to, the Value Added Tax (VAT), income tax, local taxes, and other fiscal levies and duties. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified.

d) Use only the prescribed forms as provided in the bidding documents **without any alterations** to their format and **no substitute form shall be accepted**. Unless otherwise stated in the **BDS**, use of substitute forms shall be a ground for outright rejection of the bidder's document.

e) **ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**

f) **These additional requirements and instructions shall form part of the Instructions to Bidders.**

REMARKS: [ ] **PASS** [ ] **FAIL**

Checked by: _____
BAC Member