



Republic of the Philippines
Department of Health
CARAGA REGIONAL HOSPITAL
Surigao City

PRO – 16
Rev. No. 0
Effectivity: 02/01/18

NAME OF PROJECT	DESIGN AND BUILD OF 5 STOREY MULTI-SPECIALTY BUILDING	ABC: PHP 95,000,000.00
IB NO	2022-01-10 (01)	
NAME OF BIDDER		
BIDDER NO.		
DATE	January 10, 2022	

CHECKLIST OF ELIGIBILITY & TECHNICAL DOCUMENTS

Item No.	Requirements Checklist	Complying	Non-Complying
	LEGAL DOCUMENTS		
1	PHILGEP'S CERTIFICATION (PLATINUM)		
1.1	SEC / DTI / CDA CERTIFICATION		
	Registration certificate from the SEC (w/ documentary stamp), DTI for Sole Proprietorship, CDA for Cooperatives or any proof such registration as stated in the BDS.		
1.2	MAYOR'S PERMIT		
	Mayor's permit issued by the City or Municipality where the principal place of business of the prospective bidder is located.		
1.3	TAX CLEARANCE		
	EO 398 specifically requires the submission of Tax Clearance issued by the BIR. It refers to the clearance issued by the Collection Enforcement Division of BIR attesting that the bidder has no outstanding Final Assessment Notice and/or delinquent account.□		
	TECHNICAL DOCUMENTS		
2	STATEMENT OF ALL ON-GOING CONTRACTS		
	The Statement of All Ongoing Contracts shall indicate the following: (a) name of the contract; (b) date of the contract; (c) contract duration (d) owner's name and address; (e) kinds of Goods; (F) amount of contract and value of outstanding contracts; and (G) date of delivery.		
	Statement of the prospective bidder of all its on-going 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. (Sec. 23.1(a)(iv), IRR of RA 9184)		
3	STATEMENT OF LARGEST SINGLE COMPLETED CONTRACT (SLCC)		
	SLCC shall indicate, for each contract, the following: (1) name of the contract; (2) date of the contract; (3) Contract duration; (4) owner's name and address; (5) kinds of Goods; (6) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement (7) date of delivery; and (8) end user's acceptance or official receipt(s) or sales invoice* issued for the contract, if completed, which shall be attached to the statements.		
	The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.		
4	Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid. This project : IS MEDIUM B, CATEGORY A is required.		
	FINANCIAL DOCUMENTS		
5	AUDITED FINANCIAL STATEMENT		



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	The prospective bidder's audited financial statements, showing among others, the prospective bidders total and current assets and liabilities "STAMP RECEIVED" by the BIR or its duly accredited and authorized institution, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. (with documentary Stamp)		
6	NET FINANCIAL CONTRACTING CAPACITY (NOTARIZED)		
7	JOINT VENTURE AGREEMENT (JVA)		
	If applicable, the JVA in case of 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. All co-venturers shall submit their legal documents, while any of the co-venturers shall submit technical and financial documents. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Sec. 8.5.2 of the 2016 IRR of RA 9184. For bidder who did not engage into a JVA, shall still submit Certification of Not in to Joint Venture		
8	BID SECURITY (Any of the following :) (NOTARIZED)		
	a. Cash or Cashier's/Manager's check issued by a Universal or Commercial Bank (2%)		
	b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. (2%)		
	c. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5%)		
	d. Bid Securing Declaration (120 cd)		
9	OMNIBUS SWORN STATEMENT (NOTARIZED)		
	Executed by the bidder, or its duly authorized representative, and shall be in accordance with Section 25.3 of the 2016 IRR of RA 9184		
10	OTHER PROJECT REQUIREMENTS: (In absence of one document below shall be disqualified)		
	a. Taxpayer's Identification Number (TIN) or VAT Registration Certificate		
	b. Authorized Personnel Certification		
	c. Organizational Chart for the contract to bid		
	d. Statement of Availability of Key Personnel and Equipment		
	e. List of Contractor's Key Personnel with Employment Contract(e.g. Project Manager, Project Engineers, Foreman)		
	f. Duly signed Manpower Utilization Schedule		
	g. List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements supported by proof of ownership or certification and availability of equipment from lessor/vendor for the duration of the project, as the case may be		
	h. Duly signed Construction schedule and S-Curve		
	i. Duly signed Narrative Description of Construction Method		
	j. Duly signed Construction Safety and Health Program		
	k. Value Engineering Analysis in the Construction Method		
	l. Affidavit of Site Inspection		
	m. Constructors Performance Evaluation System (CPES) with Satisfactory Rating		
	n. Conceptual Design		

Note: Any missing documents in the above-mentioned checklist is a ground for outright rejection of the bid.



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REMARKS: PASSED FAILED

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HILARION P. PASAL, CE, SE
Engineer III
Chairman

COSNARIE E. SEGUIS, MD
Medical Officer III
Vice Chairman

TRISTAN LOUISE D. ANDO
Administrative Officer V
Member

GRACE D. PLATIL, RM, RN, MAN
Nurse V
Member

ELRY P. BORJA, RMT
Medtech III
Member

CHECKLIST OF FINANCIAL PROPOSAL DOCUMENTS

Item No.	Requirements Checklist	Complying	Non-Complying
	Financial Documents		
1	Original Duly accomplished and signed Financial Bid Form.		
	AMOUNT:		
2	Original of Duly signed Bid Prices in the Bill of Quantities		
	AMOUNT:		
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		

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