



TUBOD-BAROY WATER DISTRICT

Provincial Trade Center, Sagadan, Tubod, Lanao del Norte
9209 Tel No. 063-341-5313 Fax 063-223-6294

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR BIDDERS

The Eligibility Envelope shall contain the following:

Class "A" Documents

a. Legal Documents

1. DTI business name registration in the case of Single Proprietorships; or SEC registration certificate, in the case of Partnerships or Corporations;
2. Valid and current Mayor's permit/municipal license to operate a business;
3. BIR Registration Certificate, which contains the Taxpayer's Identification Number;
4. Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the government or any of its agencies, offices, corporations or LGUs, and that it is not included in the Consolidated Blacklisting Report, once this is issued by the GPPB;
5. Tax Clearance Certificate issued by the BIR Main Office and Income or Business Tax Returns filed through the EFPS (E.O. 398, s. 2005), if applicable;
6. Other appropriate licenses as may be required by the Procuring Entity concerned;

b. Technical Documents

1. Statement of the prospective bidder of all its ongoing and completed government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started, if any. This statement must include the following information for each of the contracts:
 - Whether the contract is ongoing, completed or awarded but not yet started within the relevant period;
 - The name and location of the contract;
 - The date of the award of the contract;
 - The contract duration;
 - The owner's name and address;
 - The nature of work;
 - The contractor's role (whether sole contractor, sub-contractor, or partner in a joint venture);
 - The total contract value at award;
 - The date of completion or estimated completion time;
 - The total contract value at completion, if applicable;
 - The percentages of planned and actual accomplishments, if applicable;
 - The value of outstanding works, if applicable;
 - Supporting notices of award and/or notices to proceed issued by the owners;
 - Supporting CPES rating sheets, and/or certificate of completion and owner's acceptance, if applicable; and
 - Whether the contract is similar or not in nature and complexity with the contract to be bid.
2. Valid PCAB license and registration for the type and cost of contract to be bid;
(In the case of joint ventures, the license and registration must be those of the joint venture, not any of its members.)

3. A statement on the:
 - Availability of key personnel, such as project managers, project engineers, materials engineers and foremen, that may be used for construction contracts; and
 - Availability of equipment that it owns, has under lease, and/or has under purchase agreements, that may be used for construction contracts, provided that ownership of equipment is not a requisite for eligibility;

c. Financial Documents

1. The prospective bidder's audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the prospective bidder's total and current assets and liabilities; and
2. Proof of the prospective bidder's capacity to absorb the additional obligations in connection with the contract to be bid and to finance its implementation/completion:
 - The prospective bidder's computation of its NFCC which shall be in accordance with Section 23.11.2.5 of the IRR-A; or
 - A certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, which shall be at least equal to ten percent (10%) of the ABC; or
 - A cash deposit certificate certifying a hold out on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the Procuring Entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the ABC.

Class "B" Documents

- a. Valid JVA, if the prospective bidder is a joint venture, with the agreement containing a statement on who the joint venture/association has constituted and appointed as the lawful attorney-in-fact to sign the contract, if awarded the project, and on who among the members is the lead representative of the joint venture;

All members of the joint venture should submit all the Class "A" eligibility documents. All members of the joint venture should comply with all the legal eligibility requirements, but compliance by one of the joint venture members with the technical and financial requirements will suffice.

- b. Letter authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify any or all of the documents submitted for the eligibility check.

Other Documents

A notarized certification, under oath, by the bidder or its duly authorized representative, that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct. (IRR-A Section 23.8)