

CHECKLIST OF BIDDER'S ELIGIBILITY REQUIREMENTS

Company Name : _____ Bid Number : _____

Date of Opening: _____ Time: _____

Bayawan Water District
CCC-221 Block N, Lot 1, GV., Subd., Villareal
Bayawan City, Negros Oriental
Telefax No. (035) 430-0361

Please check and provide the data needed for the submitted documents. Otherwise, write Not Applicable (NA):

Requirements:

Class A Documents

Legal Documents

- ☐ Valid and current Registration Certificate from Securities and Exchange Commission
- ☐ Valid and current Registration Certificate from Department of Trade and Industry (DTI) for sole proprietorship
- ☐ Valid and current Registration Certificate from CDA for cooperatives
- ☐ Valid and current Mayor's permit (from principal place of business)

Technical Documents

- ☐ Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period.

Financial Documents

- ☐ Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "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.
- ☐ Current computation of Net Financial Contracting Capacity (NFCC)

Class B Documents

- ☐ Valid joint venture agreement (JVA), in case the joint venture is already in existence. In absence of a JVA, duly notarized statements from all the potential joint ventures partners stating that they will enter into and abide by the provision of the JVA in the instance that the bid is successful.
- ☐ Duly accomplished and notarized application form (current year)

Other Documents

- ☐ Duly notarized authorization (current year) of the representative, with the latter specimen signature for single proprietorship. If corporation, a corporate secretary certificate.
- ☐ Sworn statement (current year) by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:

1. It is not "blacklisted " or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

2. Each of the document submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

3. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the document submitted;

4. The signatory is the duly authorized representative of the prospective bidder, and grant full power and authority to do, execute and perform any and all acts necessary and / or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation , partnership , cooperative or joint venture;

5. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 9184;

6. It complies with existing labor laws and standards, in case of procurement of services;

7. Is aware of and has undertaken the following responsibilities as a Bidder:

- a. Carefully examine all of the Bidding Documents;
- b. Acknowledge all conditions, local or otherwise, affecting the Implementation of the contract;
- c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquire or secure Supplemental / Bid Bulletin(s) issued for the [Name of the Project];

8. It did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project/ activity

☐ Tax Clearance Certificate (BIR Main Office) ☐ Company Profile

☐ Certificate of PhilGEPS Registration.

Financial information

☐ Financial bid form, which includes bid prices and the bill of quantities and the applicable price schedules in the form prescribed in the bidding documents.