

Checklist of Requirements

Bataan General Hospital Bids and Awards Committee

ENVELOPE NO. 1

ELIGIBILITY COMPONENTS (Folder 1)

Tick box if PRESENT	I. Eligibility Document
	Class “A”
<input type="checkbox"/>	1. PLATINUM PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.2.
	If Platinum PhilGEPS membership is not available, provide the following:
<input type="checkbox"/>	a. The prospective bidder’s 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 institutions, for the preceding calendar year two (2) years from the date of bid submission. (Certified True Copy by the CPA who audited the Company)
<input type="checkbox"/>	b. Registration Certificate from the: (Certified True Copy by the Issuing Body)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Securities and Exchange Commission (SEC), for corporation • Department of Trade and Industry (DTI), for sole proprietorship • Cooperative Development Authority (CDA), for cooperatives
<input type="checkbox"/>	c. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
<input type="checkbox"/>	d. Tax clearance per Executive Order 398 series of 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
<input type="checkbox"/>	2. Philippine Contractors Accreditation Board (PCAB) license minimum category requirement category for this Project is license C&D or size range Small B.
<input type="checkbox"/>	3. Statement 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; and
<input type="checkbox"/>	4. Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within five (5) years.
	The two statements required shall indicate for each contract the following: <ul style="list-style-type: none"> a. The name and location of the contract; b. The date of the award of the contract;

<input type="checkbox"/>	<ul style="list-style-type: none"> c. The contract duration; d. The owner's name and address; e. The nature of work; f. The contractor's role (whether sole contractor, sub-contractor, or partner in a joint venture); g. The total contract value at award; h. The date of completion or estimated completion time; i. The total contract value at completion, if applicable; j. The percentages of planned and actual accomplishments, if applicable; k. The value of outstanding works, if applicable; l. Supporting notices of award and/or notices to proceed issued by the owners; m. Supporting CPES rating sheets, and/or certificate of n. completion and owner's acceptance, if applicable; and o. Whether the contract is similar or not in nature and complexity with the contract to be bid. <p>5. NFCC computation in accordance with ITB Clause 5.5</p>
Class "B"	
<input type="checkbox"/>	<p>6. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.</p> <ul style="list-style-type: none"> ○ Absence of JVA but will enter into JVA – duly notarized statement <p>No Joint Venture Agreement- Certification from Company or Authorized Representative writing of ("Not Applicable").</p>

Remarks: () Passed () Failed

Checked by: _____

Final Remarks:

Certified Correct:

DON ARLIE ROMERO, MD, FPCS, FPSGS
Chairman- Bids & Awards Committee

Note: This checklist shall be placed inside

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TECHNICAL COMPONENTS (Folder 2)

	II. Technical Document
<input type="checkbox"/>	<p>1. Bid Security in any of the following form:</p> <ul style="list-style-type: none">○ Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank in the amount of not less than 2% of the ABC.○ Irrevocable letter of credit issued by a Universal or Commercial Bank in the amount equal to 2% of the ABC. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank.○ Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission in the amount of not less than 5% of the ABC.○ Bid Securing Declaration.○ The Bid Security as to form, amount and validity period; <p>Company: _____</p> <p>Number: _____</p> <p>Form of Bid Security: _____</p> <p>Official receipt number: _____</p> <p>Validity period: _____</p> <p>Callable on Demand: _____</p> <p>Bid Security Amount: _____</p> <p>Required Bid Security: _____</p> <p>Bid Security: () Sufficient () Insufficient</p>
	<p>2. Technical Specifications:</p> <p>_____ a. Duly Signed List of Contactor's Organizational Chart for the Contract</p> <p>_____ b. Duly Signed List of Contactor's Personnel to be assigned to the Contract</p>

	<p>_____c. Duly Signed Manpower Utilization Schedule</p> <p>_____d. Duly Signed Key Personnel Certificate / Contract of Employment</p> <p>_____e. Duly Signed Key Personnel Bio-Data with PRC License/ Accreditation & Latest Professional Tax Receipt (PTR)</p> <p>_____f. Duly Signed List of Contractor's Equipment (owned, leased or under purchase agreement) needed for the proper execution of the contract</p> <p>_____g. Duly Signed Equipment Utilization Schedule</p> <p>_____h. Duly Signed Construction Schedule & S-Curve</p> <p>_____i. Duly Signed Narrative Description of Construction Method</p> <p>_____j. Certificate of Site Inspection</p>
<input type="checkbox"/>	3. Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

Remarks: () Passed () Failed

Checked by:

Final Remarks:

Certified Correct:

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Envelope No. 1 Folder 2

Checklist of Requirements

Bataan General Hospital Bids and Awards Committee

ENVELOPE NO. 2

FINANCIAL COMPONENT

Tick box if PRESENT	The Financial Documents shall contain the following
<input type="checkbox"/>	1. Duly Accomplished Bid Form
<input type="checkbox"/>	2. Duly Signed Bid Prices in the Bill of Quantities
<input type="checkbox"/>	3. Duly Signed Detailed Cost Estimates
<input type="checkbox"/>	4. Duly Signed Cash Flow and Payments Schedule
<input type="checkbox"/>	5. Receipt of Bid Documents
<input type="checkbox"/>	6. Notarized Statement that the contractor / bidder acknowledge that notice, request or consent shall be deemed to have been given or made when received in person, through an authorized representative, or when sent by registered mail, electronic mail (e-mail), facsimile and shall be effective when delivered and duly received.

Remarks: () Passed () Failed

Checked by:

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Chairman- Bids & Awards Committee

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Envelope No. 2**