

Republic of the Philippines
Province of Davao del Norte
CITY OF TAGUM

BIDS AND AWARDS COMMITTEE

Standard Form Number: SF-GOOD-06
Revised on: May 24, 2004

**ADDITIONAL REQMTS:* INTENT LETTER, SKETCH,
COMPANY PROFILE, TAX
CLEARANCE, ITR,
ACCREDITATION FEE – P 500

Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope shall contain the following:

LEGAL DOCUMENTS

- Department of Trade and Industry (DTI) Business Name Registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms.
- Valid and current Mayor's Permit / Municipal License
- BIR Registration Certification, which contains the Taxpayer's Identification Number
- 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, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP
- Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any
- Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity, members of the BAC, TWG and Secretariat and members of the PMO, and the designers of the project, by consanguinity or affinity up to the third civil degree
- Valid joint venture agreement, in case of a joint venture
- Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check
- Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct
- Other appropriate licenses as may be required by the procuring entity concerned

TECHNICAL DOCUMENTS

- Statement of ongoing and similar completed government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started
- Copies of end-user's acceptance letters for completed contracts
- Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor

FINANCIAL DOCUMENTS

- ❑ 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 total assets and liabilities.
- ❑ Computation of Net Financial Contracting Capacity (NFCC), OR
- ❑ Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, 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 approved budget for the contract