

University of the Philippines Mindanao  
Mintal, Tugbok District, Davao City

**CHECKLIST OF REQUIREMENTS FOR BIDDING**  
(Infrastructure Project)

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Item No	Technical Envelope	Pass	Fail
1.	PhilGEPS Certificate of Registration and membership (Platinum) in accordance with Section 8.5.2 of this 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 this IRR: Provided ,That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of this IRR.		
2.	PCAB License and Registration (Category C and D Small B);		
3.	Statement of all Ongoing Government and Private Contracts;		
4.	Statement of SLCC;		
5.	NFCC Computation;		
6.	JVA, if applicable;		
7.	Bid security in the prescribed form, amount and validity period;		
8.	Project Requirements: a. Organizational chart for the contract to be bid; b. List of contractor's personnel (e.g. , Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and		
9.	Omnibus Sworn Statement in accordance with Section 25.3 of this IRR;		

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

**Remarks:** (    ) Eligible            (    ) Ineligible

Bids and Awards Committee:

\_\_\_\_\_

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(Infrastructure Project)

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Item No	Financial Envelope	Pass	Fail
1.	Bid Form ;		
2.	Bid Prices in the Bill of Quantities; (with Electronic Copy)		
3.	Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and		
4.	Cash flow by quarter or payment schedule.		
5.	<i>Additional Requirements: Site inspection certificate or affidavit of site inspection, construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program, and PERT/CPM.</i>		
	Other Requirement during the Post Qualification: Duly Accomplished and Notarized UP Questionnaire		

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

**Remarks: (    ) Complying    (    ) Non-complying**

Bids and Awards Committee:

\_\_\_\_\_