

CHECKLIST OF ELIGIBILITY REQUIREMENTS (Civil Works)

Class "A" Documents –

Legal Documents

- Department of Trade and Industry (DTI) business name registration or Securities and Exchange Commission (SEC) registration certificate, whichever may be appropriate under existing laws of the Philippines
- Valid and current Mayor's permit/municipal license
- 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 GOP (SF-INFR-13)

Technical Documents

- Statement of the prospective Bidder of all its ongoing and completed government and private contracts within the relevant period pursuant to Clause 2.6, where applicable, including contracts awarded but not yet started, if any. The statement shall state for each contract whether it is ongoing, completed or awarded but not yet started; and identify whether such contracts are similar or not similar in nature and complexity to the project. (SF-INFR-15 & 16) The statement shall include, for each contract, the following:
 - the name of the contract
 - date of award of the contract
 - contract duration
 - owner's name and address
 - nature of work
 - contractor's role (whether sole contractor, sub-contractor, or partner in a JV)
 - total contract value at award
 - date of completion or estimated completion time
 - total contract value at completion, if applicable
 - percentages of planned and actual accomplishments, if applicable
 - value of outstanding works, if applicable
 - the statement shall be supported by the notices of award and/or notices to proceed issued by the owners, and,

- the statement shall be supported by the Constructors Performance Evaluation System (CPES) rating sheets, and/or certificates of completion and owner's acceptance, if applicable.
- A valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be Bid
- The Bidder's statement of: availability of the prospective Bidder's key personnel, such as project engineers, materials engineers and foremen, that may be used for construction contracts (SF-INFR-18)
- The Bidder's statement of: availability of equipment that he 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 (SF-INFR-18)

Financial Documents

- The prospective Bidder's audited financial statements, stamped "received" by the Bureau of Internal Revenue (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
- Prospective Bidder's computation of its Net Financial Contracting Capacity (NFCC) as described in the **EDS**, or at the Bidder's option a commitment from a licensed bank to extend a credit line, in the event of an award in the Bidder's favor, or at the Bidder's option a cash deposit certificate, of not less than the amount shown in the **EDS** (SF-INFR-19, 20 & 21)

Class "B" Documents –

- A valid JVA (SF-INFR-22)
- A letter authorizing the BAC or its duly authorized representative/s to verify all of the documents submitted (SF-INFR-23)

Other Requirements:

- VAT Registration Certificate (Form 2303)
- 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 (SF-INFR-14)
- 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 provided therein are true and correct (SF-INFR-24)
- Tax returns and Tax Clearance