



Republic of the Philippines Department of Health <b>BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER</b> Baguio City	
<b>CHECKLIST FOR INFRASTRUCTURE PROJECTS</b>	Form No.: MCC-BAC-020
	Revision No.: Ø
	Effectivity Date: September 1, 2016

**Project: One (1) Job Construction of Proposed Psychiatry Building (Phase 1), BGHMC**  
**Approved Budget for the Contract (ABC) Php: 6,999,923.46**

**Company: \_\_\_\_\_ Date and Time of Opening of Bids: January 24, 2017, 9:00 A.M.**

<b>REQUIREMENTS</b>	REMARKS	
	PASS	FAIL

**I. ELIGIBILITY AND TECHNICAL DOCUMENTS**

**A. Eligibility DOCUMENTS**

*Class "A" Documents (Present Original)*

**1. Legal**

1. Valid DTI or SEC Registration		
2. Valid and Current Mayor's Permit/Municipal License		
3. Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be Bid ( <i>in case of Joint Venture, the license and registration must be those of the JV, not any of its members</i> )		
4. Tax Clearance Certificate (per Executive Order 398, s. 2005) as finally reviewed and approved by BIR		

**2. Technical**

1. Statement of all ongoing government and private contracts ( <i>see Section VIII, Bidding Forms</i> )		
2. Statement of single largest completed contract similar to the contract to be bid		
3. Statement of Government and Private Construction contracts completed which are similar in nature to the contract to be bid. Supported with Contract, CPES/or Cert. of Completion, Certificate of Acceptance		

**4. Financial**


1. Updated Audited Financial Statement, stamped, received by BIR		
2. Net Financial Contracting Capacity (NFCC) Computation		

**Class "B" Documents**

Valid Joint Venture Agreement(JVA)(if applicable)		
a.) SEC/DTI <b><u>or</u></b> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned;		
b.) Mayor's Permit <b><u>or</u></b> appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned; and		
c.) Tax Clearance Certificate <b><u>or</u></b> Delinquency Verification Certificate for Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB) ( <i>GPPB NPM 045-2013, dated 07 June 2013</i> )		

**B. TECHNICAL DOCUMENTS**

1. BID Security in its required form, amount and validity period		
Project Requirements:		
2. Duly Signed Organizational Chart for the contract.		
3. Duly Signed List of Contractor's personnel to be assigned for the contract to be bid, with their complete qualification and experience data		
4. Duly Signed List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project		
5. Duly Signed PERT CPM and S-Curve		
6. Duly Signed Construction Method		
7. Duly Signed Construction Safety Health Program		
8. Duly Signed Manpower Schedule		
9. Duly Signed Equipment Schedule		
10. Omnibus Sworn Statement (See Section IX, Bidding Forms)		
11. Other documents (whichever is applicable)		
a.) Special Power of Attorney in case of single proprietorship.		
b.) Resolution from the General Manager or President if partnership.		
c.) Board resolution with Secretary's Certificate in case of Corporations. Resolution signed by all the joint-venture partners in case of Joint-Venture.		

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## II. FINANCIAL DOCUMENTS

1. Duly Signed Financial Bid Form		
2. Duly Signed Bill of Quantities (hard copy)		
3. Duly Signed Cash Flow Schedule		
4. Duly Signed Time Frame: Delivery and Construction Schedule		
5. Duly Signed Drawings		

## ANNEXES

1. Authorized Representative of the Company		
2. Official Receipt that Bid Documents were purchased ( <i>photocopy but present original</i> )		
3. Company Profile ( <i>Name of Company/Business Address/Telephone Numbers/Fax Numbers/E-mail Address</i> )		
4. List and location of branches ( <i>if any</i> )		

## ADDITIONAL REQUIREMENTS

1. Bank Certification		
a. Name of Account		
b. Account Number		
c. Branch of Bank		
d. That the Bank is a member of the clearing & settlement system		
2. Certificate of PhilGEPS Registration		
3. PhilGEPS Document Request List		

\_\_\_\_\_  
**BAC Member**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**BAC Secretariat**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**TWG Member**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**Name of Authorized Representative**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**COA Representative**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**NGO Representative/Observer**  
 (Signature Over Printed Name)