



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

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E-mail: bacncmh@yahoo.com

Website: www.ncmh.gov.ph

BID DOCUMENTS RECEIVING FORM

Category _____

Please check the box(es):

- ☐ Checklist for Bidders
- ☐ Invitation to Bid
- ☐ Instructions to Bidders
- ☐ Bid Data Sheet
- ☐ General Conditions of the Contract
- ☐ Special Conditions of the Contract
- ☐ Schedule of Requirements
- ☐ Technical Specification
- ☐ Scope of Work
- ☐ Bill of Quantities
- ☐ Plan(Blue Print)

FORMS

- ☐ Bid Form
- ☐ List of all ongoing Government and Private Contracts including contracts awarded but not yet started
- ☐ Statement of Single Largest Completed Contract which is similar in nature at least 50% of the ABC, for the past three years
- ☐ Omnibus Sworn Statement (Affidavit)
- ☐ Bid Securing Declaration (As an additional Form of Bid Security, at the option of the prospective bidders)
- ☐ Statement of Availability of Key Personnel and Equipment
- ☐ List of Equipment, Owned or Leased and/or under Purchase Agreements
- ☐ Construction Schedule and S-Curve
- ☐ Manpower Utilization Schedule
- ☐ Affidavit of Site Inspection
- ☐ Performance Securing Declaration
- ☐ Contract Agreement Form (To be submitted after receipt of the approved Notice of Award)
- ☐ Detailed Unit Price Analysis (DUPA)
- ☐ Bid Bulletin

I HEREBY CERTIFY THAT I HAVE RECEIVED ALL THE DOCUMENTS / FORMS STATED ABOVE.

Name of Company/Bidder

Signature Above Printed Name
of Authorized Representative

Telephone, Fax, Mobile Number

Date Received



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CHECKLIST FOR BIDDERS

Project: **Public Re-Bidding for Infrastructure Project No. 05-2022 (Completion of Pavilion 2 Out-Patient Section Extension) CY 2022 – (60 Calendar Days)**

Approved Budget for the Contract (ABC): **Php 2,041,579.58**

Date/Time and Venue of Opening of Bids: **January 05, 2023, 2:00 PM - Thursday
BAC Conference Room, NCMH Compound**

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE

I. TECHNICAL COMPONENT ENVELOPE

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- ☐ (1) **REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)** – Platinum Membership; **or**
- ☐ (2) **BUSINESS REGISTRATION CERTIFICATE** from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; **and**
- ☐ (3) **MAYOR'S PERMIT** (valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; **and**
- ☐ (4) **TAX CLEARANCE CERTIFICATE** (valid and current) for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

B. TECHNICAL DOCUMENTS

- ☐ (1) 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, using the form prescribed in Annex: Bidding Forms; **and**
- ☐ (2) Statement of the Bidder's **SINGLE LARGEST COMPLETED CONTRACT (SLCC)*** similar to the contract to be bid, in accordance with ITB Clause 5.4 and using the form prescribed in Annex: Bidding Forms, **within the past 3 years prior to the date of submission and receipt of bids.**

NOTE: Similar project refers to "Construction of Concrete Building", costing at least fifty percent (50%) of the ABC.

[Handwritten signatures and initials]

**All spaces should be filled up with correct information.*

- ☐ (3) Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration **(At least Category C & D : Size Range – Small B) or;**
- ☐ (4) Valid Special PCAB License in case of Joint Ventures; and
- ☐ (5) Registration for the type and cost of the contract to be bid
- (6) **BID SECURITY** in any of the following form:
- ☐ (6.1) **Notarized Bid Securing Declaration**, using the form prescribed in Annex: Bidding Forms; or
- ☐ (6.2) **Cash, Cashier's/Manager's Check**, issued by a Universal or Commercial Bank **(not less than 2% of the ABC)**; or
- ☐ (6.3) **Bank Draft/Guarantee or an irrevocable Letter of Credit** issued by a Universal or Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation from a Universal or Commercial Bank **(not less than 2% of the ABC)**; or
- ☐ (6.4) **Surety Bond, callable upon demand** [issued by a surety or insurance company, with a certification from the Insurance Commission as authorized to issue such instrument] **(not less than 5% of the ABC)**.
- (7) **PROJECT REQUIREMENTS**, which shall include the following:
- ☐ (7.1) Organizational Chart for the contract to be bid;
- ☐ (7.2) List of Contractor's key Personnel (viz, Project Manager, Project Engineers, Materials Engineer, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- ☐ (7.3) 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
- ☐ (8) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.
- ☐ (9) **AUTHORITY OF THE SIGNATORY**, 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 Corporation.
- (d) Resolution signed by all the joint-venture partners, in case of Joint-Venture.

FINANCIAL DOCUMENTS

- ☐ (10) **The Supplier's AUDITED FINANCIAL STATEMENTS**, showing among others the total and current assets and liabilities stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from date of bid submission. (CY 2021 with comparative statement CY 2021 and CY 2020).
- ☐ (11) Duly signed **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION**, in accordance with ITB Clause 5.5, or a commitment from a Universal or Commercial Bank to extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.

CLASS "B" DOCUMENTS: IF APPLICABLE —

- ☐ (12) **JOINT VENTURE AGREEMENT (JVA)**, in case the joint venture is already in existence;
or
In the absence of a JVA, **Duly Notarized Statements** (i.e., Protocol/Undertaking of Agreement) from all the potential joint venture partners should be included in the bid, stating: *That*, they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and *That*, failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of the 2016 Revised IRR).

NOTES:

- (a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.
- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

******IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THAT JOINT VENTURE AGREEMENT IS NOT APPLICABLE******

FINANCIAL COMPONENT ENVELOPE

- ☐ (1) Original of Duly signed and accomplished **FINANCIAL BID FORM. and**
- ☐ (2) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (3) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rental used in coming up with the Bid; **and**
- ☐ (4) Cash Flow by Quarter

Note well:

- 1. Any missing, incomplete, or patently insufficient document in the above-mentioned checklist shall be considered "FAILED" (as per Rule IX, Sec. 30.1 of R.A. No. 9184).
- 2. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.

The above checklist was discussed and agreed upon by the members of the NCMH Bids and Awards Committee in consultation with its Technical Working Group, including the proponent /end-user/ implementing unit.

