

NATIONAL CENTER FOR MENTAL HEALTH

Nueve de Febrero Street, Mandaluyong City, Philippines



BIDS AND AWARDS COMMITTEE

Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bacncmh@yahoo.com

Website: www.ncmh.gov.ph

BID DOCUMENTS RECEIVING FORM

	Category		
<u>Please</u>	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 of 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 HEREE	BY 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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BIDS AND AWARDS COMMITTEE Telephone No. 531-9001 loc. 242 Telefax No. 5318318

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CHECKLIST FOR BIDDERS

Project:	Public Bidding for Infrastructure Out-Patient Section Ext	e Project No. 05-2022 (Completion of Pavilion 2 tension) CY 2022 – (60 Calendar Days)
Approve	ed Budget for the Contract (ABC):	Php 2,041,579.58
Date/Tir	ne and Venue of Opening of Bids:	November 03, 2022, 1:30 PM - Thursday
	, ,	Pag-asa Hall, NCMH Compound
2. The bidde sepa Docu	dder must submit one (1) original of ional copies of the original are request rements for post qualification. All docusubmit (2) additional copies during Submit (2) additional copies during Subformed or its duly authorized representative. In its duly authorized representative acilitate the evaluation of the bids, biddrate folders (i.e., one for Eligibility ments), properly labelled and tabbed, ECKLIST OF TECHNICAL AND	ders are advised to compile the documents in two (2) y/Technical Documents and another for Financial and following the sequence provided herein. FINANCIAL DOCUMENTS' ENVELOPE
A. LI	LASS "A" DOCUMENTS EGAL DOCUMENTS	
	PROCUREMENT SYSTEM (PHIL	FROM PHILIPPINE GOVERNMENT ELECTRONIC LGEPS) – Platinum Membership; or
(2)	BUSINESS REGISTRATION CER (SEC), Department of Trade and In	RTIFICATE from the Securities and Exchange Commission dustry (DTI) for sole proprietorship, or Cooperative cooperatives, or any proof of such registration as stated in the
(3)	MAYOR'S PERMIT(valid and curr place of business of the prospective	rent) issued by the city or municipality where the principal ve bidder is located; and
(4)	TAX CLEARANCE CERTIFICATION Order No. 398, s. 2005, as finally in the control of	E (valid and current) for Bidding Purposes, per Executive reviewed and approved by BIR.
B. TE	CHNICAL DOCUMENTS	
(1)	including contracts awarded but no	G GOVERNMENT AND PRIVATE CONTRACTS*, it yet started, if any, whether similar or not similar in nature bid, using the form prescribed in Annex: Bidding Forms;
(2)	to the contract to be bid, in accord	E LARGEST COMPLETED CONTRACT (SLCC)* <u>similar</u> dance with ITB Clause 5.4 and using the form prescribed the past 3 years prior to the date of submission and
	NOTE: Similar project refers to "Copercent (50%) of the ABC.	Construction of Concrete Building", costing at least fifty

*All spaces should be filled up with correct information. (3) Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration (Al 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 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). 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.

and t

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: <i>That</i> , they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and <i>That</i> , 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
(4)	Bid; and 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.



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CHECKLIST FOR BIDDERS

r roject.	Area at Pavilion 2 Emerge	ncy Room) CY 2022 – (60 Calendar Days)
Approve	ed Budget for the Contract (ABC):	Php 1,170,310.43
Date/Tir	ne and Venue of Opening of Bids:	November 03, 2022, 01:30 PM - Thursday
		Pag-asa Hall, NCMH Compound
requi may: 2. The bidde 3. To fa sepal Docu	dder must submit one (1) original original colonal copies of the original are request rements for post qualification. All documents for post qualification. All documents (2) additional copies during Submit (2) additional copies (3) additi	Il be typed or written in ink and shall be signed by the
	COURT PROPERTY (NORTH COURT OF SELECTION OF	
	INICAL COMPONENT ENVELOP	E
A. LE	LASS "A" DOCUMENTS EGAL DOCUMENTS	
(1)	PROCUREMENT SYSTEM (PHIL	FROM PHILIPPINE GOVERNMENT ELECTRONIC LGEPS) – Platinum Membership; or
(2)	(SEC), Department of Trade and In	RTIFICATE from the Securities and Exchange Commission dustry (DTI) for sole proprietorship, or Cooperative cooperatives, or any proof of such registration as stated in the
(3)	MAYOR'S PERMIT(valid and curr place of business of the prospective	rent) issued by the city or municipality where the principal ve bidder is located; and
(4)	TAX CLEARANCE CERTIFICATION Order No. 398, s. 2005, as finally	E (valid and current) for Bidding Purposes, per Executive reviewed and approved by BIR.
B. TE	CHNICAL DOCUMENTS	
(1)	including contracts awarded but no	G GOVERNMENT AND PRIVATE CONTRACTS*, it yet started, if any, whether <u>similar or not</u> similar in nature bid, using the form prescribed in Annex: Bidding Forms;
(2)	to the contract to be bid, in accord	E LARGEST COMPLETED CONTRACT (SLCC)* <u>similar</u> dance with ITB Clause 5.4 and using the form prescribed the past 3 years prior to the date of submission and

NOTE: Similar project refers to "Construction of Concrete Building", costing at least fifty

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percent (50%) of the ABC.

*All spaces should be filled up with correct information. (3) Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration (At least License 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 The Supplier's AUDITED FINANCIAL STATEMENTS, showing among others the (10)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). Duly signed NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION, (11)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 "P" DOCUMENTS, IF ADDITION DUE	
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 Agreement) from all the potential joint venture partners should be included in the stating: <i>That</i> , they will enter into and abide by the provisions of the JVA in the event the bid is successful; and <i>That</i> , failure to enter into a joint venture in the event contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of 2016 Revised IRR).	e bid, it that
NOTES:	
(a) The JVA or the Protocol must specify the company/partner and the name of the offic designated as the authorized representative of the joint venture.	се
(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 a latest Audited Financial Statements. ****IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THA JOINT VENTURE AGREEMENT IS NOT APPLICABLE*****	
FINANCIAL COMPONENT ENVELOPE	

	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
(4)	Bid; and 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.



Checklist for Bidders

Page 1 of 3

NCMH Public -Bidding for Infra. Project No. 07-2022

REPUBLIC OF THE PHILIPPINES Department of Health

NATIONAL CENTER FOR MENTAL HEALTH





BIDS AND AWARDS COMMITTEE

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CHECKLIST FOR BIDDERS

Project.	Public Bidding for Infrastructure Project No. 07-2022 (Construction of Out- Patient Department and Frontline Services at NCMH Camarin) CY 2022 – (240 Calendar Days)
Approve	ed Budget for the Contract (ABC): Php 4,567,667.65
	me and Venue of Opening of Bids: November 03, 2022, 01:30 PM – Thursday
	Pag-asa Hall, NCMH Compound
Instruc	
A bi addit required may	dder must submit one (1) original during submission and opening of bids and two (2) ional copies of the original are requested to be submitted on the submission of the additional irements for post qualification. All documents shall be current and updated. (Note: Supplier's 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
To fa sepa	er or its duly authorized representative. acilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) rate folders (i.e., one for Eligibility/Technical Documents and another for Financial aments), properly labelled and tabbed, and following the sequence provided herein.
CHI	ECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE
	HNICAL COMPONENT ENVELOPE
С	LASS "A" DOCUMENTS EGAL DOCUMENTS
	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. TE	ECHNICAL DOCUMENTS
(1)	Statement of ALL ITS ON-GOING GOVERNMENT AND PRIVATE CONTRACTS *, including contracts awarded but not yet started, if any, whether <u>similar or not</u> 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)* <u>similar</u> 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

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*All spaces should be filled up with correct information. (3) Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration (Al 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 The Supplier's AUDITED FINANCIAL STATEMENTS, showing among others the (10)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). 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.

percent (50%) of the ABC.

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.

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Website: www.ncmh.gov.ph

CHECKLIST FOR BIDDERS

Project: P	ious and Hazardous Waste	cture Project No. 08-2022 (Construction of es Temporary Holding Facility) CY 2022 – (210 Calendar Days)
Approved Budg	get for the Contract (ABC):	Php 4,349,998.26
Date/Time and	Venue of Opening of Bids:	November 03, 2022, 01:30 PM - Thursday
		Pag-asa Hall, NCMH Compound
Instructions:		
copies of the requirements may submit (ne original are requested to s for post qualification. All docu (2) additional copies during Sub	submission and opening of bids and two (2) additional be submitted on the submission of the additional ments shall be current and updated. (Note: Supplier's pmission and Opening of Bids)
2. The "ORIGIN	NAL copy of the bid form shall duly authorized representative.	be typed or written in ink and shall be signed by the
 To facilitate separate for Documents), 	the evaluation of the bids, bidd lders (i.e., one for Eligibility properly labelled and tabbed, a	ders are advised to compile the documents in two (2) //Technical Documents and another for Financial and following the sequence provided herein.
CHECKLI	ST OF TECHNICAL AND	FINANCIAL DOCUMENTS' ENVELOPE
. TECHNICA	L COMPONENT ENVELOP	E
	"A" DOCUMENTS DOCUMENTS	
(1) REGI	STRATION CERTIFICATE CUREMENT SYSTEM (PHIL	FROM PHILIPPINE GOVERNMENT ELECTRONIC LGEPS) – Platinum Membership; or
— (SEC), Department of Trade and In lopment Authority (CDA) for c	RTIFICATE from the Securities and Exchange Commission industry (DTI) for sole proprietorship, or Cooperative cooperatives, or any proof of such registration as stated in the
(3) MAYO	OR'S PERMIT(valid and curn of business of the prospection	rent) issued by the city or municipality where the principal ve bidder is located; and
(4) TAX (CLEARANCE CERTIFICATION No. 398, s. 2005, as finally	E (valid and current) for Bidding Purposes, per Executive reviewed and approved by BIR.
B. TECHNI	CAL DOCUMENTS	
includ	ding contracts awarded but no	G GOVERNMENT AND PRIVATE CONTRACTS*, of yet started, if any, whether <u>similar or not</u> similar in nature e bid, using the form prescribed in Annex: Bidding Forms;



	Statement of the Bidder's SINGLE LARGEST COMPLETED CONTRACT (SLCC) * <u>similar</u> 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.
	*All spaces should be filled up with correct information.
(3)	/alid Philippine Contractor's Accreditation Board (PCAB) License and Registration Al least Category C & D: Size Range – Small B) or;
(4)	/alid Special PCAB License in case of Joint Ventures; and
(5) I	Registration for the type and cost of the contract to be bid
(6) I	BID SECURITY in any of the following form:
(6	.1) Notarized Bid Securing Declaration, using the form prescribed in Annex: Bidding Forms; <u>or</u>
	 .2) Cash, Cashier's/Manager's Check, issued by a Universal or Commercial Bank (not less than 2% of the ABC); or .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
(6	from a Universal or Commercial Bank(not less than 2% of the ABC); <u>or</u> .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) F	ROJECT REQUIREMENTS, which shall include the following:
(7	1) Organizational Chart for the contract to be bid;
(7	 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) N R	otarized OMNIBUS SWORN STATEMENT in accordance with Section 25.3 of the IRR of A 9184, using the form prescribed in Annex: Bidding Forms.
(9) A	UTHORITY OF THE SIGNATORY, whichever is applicable:
(t (c) Special Power of Attorney, in case of single proprietorship.) Resolution from the General Manager or President, if partnership.) Board resolution with Secretary's Certificate, in case of Corporation.) Resolution signed by all the joint-venture partners, in case of Joint-Venture.
F	NANCIAL DOCUMENTS
(10) aı aı	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 athorized institutions for the preceding calendar year which should not be earlier than two

	(1	 (2) years from date of bid submission. (CY 2021 with comparative statement CY 2021 and CY 2020). 1) 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.
CLAS	SS "	B" DOCUMENTS: IF APPLICABLE —
	(1	2) JOINT VENTURE AGREEMENT (JVA) , in case the joint venture is already in existence; <u>or</u> 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: <i>That</i> , they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and <i>That</i> , 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).
	N	OTES:
		(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
		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
	بالمر	

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.





NATIONAL CENTER FOR MENTAL HEALTH



Nueve de Febrero Street, Mandaluyong City, Philippines

BIDS AND AWARDS COMMITTEE

Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bacncmh@yyahoo.com

Website: www.ncmh.gov.ph

CHECKLIST FOR BIDDERS

Projec	t: Public Bidding for Infrastructure Patient's Finance Record at	cture Project No. 09-2022 (Construction of Pavilion 2) CY 2022 – (120 Calendar Days)
Approv	ved Budget for the Contract (ABC):	Php 1,606,497.52
Date/T	ime and Venue of Opening of Bids:	November 03, 2022, 01:30 PM - Thursday
		Pag-asa Hall, NCMH Compound
	ctions:	
cop requ may 2. The bido	ples of the original are requested to uirements for post qualification. All docu y submit (2) additional copies during Sub e "ORIGINAL" copy of the bid form shall der or its duly authorized representative.	be typed or written in ink and shall be signed by the
sen:	acilitate the evaluation of the bids, bidd	ders are advised to compile the documents in two (2) //Technical Documents and another for Financial
Doc	uments), properly labelled and tabbed, a	and following the sequence provided herein.
СН	ECKLIST OF TECHNICAL AND	FINANCIAL DOCUMENTS' ENVELOPE
	CHNICAL COMPONENT ENVELOP	
	CLASS "A" DOCUMENTS LEGAL DOCUMENTS	
	PROCUREMENT SYSTEM (PHIL	FROM PHILIPPINE GOVERNMENT ELECTRONIC LGEPS) – Platinum Membership; or
	(SEC), Department of Trade and In	RTIFICATE from the Securities and Exchange Commission industry (DTI) for sole proprietorship, or Cooperative ooperatives, or any proof of such registration as stated in the
(\$	3) MAYOR'S PERMIT(valid and currently place of business of the prospection)	rent) issued by the city or municipality where the principal ve bidder is located; and
(4	4) TAX CLEARANCE CERTIFICAT Order No. 398, s. 2005, as finally	E (valid and current) for Bidding Purposes, per Executive reviewed and approved by BIR.
B. 1	FECHNICAL DOCUMENTS	
(1	including contracts awarded but no	G GOVERNMENT AND PRIVATE CONTRACTS*, of yet started, if any, whether similar or not similar in nature e bid, using the form prescribed in Annex: Bidding Forms;
(2	to the contract to be bid, in accord	E LARGEST COMPLETED CONTRACT (SLCC)* <u>similar</u> dance with ITB Clause 5.4 and using the form prescribed the past 3 years prior to the date of submission and

NOTE: Similar project refers to "Construction of Concrete Building", costing at least fifty

Checklist for Bidders NCMH Public -Bidding for Infra. Project No. 09-2022 Page 1 of 3

percent (50%) of the ABC.

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*All spaces should be filled up with correct information.

(2) Volid Dhillionia			
(3) Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration (Al 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: Biddir Forms; <u>or</u>	ng		
(6.2) Cash, Cashier's/Manager's Check, issued by a Universal or Commercial Bank less than 2% of the ABC); <u>or</u> (6.3) Bank Draft/Guarantee or an irrevocable Letter of Credit issued by a Universal			
Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation of the commercial Bank (not less than 2% of the ABC); or	or on		
(6.4) Surety Bond, callable upon demand [issued by a surety or insurance company, v certification from the Insurance Commission as authorized to issue such instrument] less than 5% of the ABC).	vith a (not		
(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, Mate Engineer, and Foremen), to be assigned to the contract to be bid, with their comparison and experience data;	erials olete		
(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 available of equipment from the equipment lessor / vendor for the duration of the project, a case may be	lity		
(8) Notarized OMNIBUS SWORN STATEMENT in accordance with Section 25.3 of the IF RA 9184, using the form prescribed in Annex: Bidding Forms.	≀R of		
(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 and current assets and liabilities stamped "received" by the BIR or its duly accredited authorized institutions for the preceding calendar year which should not be earlier than (2) years from date of bid submission. (CY 2021 with comparative statement CY 2021 CY 2020).	and		
(11) Duly signed NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION accordance with ITB Clause 5.5, or a commitment from a Universal or Commercial Bar extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.	le to		



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 comir 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.

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