

Standard Form Number: SF-GOOD-26

Revised on: May 24, 2004

### Checklist of Technical & Financial Envelope Requirements for Bidders (Revised)

#### The Technical Component shall contain the following:

- Bid Security
  - P51,070.00 for cash or Manager's/Cashier's Check/Bank Draft/ Irrevocable L/C
  - P76,605.00 for Bank Guarantee issued by a Licensed Commercial Bank (**Sample Form No. SF-GOOD-032 for Bank Guarantee**)
- Duly **Notarized** Authority of Signatory - Special Power of Attorney / Secretary's Certificate (**Sample Form Nos. SF-GOOD-035 and 036**)
- Delivery/Installation Schedule (Bar Chart)
- Manpower Requirements
  - List of key personnel to be assigned to the contract to be Bid, with their qualification and experience data. Manpower requirements are One (1) Supervising Engineer, One (1) Foreman, One (1) Operator/Driver and Eight (8) Skilled Labor. (Sample Form – List of Key Personnel to be assigned to the project)
- Equipment Requirements
  - List of equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, lease and/or purchase agreement (Sample Form – List of Equipment – Owned, Leased and/or under Purchase Agreement)

One (1) De-rubberizing, One (1) Water Truck, One (1) Elf Truck Kneading Machine, One (1) Mechanical Paint Applicator and One (1) Service Vehicle.

- Certificate of Availability of Key Personnel and Equipment (Sample Form - Certificate of Availability of Key Personnel and Equipment)
- Duly Signed Technical Specification
- Duly signed Statement of Compliance to the Technical Specifications, with manufacturer's unamended sales literature/brochures duly signed by the bidder for materials to be used
- Commitment from the supplier's/distributor's/manufacturer's bank (Commercial Bank) to extend to him a credit line if awarded the contract to be bid (**Sample Form No. SF-GOOD-015**), or a cash deposit equivalent to 10% of the ABC (**Sample Form No. SF-GOOD-016**)
- Duly Notarized Certificate in compliance with existing labor laws and standards (**Sample Form No. SF Good-037**)
- Sworn (**notarized**) Affidavit of Disclosure of No Relationship (**Sample Form No. SF-GOOD-012**)
- Duly Signed **and notarized** Sworn Statement - Certification of Bidder's Responsibilities (**Sample Form No. SF-GOOD-038**)
- Duly signed Bid Bulletins/Supplemental Notices
- Duly notarized affidavit of Area/Site Inspection

#### The Financial Component shall contain the following:

- Duly signed Bid Letter (in the prescribed sample form)
- Duly Signed Bid Prices in the Bill of Quantities

#### *Revised Checklist*

*This checklist of Technical and Financial Requirements may be given to eligible bidders along with the Bid Documents. The bidders are encouraged to consult this checklist before submitting their Technical and Financial Envelopes on the deadline for the submission and receipt of Bids.*