

Standard Form Number: SF-GOOD-06  
Revised on: May 24, 2004

## **Checklist of Eligibility Requirements for Bidders (Revised)**

***The Eligibility Envelope shall contain the following:***

### **LEGAL DOCUMENTS**

- Department of Trade and Industry (DTI) business name registration (for Sole Proprietorship) or SEC Registration Certificate (for Partnership & Corporation), or CDA Registration (for Cooperatives), whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms **(Sample Form No. SF-GOOD-08)**
- Valid and current Mayor's permit/municipal license **(Sample Form No. SF-GOOD-09)**
- BIR Registration Certification, which contains the Taxpayer's Identification Number **(Sample Form No. SF-GOOD-010)**
- Certification of Non-Inclusion in the Blacklist, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP **(Sample Form No. SF-GOOD-011)**
- Certificate of G-EPS Registration
- Latest Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR)
- Certified Copy of Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto
- Annual Income Tax Return stamped received by the BIR or authorized institutions for CY 2008
- Certificate of Good Standing issued by SEC in case of Partnership or Corporation, or issued by CDA in case of Cooperative

### **TECHNICAL DOCUMENTS**

- Duly signed Statement of all ongoing government and private contract, including contracts awarded but not yet started **(Sample Form No. SF-GOOD-013a)**, attached with the following duly certified copies of:
  - Notice of Award and/or Contract or
  - Notice to Proceed issued by the Owner or
  - Certificate of Accomplishments signed by the owner or authorized representative
- Duly signed Statement of similar completed government and private contracts within the last five (5) years **(Sample Form No. SF-GOOD-013b)**, attached with the following duly certified copies of:
  - Notice of Award and/or Contract and
  - Certificate of Completion or Certificate of Acceptance / Acceptance Letter by the Owner

*Note: This statement must show the largest single completed project to be at least fifty percent (50%) of the approved budget for the contract to be bid.*

### **FINANCIAL DOCUMENTS**

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the CY 2008, showing among others the total assets and liabilities.
- FINANCIAL CAPACITY
  - o Duly signed Computation of Net Financial Contracting Capacity (NFCC), **(Sample Form No. SF-GOOD-014)** OR
  - o Duly signed and Notarized Credit Line Certificate / Certificate of commitment specific to the contract at hand, issued by a licensed commercial bank to extend to the bidder a credit line if awarded the contract, which shall be at least equal to ten percent (10%) of the approved budget

*Revised Checklist*

*This checklist of Eligibility Requirements may be given to prospective bidders along with the Eligibility Forms. The bidders are encouraged to consult this checklist before submitting their Eligibility Envelopes on the deadline for the submission and receipt of Eligibility Envelopes.*



for the contract, (Sample Form No. SF-GOOD-015) *Note: the amount committed should be machine validated OR*

- Duly signed Certificate of Cash Deposit issued by a licensed bank certifying that depositor commits not to withdraw the amount of at least equal to ten percent (10%) of the approved budget for the contract within One Hundred Twenty Days (120) days from issuance of this certificate or until the contract has been awarded, whichever comes first; which shall also be specific to the contract to be bid (Sample Form No. SF-GOOD-016)

**CLASS B DOCUMENTS**

- Valid joint venture agreement, in case of a joint venture duly signed by both parties (**Sample Form No. SF-GOOD-017**)
- Duly signed and **notarized** Letter of Authority to Validate Submitted Documents (**Sample Form No. SF-GOOD-018**)
- Duly signed and **notarized** Certificate of Authenticity (**Sample Form No. SF-GOOD-019**)
- Supplier's Profile (**Sample Form No. SF-GOOD-021**)

ORIGINAL

*Revised Checklist*

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