

# BIDS AND AWARDS COMMITTEE

## EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P

DATE:

PROJECT:

REQUIREMENTS	BIDDER'S INITIALS	
	P or F	P or F
<b>ELIGIBILITY DOCUMENTS</b>		
1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.1 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.14 of the IRR.		
2. The statement of all ongoing government and/or private contracts within the last five (5) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, and		
3. The statement identifying the Bidder's single largest completed contract similar to the contract to be bid should have been completed within January 2016 prior to the date of submission and receipt of bids. The two statements required shall indicate, for each contract, the following: I. name of the contract; II. date of the contract; III. contract duration; IV. owner's name and address; V. nature of work; VI. contractor's role (whether sole contractor, subcontractor, or partner in JV) and percentage of participation; VII. total contract value at award; VIII. date of completion or estimated completion time; IX. total contract value at completion, if applicable; X. percentages of planned and actual accomplishments, if applicable; and XI. value of outstanding works, if applicable.  The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted.		
4. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.  For this purpose, similar contracts shall pertain to construction's with major components similar to the project at hand.		
5. Bidder must have completed a project of similar type worth Five Million Pesos (P5,000,000.00). Evidence in the form of portfolio and endorsement from client shall be submitted		
6. PCAB License and permit relevant to the Project and the corresponding law are required.		

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J. J. L. M.

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<p>6. Computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:</p> <p><math>NFCC = [(Current\ assets\ minus\ current\ liabilities) (15)]</math> minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p>For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statement prepared in accordance with international financial reporting standards.</p>										
<p>7. CLASS "B"</p> <p>If applicable, the Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p>										
TECHNICAL DOCUMENTS										
<p>8. Bid Security</p> <p>The Bidders shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the BIDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th> <th>Amount of Bid Security (Not less than the required Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td> <p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p> </td> <td rowspan="2">Two percent (2%)</td> </tr> <tr> <td> <p>(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by the LGU's bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p> </td> </tr> <tr> <td> <p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p> </td> <td>Five percent (5%)</td> </tr> </tbody> </table>	Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)	<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	Two percent (2%)	<p>(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by the LGU's bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)			
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<p>9. Organizational chart for the contract to be bid.</p>										
<p>10. The minimum work experience requirements for key personnel are the following:</p> <table border="1"> <thead> <tr> <th>Key Personnel</th> <th>General Experience</th> <th>Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>1. Project Manager (Civil Engineer)</td> <td>Building Construction</td> <td>Able to formulate report of construction</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience	1. Project Manager (Civil Engineer)	Building Construction	Able to formulate report of construction				
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*[Handwritten signatures and initials]*



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2. Site Engr./Asst. Proj. Manager (Civil Engr./Architect)	“ schedule and Program		
3. General Foreman	Construction Foreman		
4. Safety Officer	BFP/DOLE Accredited		
12. The minimum major equipment requirements are the following:			
Equipment	Capacity	Number of Units	
1. Backhoe	Small	1	
2. Concrete Breaker (Neumatic/Electric)		2	
3. Hauling Truck	Medium / Six Wheeler	1	
4. Payloader	Small	1	
13. Sworn Statement in accordance with Section 25.2 (a) (vii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.			
14. Acknowledgment and compliance with Section VI and Section VIII of the Bidding Documents: Specifications and Bill of Quantities. *Section VI. Specifications shall be supported by submitting samples or evidence of such compliance.			
15. All infrastructure projects are packaged in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award. In cases, the NECC computation, if applicable, must be sufficient for all lots or contracts to be awarded to the bidder.  Lot 1. Waiting Area, INFO, Entry Foyer, Ground and Second Floor of Main Building  Lot 2. Waiting Area, Kiosk, Documentary at Annex Bldg.			
16. Duly accomplished Financial Bid in the Official Bid Form			
17. Bid Price			
Legend: P = Passed F = Failed N/A = Not Applicable			

*[Handwritten signatures and initials]*

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### Bids and Awards Committee

ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairman

MARIA LIZA M. HERNANDEZ  
Member

HENRIETTA P. NARVAEZ  
Member

MARIE JANE L. EDQUID  
Member

KAREN M. MAGSALIN  
Provisional Member, Non-IT Projects

### BIDDERS:

Signature Over Printed Name

Signature Over Printed Name

### OBSERVERS:

Signature Over Printed Name

Signature Over Printed Name

*Handwritten signatures and initials*