**Manolo Fortich Water District**

Manolo Fortich, Bukidnon

SUPPLY AND DELIVERY OF 2”, 3” and 6” Diameter Series 8 uPVC Pipes

**Checklist of Documents Needed During Opening of Bids for Eligibility**

1. **Eligibility Documents – First Envelop**

**Class “A” Documents:**

* + - * 1. 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](#bds12_1ai);
        2. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
        3. Statement of all its ongoing and completed government and private contracts within the period stated in the [BDS](#bds12_1aiii), including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:

name of the contract;

date of the contract;

kinds of Goods;

amount of contract and value of outstanding contracts;

date of delivery; and

end user’s acceptance or official receipt(s) issued for the contract, if completed.

* + - * 1. Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
        2. Tax clearance per Executive Order 398, Series of 2005;
        3. Notarized Certificate stating bidder/supplier/manufacturer have a local office in Cagayan de Oro City with at least five (5) years minimum operation;
        4. NFCC computation in accordance with **ITB** Clause 5.5; and

**Class “B” Document:**

* + - * 1. If applicable, the 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 instance that the bid is successful.
      1. Technical Documents –
         1. Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:

a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

* + - * 1. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
        2. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
        3. Bid Securing Declaration

### Financial Component – Second Envelop

* + 1. Unless otherwise stated in the [BDS](#bds13_1), the financial component of the bid shall contain the following:
       1. Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
       2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the [BDS](#bds13_1b); and
       3. Any other document related to the financial component of the bid as stated in the [BDS](#bds13_1).

*Failure of the Bidder to submit the above requirements or a finding against the veracity of such shall be ground for ineligibility and disqualification of the Bidder to enter into bidding.*