PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICEOF DAVAO

Procurement of Temporary Administrative and Technical Support Personnel and Janitorial Services Thru Manpower Service provider for the period July 01-December 31, 2018

Standard Form Number: SF-GOOD-26
Revised on: May 24, 2004

Checklist of Eligibility and Technical Documents for Bidders

The Technical Envelope shall contain the following:

(A) ELIGIBILITY DOCUMENTS

Class "A" Documents

- ❑ Registration Certificate from Securities and Exchange Commission (SEC) (*if Corporation or Partnership*), Department of Trade and Industry (DTI) business name registration (*in case of sole proprietorship*) / CDA registration certificate;

- ❑ Mayor's Permit/Municipal License where the principal place of business of the prospective bidder is located;

- ❑ PhilGEPs Certificate of Registration and Membership;

- ❑ List of all its ongoing Government and Private Contracts including contracts awarded but not yet started**. {DAV-PG-Form No.001}**

- ❑ Statement of all its ongoing and completed government and private contracts. A Single Largest Completed Contract (SLCC) that is similar to the contract to be bid must have completed within two (2) years from the date of submission to be bid. SLCC must be least 50% of the ABC for the contract to be bid**. {DAV-PG-Form No.002}**

- ❑ Audited Financial Statements, showing among others, the prospective bidder's 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 the date of submission with ITR duly filed through EFPS

- ❑ Computation of Net Financial Contracting Capacity (NFCC) **{DAV-PG-Form No.003}** in accordance with ITB Clause 5.5 **OR** a committed Line of Credit from a Universal Bank or Commercial Bank must be at least equal to 10% of the ABC to be bid. **{DAV-PG-Form No.004}**

Class "B" Documents

- ❑ Valid Joint Venture Agreement (JVA), if applicable**.{DAV-PG-Form No.005}**

(B) TECHNICAL DOCUMENTS

- ❑ Bid Security in accordance with ITB Clause 18:
  - BID SECURING DECLARATION **{DAV-PG-Form No.006} OR**
  - CASH OR CASHIER'S/MANAGERS CHECK **OR**
  - BANK GUARANTEE **{DAV-PG-Form No.007} OR**
  - SURETY BOND **{DAV-PG-Form No.008}**

- ❑ Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable

- ❑ Omnibus Sworn Statement **{DAV-PG-Form No.009}** Attached: Special Power of Attorney **{DAV-PG-Form No.010}**

- ❑ Authority of Signatory-Secretary's Certificate **{DAV-PG-Form No.011}**