

Republic of the Philippines  
**CATBALOGAN WATER DISTRICT**  
**OFFICE OF THE BIDS & AWARDS COMMITTEE**  
Catbalogan City

**CHECKLIST ON THE ELIGIBILITY DOCUMENTS**  
**(CLASS “A” DOCUMENTS)**

**PROCUREMENT OF GOODS**

NAME OF CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_

1. Eligibility Form duly filled up and notarized. Annexes to said ELIGIBILITY FORM should be properly MARKED and ARRANGED ACCORDINGLY.

**ANNEXES:**

**A. Legal Documents:**

- ( ) Annex A1. Duly notarized Authority of Person making the statement (If Corporation, Board Resolution)
- ( ) Annex A2. DTI Business Name Registration; SEC Registration Certificate or CDA Registration
- ( ) Annex A3. Valid and Current Mayor’s Permit (if applicable)
- ( ) Annex A4. BIR Registration Certification (contains the Tax payer’s Identification Number)
- ( ) Annex A5. Statement that the Contractor is not “**Blacklisted**” or not included in the GPPB Consolidated Blacklisting Report
- ( ) Annex A6. Tax Clearance Certificate issued by BIR (Main Office) or Business Tax Returns filed through EPFS, if applicable
- ( ) Annex A7. Other appropriate Licenses as deem required by the Procuring Entity

**B. Technical Documents:**

- ( ) Annex B1. Statement of the Prospective Bidder of all its on-going and completed Government & Private Contracts (specified period) including those awarded contracts but not yet started with the following information:
  1. Whether the Contract is on-going, completed or awarded but not yet started
  2. The name of the Contract
  3. The date of the Contract
  4. The Kinds of goods
  5. The Amount of Contract & value of outstanding contracts
  6. The date of delivery
  7. The end user’s acceptance, for completed contracts
  8. Specification whether the prospective bidder is a manufacturer, supplier or distributor, or service provided
  9. Whether the contract is similar or not in nature and complexity with the contract to be bid.

**C. Financial Documents:**

- (    ) Annex C1.        Bidder’s Audited Financial Statements, stamped “received” by the BIR or its duly accredited & authorized institutions, for the immediately preceding calendar year, showing, among others, the prospective bidder’s total & current asset and liabilities.
- (    ) Annex C2.        Bidder’s computation of Net Financial Contracting Capacity (NFCC), using the prescribed formula.
- (    ) Annex C3.        If the NFCC is not sufficient to comply with the requirements;
  - C3-1. Commitment from a licensed bank to extend a credit line (specific to the contract)
  - C3-2. Certificate of hold-out on cash deposit (amount not lower than that set by the Procuring Entity)

FAILURE TO COMPLY on any or all of the afforested requirements is a ground for automatic Predisqualification.

CONFORME: \_\_\_\_\_  
Contractor

BY: \_\_\_\_\_  
(Signature over printed name)

Verified/Checked by:  
(    ) **PASSED**  
(    ) **FAILED**

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PROCUREMENT OF GOODS

PROJECT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER : \_\_\_\_\_

CWD CHECKLIST OF BID REQUIREMENTS  
(CLASS “B” DOCUMENTS)

A. Legal Documents:

- 1. For Joint Venture; valid JVA duly constituted & appointed lawful attorney-in-fact to sign the contract, of awarded. All members should submit the Class “A” eligibility documents, and all should comply with all the legal eligibility requirements but compliance by one of the JV members with the technical & financial requirements will suffice.
- 2. Letter authorizing the HOPE or his duly authorized representative/s to verify any or all of the documents submitted for the eligibility check.

B. Technical Documents

- ( ) 1. Bid Security
  - Form of Bid Security \_\_\_\_\_
  - Company \_\_\_\_\_
  - Number \_\_\_\_\_
  - Official Receipt No \_\_\_\_\_
  - Validity Period \_\_\_\_\_
  - Callable on Demand \_\_\_\_\_
  - Bid Security Amount \_\_\_\_\_
  - Required Bid Security \_\_\_\_\_
  - Bid Amount \_\_\_\_\_
- ( ) 2. Technical Specifications
- ( ) 3. Omnibus Sworn Affidavit
- ( ) 4. Other non-discretionary criteria as stated in the instructions to Bidders

C. Financial Documents:

- ( ) 1. Detailed Estimates, if applicable
- ( ) 2. Cash & Payments Schedule
- ( ) 3. Bill of Quantities

NOTE: Any missing document(s) in the above-mentioned checklist is a ground for outright rejection of the Bid.

Remarks: ( ) PASSED ( ) FAILED