

## CHECKLIST OF DOCUMENTARY REQUIREMENTS

Under Section 2. Bid Data Sheet, ITB. 19.4, Bidders must submit:

- One (1) Original sealed in an envelope clearly marked as "ORIGINAL"
- One (1) Copy sealed in a separate envelope clearly marked as "COPY"
- One (1) electronic copy saved in a USB, sealed in another envelope, clearly marked as "ELECTRONIC COPY"

Each of the above envelopes must contain the following documentary requirements. In the event of any discrepancy between the original and the copies, the original shall prevail (see *ITB 20.1*).

Please note that this checklist is only provided as a reference and is not part of the Bidding Documents.

The Bidder is required to inspect the entirety of the Bidding Documents, and all issued Addenda, to ensure the completeness and compliance of its Bid.

Sr. No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
1	Letter of Bid	<p>Section 1. Instructions to Bidders (ITB), Clauses 12.1, 14.1, 14.3, 14.4, 20.2</p> <p>Section 3. Evaluation and Qualification Criteria Clauses 2.1.2, 2.1.3, 2.1.5, 2.2.2,</p> <p>Section 4. Bidding Forms</p>	<p>Fill out completely. Do not leave any blanks.</p> <p>Please attach a <u>written confirmation of authorization</u> of the person signing the Letter of Bid. See Section 2. Data Sheet, ITB 20.2.</p> <p>In case of a Joint Venture (JV), only <u>one</u> Letter of Bid must be submitted and the person signing the Letter of Bid, on behalf of the JV, must have the same authorization.</p>
2	Bid Securing Declaration	<p>Section 1. ITB Clauses 19.1, 19.2 &amp; 19.4</p> <p>Section 2. Bid Data Sheet (BDS), ITB 19.1, 19.2 &amp; 19.4</p> <p>Section 4. Bidding Forms</p>	<p>Fill out completely. Do not leave any blanks.</p> <p>Signatory shall be the same as the person with written confirmation of authorization as described above.</p> <p>In case of a Joint Venture (JV), only <u>one</u> Bid Securing Declaration must be submitted and the person signing on behalf of the JV must have the same authorization as required above.</p>

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Qualification Documents			
3	Form ELI-1: <i>Bidder's Information Sheet</i>	Section 1. ITB Clause 4.2  Section 3. Evaluation and Qualification Criteria Clauses 2.1.1, 2.1.4  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that <u>attachments</u> to ELI-1 are also submitted.  Whether participating as a Single Entity or as JV, only <u>one</u> (1) Form ELI-1 has to be submitted.
5	Form ELI-2: <i>Joint Venture Information Sheet</i>	Section 1. ITB Clause 4.5  Section 3. Evaluation and Qualification Criteria Clauses 2.1.1, 2.1.4  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that <u>attachments</u> to ELI-2 are also submitted.  In case of a Single Entity, please submit ELI-2 with marks "NOT APPLICABLE". In case of a JV, <u>each member</u> of the JV must accomplish and submit <u>with attachments</u> Form ELI-2.
4	Form CON-1: <i>Historical Contract Nonperformance</i>	Section 3. Evaluation and Qualification Criteria Clauses 2.2.1, 2.2.3  Section 4. Bidding Forms	Fill out completely. Tick the box as appropriate. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV must accomplish and submit Form CON-1.
6	Form CON-2: <i>Historical Contract Nonperformance</i>	Section 3. Evaluation and Qualification Criteria Clauses 2.2.1, 2.2.3  Section 4. Bidding Forms	Fill out completely. Tick the box as appropriate. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV and the <u>nominated specialist</u> must accomplish and submit Form CON-2.
7	Form FIN – 1: <i>Historical Financial Performance</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.1  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that <u>attachments</u> to FIN-1 are also submitted.  In case of a JV, <u>each member</u> of the JV must accomplish and

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			submit Form FIN-1 and the attachments.
8	Form FIN – 2: <i>Average Annual Construction Turnover</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.2  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-2.  <u>Do not submit a NFCC computation.</u>
9	Form FIN – 3: <i>Availability of Financial Resources</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.3  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-3.  If credit lines are submitted as sources of finance, please attach <u>letter(s) from the bank confirming the existence and validity</u> of said credit lines.
10	Form FIN- 4: <i>Financial Resources Requirement</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.3  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  In case where the bidder or any member of the JV do not have any outstanding contract or anticipated contract award 28 days from the bid submission, please submit the form and mark it with "No Outstanding Contract".  In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-4.
11	Form FIN- 5: <i>Self-Assessment Tool for Bidder's Compliance to Financial Resources</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.3  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Form FIN – 5 is made available for use by the bidder as a self-assessment tool. Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.
12	Form EXP – 1: <i>Contracts of</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.1	Fill out completely. Do not leave any blanks.

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	<i>Similar Size and Nature</i>	Section 4. Bidding Forms	Please make sure that <u>attachments</u> to EXP-1 are also submitted.
13	Form EXP - 2: <i>Construction Experience in Key Activities</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.2 Section 4. Bidding Forms	Fill out completely. Do not leave any blanks. Please make sure that <u>attachments</u> to EXP-2 are also submitted.
14	Form EXP - 3: <i>Specific Experience in Managing Environmental, Health and Safety Aspects</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.3 Section 4. Bidding Forms	Fill out completely. Do not leave any blanks. In case of a JV, <u>each member</u> of the JV must accomplish and submit Form EXP-3.
15	Form EXP - 4: <i>Environmental, Health and Safety Certification</i>	Section 3. Evaluation and Qualification Criteria Clause 2.5.1 Section 4. Bidding Forms	Please submit COPY of valid ISO certification or equivalent.
16	Form EXP - 5: <i>Environmental, Health and Safety Documentation</i>	Section 3. Evaluation and Qualification Criteria Clause 2.5.2 Section 4. Bidding Forms	Please submit COPY of in-house policies and procedures for EHS management.
17	Form EXP - 6: <i>Environmental, Health and Safety Dedicated Personnel</i>	Section 3. Evaluation and Qualification Criteria Clause 2.5.3 Section 4. Bidding Forms	Please submit CVs of the proposed personnel and the <u>attachments</u> required in PER-2.
18	Valid PCAB License	Section 3. Evaluation and Qualification Criteria Clause 2.6.	Please submit COPY of the valid PCAB License.  In case of a JV, <u>each member</u> of the JV must submit copies of their individual PCAB License.
Technical Documents			
19	Form PER - 1: <i>Proposed Personnel</i>	Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.
20	Form PER - 2: <i>Resume of Proposed Personnel</i>	Section 4. Bidding Forms Section 6. Employer's Requirements (ER), X. Qualification of D&B Contractor and Other Requirements para. 2	Fill out completely. Do not leave any blanks. Please make sure that <u>attachments</u> to PER-2 are also submitted (i.e. <i>PRC ID</i> ).

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			The Years of General Experience should be determinable from the CV.
21	Form EQU: <i>Equipment</i>	Section 4. Bidding Forms  Section 6.ER, X. Qualification of D&B Contractor and Other Requirements para. 3	Fill out completely. Do not leave any blanks.
22	Site Organization	Section 4. Bidding Forms	Please submit organizational chart.
23	Method Statements	Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Submit proposed methodology from Method Statements 1 to 5.
24	Mobilization Schedule	Section 4. Bidding Forms	Please submit mobilization schedule in format as the bidder deemed appropriate.
25	Construction Schedule	Section 4. Bidding Forms  Section 6.ER, VII. Project Duration	Please submit construction schedule in format as the bidder deemed appropriate. Ensure that <u>all milestones</u> are reflected.
26	Environmental Management & Health, Safety, Labor Management Requirements	Section 2. Bid Data Sheet, ITB 11.1(b)  Section 4. Bidding Forms	Please submit an <u>outline</u> of proposed Site Specific Environmental Management Plan (SSEMP) and Site Health and Safety Management Plan (SHSMP).
27	Environmental, Health and Safety Code of Conduct for Contractor's Personnel Form	Section 4. Bidding Forms	Please submit an initialed and/or signed EHS Code of Conduct.
28	Certificate of Appearance (evidence of site visit)	Section 2. Bid Data Sheet, ITB 11.1(h)  Section 6. ER, VI. PROJECT DEFINITION, paragraph 7.	Please submit COPY of signed certificate.
Financial documents			
29	Schedule of Payment Currencies	Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Bid Price shall be quoted in Philippine Peso only.

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30	Activity Schedule [Schedules of Prices – Lump Sum Contract]	Section 4. Bidding Forms	Please follow instructions provided in Section 4. Bidding Forms.