

27 May 2025

Loan/Grant No. : 4268-PHI: Supporting Innovation in the Philippine Technical and Vocational Education and Training System Project

Contract No. and Title : **CW303/F: Design and Build of Regional TVET Innovation Center (RTIC) of NCR (Regional Training Center) including Rehabilitation/ Renovation/Repair of TTI's existing facilities**

BID BULLETIN NO. 2

CHECKLIST OF DOCUMENTARY REQUIREMENTS

In accordance with Section 1. Instructions to Bidders ("ITB") Clause 20.1 and Section 2. Bid Data Sheet ("BDS"), ITB. 20.1, bidders must submit the following:

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

A. The "**ORIGINAL**" and the "**COPY**", for purposes of completeness, must include the following documents:

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
1	Letter of Bid	Section 1. ITB Clauses 11(a), 12.1, 14, 20.2, Section 2. BDS Clause 20.2	Fill out completely. Do not leave any blanks. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
2	Written Authorization of the person signing the Letter of Bid	Section 3. Evaluation and Qualification Criteria Clauses 2.1.2, 2.1.3, 2.1.5, 2.2.2, Section 4. Bidding Forms	Please attach a <u>written confirmation of authorization</u> of the person(s) signing the Letter of Bid. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
3	Bid Securing Declaration	Section 1. ITB Clauses 11(a), 19, 20.2 Section 2. BDS ITB 19.1, 19.2 & 19.4, 20.2 Section 4. Bidding Forms	Fill out completely. Do not leave any blanks. Please refer to period of ineligibility provided in BDS ITB 19.2. Signatory shall be the same as the person with written confirmation of authorization as described above.

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
Eligibility and Qualification Documents			
4	Form ELI-1: <i>Bidder's Information Sheet</i>	Letter of Bid Section 1. ITB Clauses 4 & 5 Section 3. Evaluation and Qualification Criteria Clauses 2.1 Section 4. Bidding Forms Section 5. Eligible Countries	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. The Joint Venture Agreement (JVA) or Letter of Intent to enter into a JV must be attached in this Form ELI-1. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
5	Form ELI-2: <i>Joint Venture Information Sheet</i>	Section 1. ITB Clauses 4 & 5 Section 3. Evaluation and Qualification Criteria Clauses 2.1 Section 4. Bidding Forms Section 5. Eligible Countries	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. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
6	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. <u>Tick the box</u> 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. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
7	Form CON-2: <i>Historical Contract Nonperformance</i>	Section 3. Evaluation and Qualification Criteria Clauses 2.2.4 Section 4. Bidding Forms	<p>Fill out completely. <u>Tick the box</u> as appropriate. Do not leave any blanks.</p> <p>In case of a JV, <u>each member</u> of the JV and any <u>nominated specialist</u> must accomplish and submit Form CON-2.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
8	Form FIN - 1: <i>Historical Financial Performance</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.1 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks.</p> <p>Please make sure that <u>attachments</u> (i.e. Audited Financial Statements as stamped-received by the BIR) are attached to Form FIN-1.</p> <p>In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-1 with attachments.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
9	Form FIN - 2: <i>Average Annual Construction Turnover</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.2 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks.</p> <p>In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-2.</p> <p><u>Do not submit a NFCC computation.</u></p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
10	Form FIN - 3: <i>Availability of Financial Resources</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.3 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks.</p> <p>In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-3.</p> <p>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.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
11	Form FIN- 4: <i>Financial Resources Requirement</i>	Section 3. Evaluation and Qualification Criteria Clause 2.3.3 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks.</p> <p>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 "<u>No Outstanding Contract</u>".</p> <p>In case of a JV, <u>each member</u> of the JV must accomplish and submit Form FIN-4.</p> <p>Suspended <u>but not yet terminated</u> contracts must be included in the computation.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
12	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	<p>Fill out completely. Do not leave any blanks.</p> <p>Form FIN – 5 is made available for use by the bidder as a self-assessment tool. Failure to submit Form FIN - 5 shall not lead to bid rejection.</p>
13	Form EXP – 1: <i>Contracts of Similar Size and Nature</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.1 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks. Take note that only projects completed within the period of "<u>within the last five (5) years</u>" will be considered for evaluation.</p> <p>Note that "Completion Date" refers to physical completion date and not the date of acceptance.</p> <p>Please make sure that <u>attachments</u> to Form EXP-1 are also submitted.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
14	Form EXP – 2(A): <i>Design Experience in Key Activities</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.2 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks. Take note that only projects <u>completed within the period of "during the period stipulated in 2.4.1"</u> which is <u>"within the last five (5) years"</u> will be considered for evaluation.</p> <p>Note that "Completion Date" refers to physical completion date and not the date of acceptance.</p> <p>Please make sure that <u>attachments</u> to Form EXP-2(A) are also submitted.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
15	Form EXP – 2(B): <i>Construction Experience in Key Activities</i>	Section 3. Evaluation and Qualification Criteria Clause 2.4.2 Section 4. Bidding Forms	<p>Fill out completely. Do not leave any blanks. Take note that only projects <u>completed within the period of "during the period stipulated in 2.4.1"</u> which is <u>"within the last five (5) years"</u> will be considered for evaluation.</p> <p>Note that "Completion Date" refers to physical completion date and not the date of acceptance.</p> <p>Please make sure that <u>attachments</u> to Form EXP-2(B) are also submitted.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>
16	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	<p>Fill out completely. Do not leave any blanks. Take note that only projects <u>completed or ongoing "between 1st January 2021 and the Bid submission deadline"</u> will be considered for evaluation.</p> <p>In case of a JV, <u>each member</u> of the JV must accomplish and submit Form EXP-3.</p> <p>The <u>"details of relevant experience"</u> must be related to managing EHS risks and impacts.</p> <p>For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.</p>

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
17	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. In case of an expired ISO certification or equivalent, please attach proof of ongoing application or renewal. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
18	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 <u>in-house</u> policies and procedures for EHS management. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
19	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 Section 6. Employer's Requirements (ER), XXI. Qualification of Bidder Contractor para.2	Please submit CVs of the proposed personnel and the <u>attachments</u> required in PER-2. For further details, please see copy of the Prebid Meeting presentation in Bid Bulletin No. 1.
20	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. In case of Foreign Contractor, it may either submit (a) proof of PCAB license application or (b) letter of intent to apply for a PCAB license if awarded the Contract.
Technical Proposal Documents			
21	Form PER – 1: <i>Proposed Personnel</i>	Section 4. Bidding Forms	Fill out completely. Do not leave any blanks. Note that there must be <u>two</u> (2) CAD Operators (Draftsmen).

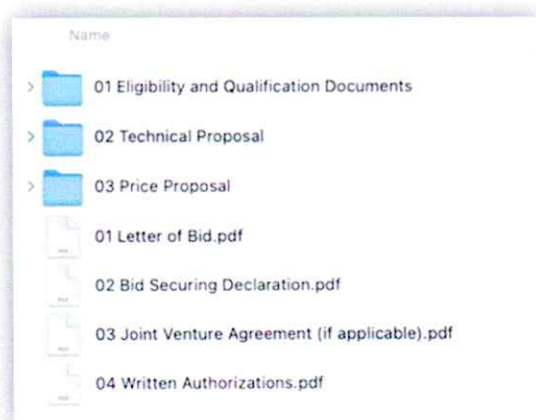
No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
22	Form PER – 2: <i>Resume of Proposed Personnel</i>	Section 4. Bidding Forms Section 6. ER, XXI. QUALIFICATION OF BIDDER CONTRACTOR para.2	Fill out completely. Do not leave any blanks. Please make sure that <u>attachments</u> to PER-2 are also submitted. Attach <u>clear and readable</u> copy of PRC IDs. Note that there must be <u>two</u> (2) CAD Operators (Draftsmen).
23	Form EQU: <i>Equipment</i>	Section 4. Bidding Forms Section 6. ER, XXI. QUALIFICATION OF BIDDER CONTRACTOR para.3	Fill out completely. Do not leave any blanks.
24	Site Organization	Section 4. Bidding Forms	Please submit organizational chart with adequate information.
25	Method Statements 1 to 5.	Section 4. Bidding Forms <ul style="list-style-type: none"> • Method Statement 1 • Method Statement 2 • Method Statement 3 • Method Statement 4 • Method Statement 5 	Fill out completely. Do not leave any blanks. The responses must be detailed, clear, and aligned with Section 6. ER.
26	Mobilization Schedules	Section 4. Bidding Forms <ul style="list-style-type: none"> • Manpower schedule • Equipment schedule • Temporary facility / utility schedule 	Please submit <u>all</u> mobilization schedules.
27	Construction Schedule	Section 4. Bidding Forms Section 6.ER, VI. PROJECT DURATION / SCHEDULE	Please submit construction schedule in format as the bidder deems appropriate. Ensure that <u>all milestones</u> are reflected and in accordance with Section 6. ER.
28	Environmental Management & Health, Safety, Labor Management Requirements	Section 2. Bid Data Sheet, ITB 11.1(b) Section 4. Bidding Forms	Please submit <u>outlines</u> of proposed Site Specific Environmental Management Plan (SSEMP) and Site Health and Safety Management Plan (SHSMP).
29	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.

No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
30	Certificate of Appearance (evidence of site visit)	Section 2. BDS, ITB 11.1(h) Section 6. ER, VII. SITE VISIT AND SITE CONDITION	Please submit COPY of signed certificate.
Financial documents			
31	Schedule of Payment Currencies	Section 4. Bidding Forms	Fill out completely. Do not leave any blanks. Bid Prices shall be quoted in Philippine Peso only.
32	Activity Schedule [Schedules of Prices – Lump Sum Contract]	Section 4. Bidding Forms	Please follow instructions provided in Section 4. Bidding Forms. The Bidder must sub-divide its Schedule of Prices to (1) Professional Fees; (2) General Requirements; (3) Construction of the New Building/TTIs; and (4) Renovation/Rehabilitation of Existing Facility.

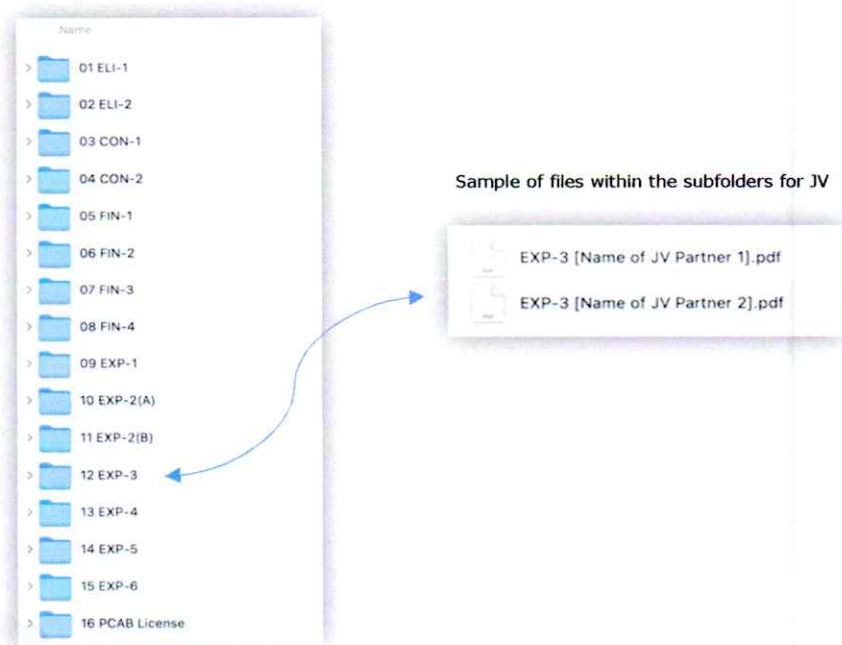
B. The "**ELECTRONIC COPY**", for purposes of completeness, must be in accordance with the following instructions:

- a) Electronic copies must be the scanned version of the ORIGINAL preferably in OCR format.
- b) The files must be saved in the following manner.

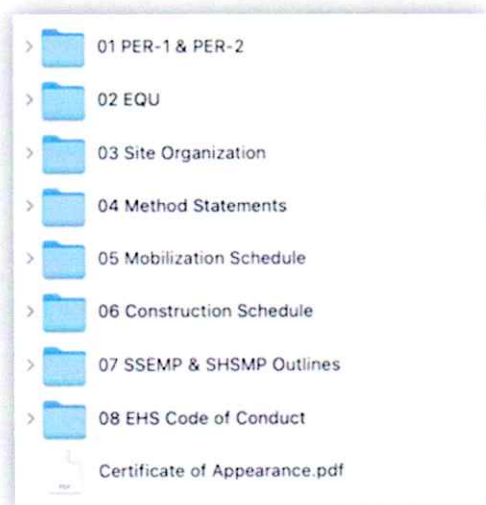
Main folder



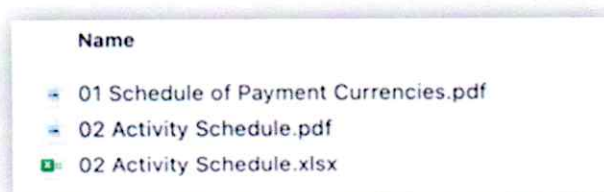
Subfolder – Eligibility and Qualification Documents



Subfolder – Technical Proposal



Subfolder – Price Proposal




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.

For guidance.



DDG FELIZARDO R. COLAMBO 
BAC Chairperson/
Deputy Director General for Special Concerns
TESDA