

PROJECT: SECURITY SERVICES OF LUZON NORTH 1 AND 2, CENTRAL 1 AND 2, SOUTH 1 AND 2, AND BICOL DIVISIONS.

FINAL CHECKLIST OF DOCUMENTARY REQUIREMENTS

1. Documentary Requirements

a. 1st Envelope

a.1. The following Eligibility requirements shall be applicable to any or all lots the bidder intend to participate:

- a.1.1 PhilGEPS Certificate of Registration and membership. In case of uploaded document/s, which validity period had already expired, submit the updated document/s.
- a.1.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

For projects with Non-Disclosure Agreement, bidders are required to disclose the projects and its details using Form-05 of the Bidding Documents.

- a.1.3 JVA, in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance)

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

- a.1.4 Omnibus Sworn Statement – Please see attached form.
- a.1.5. Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:
 - Copy of Treaty, International or Executive Agreement; Or
 - Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 - Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

a.2 The following Technical and Financial documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intends to participate:

a.2.1 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents, equivalent to at least fifty (50%) of the ABC completed within five (5) years** prior to the submission and opening of bids, adjusted by the bidder to current prices using PSA's consumer price index;

For this purpose, contracts similar to the Project shall be Contract for Security Services.

SLCC should be a project without a Non-Disclosure Agreement.

a.2.2 NFCC Computation or committed Line of Credit (form supplied)

a.2.3 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration – form supplied).

a.2.4 Technical Documents – project requirements

- Section VI – Schedule of Requirements (page 37)
- Section VII – Statement of Compliance with the Technical Specifications (pages 39-40)

b. 2nd envelope

b.1 Bid Form (form supplied) – pages 46 to 53

b.2 Bid Breakdown (form supplied) – please see attached form

c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid

c.1 Registration Certificate from Security Exchange Commission, for corporation including Articles of Incorporation and General Information Sheet, Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority for cooperatives or its equivalent documents.

c.2 2024 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)

c.5 Latest Income Tax Return filed through EFPS corresponding to the submitted Audited Financial Statement

c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed EFPS.

Other Requirements:

- a) List of all training, seminars, proficiency tests or examinations conducted for its Security Guards for the last six (6) months prior to bidding.
- b) Proposed Comprehensive Security Plan for the particular Lot/s per attached **Form 10 to 10-C**:

Lot I: Luzon North 1 and 2 Divisions

Lot II: Luzon Central 1 and 2 Divisions

Lot III: Luzon South 1 and 2 Divisions

Lot IV: Luzon Bicol Division