

Section VIII. Checklist of Technical and Financial Documents

A. Eligibility and Technical Documents (Technical Component)

a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex;

b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to ***“Property management of an estate or complex with mixed-use developments, buildings, and parks”*** which shall be completed within the last 5 years prior to the date of submission of the best and final offer.

Note: Compliance with the requirement for the Single Largest Completed Contract (SLCC) may be either of the following:

i. If only one (1) completed contract, the project cost shall be equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or

ii. If two (2) similar contracts are completed, the aggregate amount of the two project costs shall be equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least Twenty-Five Percent (25%) of the ABC.

c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

i. In case of cash, Manager's Check, Bank Guarantee (2% of the ABC)

ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (5% of the ABC)

iii. Bid Securing Declaration.

d) Conformity with the Schedule of Requirements;

e) Conformity with the Technical Specifications;

f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable.

In case of Joint Venture, Special Power of Attorney shall be submitted by all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Documents (Financial Component)

h) Original of duly signed and accomplished Financial Bid Form; and

i) Original of duly signed and accomplished Price Schedule(s).

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