

Republic of the Philippines
OFFICE OF THE PRESIDENT
Philippine Sports Commission
RMSC, P. Ocampo Sr. Street, Malate, Manila

**APPLICATION FORM FOR ELIGIBILITY AND CHECKLIST
FOR GOODS & SERVICES-(BIDDING)**

Company	
Address	
Telephone No.	
Fax No.	
Specialization	
Date of Filing	

A. General Information

1. Name of Bidder _____
2. a. Office Address _____
b. Telephone No. (s) _____
c. Fax No. _____
d. Email Address _____
3. a. Authorized Managing Officer (AMO) _____
b. Citizenship _____
c. Position / Designation _____
4. Type of Organization (please check)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Others, specify

B. Eligibility Documentary Requirements

IMP OFFICE						VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	--	---------------	----------

- | | |
|--|---|
| | 1. This document (Application Form for Eligibility and Checklist) with accomplished data to be provided as stated above |
| | 2. Department of Trade And Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines. |
| | 3. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder including its amendments thereto, if any. The General Information Sheet for 2016 shall also be submitted in case bidder is a corporation. In case the following document is not applicable, A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY should be submitted. |
| | 4. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture ,In case bidder does not have Joint Agreement, he must submit a duly SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY |
| | 5. Mayor's Permit/Business Permit (valid for the current year) |

IMP OFFICE					VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	---------------	----------

--	--	--	--	--	--

6. Duly signed and notarized statement of complete similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:
- Name of clients with contact numbers and addresses;
 - Date of award of contract;
 - Total contract cost; and

--	--	--	--	--	--

7. End user's Certificate of Commendation (for Bidders who have contract with PSC) or Certificate of Commendation from clients

--	--	--	--	--	--

8. Income Tax Return (ITR) for 2015, (CTC by the BIR). And Audited Financial Statement (AFS) for 2015 stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. Only tax returns and taxes through the BIR Electronic filling and Payment System (EFPS) shall be accepted.

--	--	--	--	--	--

9. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC

C. Technical Documentary Requirements

--	--	--	--	--	--

10. Bid Security

Required Bid Security Form

Bid Securing Declaration AND any /either of the following:

- Cash, Check, Cashier's Check, Manager's Check - 2% of ABC
 - Bank Draft Guarantee or Irrevocable Letter of Credit - 2% of ABC
 - Surety Bond - 5% of ABC
- Validity Period - 120 calendar days from opening

Company	
Telephone Number	
Official Receipt No,	
Validity Period	
Callable on Demand	
Bid Security Amount	

--	--	--	--	--	--

11. Technical Specifications

--	--	--	--	--	--

12. Taxpayer's Identification Number/ Certificate of Registration

--	--	--	--	--	--

13. Tax Clearance Certificate per Executive Order 398 Series of 2005, **as finally reviewed and approved by the BIR issued for Bidding Purposes** valid as of the date of opening of bids.

--	--	--	--	--	--

14. Company Profile

--	--	--	--	--	--

15. Organizational Chart

--	--	--	--	--	--

16. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation.

--	--	--	--	--	--

17. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with proof of ownership or contract of lease.

IMP OFFICE					VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	---------------	----------

--	--	--	--	--	--

18. Omnibus Sworn Statement stating the following: *(refer to format in BDS, must be notarized)*

- a. That the bidder is not “blacklisted” or barred from bidding by the National Government or any of its agencies, offices, corporations; and LGUs, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
- b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
- c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;
- d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder during the bidding; with the duly notarized Secretary’s Certificate attesting to such fact if the prospective bidder is a corporation, partnership or joint venture;
- e. That it complies with the disclosure provision under Sec. 47 of R.A. 9184 in relation to other provisions of R.A. 3019 *(that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the head of the PMO or the end-user unit and the project consultants by consanguinity or affinity up to the third civil degree)*;
- f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;
- g. That it complies with existing labor laws and standards; and
- h. That the bidder has no contract terminated for reason of default.
- i. That the bidder did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, of personnel or representative of the government in relation to any procurement project or activity

--	--	--	--	--	--

19. PhilGEPS Registration Certificate

--	--	--	--	--	--

20. Other documents as stated in the BDS *such as Pre-Bid Minutes and Bid Bulletin*

ACCREDITED BY THE BIDS AND AWARDS COMMITTEE

(Please do not fill up this portion)

ELIGIBLE

INELIGIBLE

Chairperson
Bids and Awards Committee

Date

Name of the Contract _____
Location _____

Checklist for Financial Envelope Requirements for the BAC

DATE : _____

PROJECT : _____

BIDDER : _____

Checklist for Bid Requirements

FINANCIAL ENVELOPE: shall contain the following information / documents and be opened only if the bidder has complied with the requirements in the Eligibility / Technical Envelope.

IMP. OFFICE				VICE-CHAIRMAN	CHAIRMAN
-------------	--	--	--	---------------	----------

Initials of BAC Members
if document is included

--	--	--	--	--	--

1. Duly Signed Bid Prices in the Bill of Quantities

--	--	--	--	--	--

2. Duly Signed Proposal / Bid Form

--	--	--	--	--	--

3. Recurring Maintenance Costs, if applicable (signed statement if not applicable)

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the Bid.

Remarks: () Complying () Non-Complying

Republic of the Philippines
OFFICE OF THE PRESIDENT
Philippine Sports Commission
RMSC, P. Ocampo Sr. Street, Malate, Manila

**APPLICATION FORM FOR ELIGIBILITY AND CHECKLIST
FOR INFRASTRUCTURE
(BIDDING)**

Company	
Address	
Telephone No.	
Fax No.	
Specialization	
Date of Filing	

A. General Information

- 1. Name of Contractor _____
- 2. a. Office Address _____
b. Telephone No. (s) _____
c. Fax No. _____
d. Email Address _____
- 3. a. Authorized Managing Officer (AMO) _____
b. Citizenship _____
c. Position / Designation _____
- 4. Type of Organization (please check)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Others, specify

B. Eligibility Documentary Requirements

IMP OFFICE						VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	--	---------------	----------

- | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | 1. This document (Application Form for Eligibility and Checklist) with accomplished data to be provided as stated above |
| | | | | | | | | 2. Department of Trade And Industry (DTI) Business Name Registration and Securities and Exchange Commission (SEC) Registration, Constitution and By-Laws, whichever may be appropriate under existing laws of the Philippines |
| | | | | | | | | 3. Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any (<i>signed Statement of Not Applicable if not applicable</i>) |
| | | | | | | | | 4. Duly signed and notarized Valid Joint Venture Agreement, in case of joint venture (<i>duly signed and notarized statement of Not Applicable if not applicable</i>) |
| | | | | | | | | 5. Mayor's Permit/Business Permit (valid for the current year) |
| | | | | | | | | 6. Duly signed and notarized statement of complete similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract: <ul style="list-style-type: none">a. Name of clients with contact numbers and addresses;b. Date of award of contract;c. Total contract cost; andd. End user's owner's certificate of commendation from clients, if any |

IMP OFFICE					VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	---------------	----------

--	--	--	--	--	--

7. Duly signed and notarized statement of ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
- a. Name of the clients with contact numbers and addresses;
 - b. Date of award of contract; and
 - c. Total contract cost

--	--	--	--	--	--

8. Income Tax Return (ITR) for Second and Third quarter of 2012, (CTC by the BIR) and Audited Financial Statement (AFS) for 2011 stamped "Received" by the BIR

--	--	--	--	--	--

9. Valid PCAB License & Registration for the type and cost of the contract to the bid with Certificate of Health and Safety Officer

--	--	--	--	--	--

10. Net Financial Contracting Capacity (NFCC) computations equal to the ABC or Commercial Bank to extend a credit line in its favor if awarded the contract for this project (Credit Line Certificate or CLC). The CLC must be equal to at least ten percent (10%) of the ABC or a Cash Bond Deposit or Bank Deposit Certificate equal to ten percent (10%) of the ABC.

C. Technical Documentary Requirements

--	--	--	--	--	--

11. Bid Security

Required Bid Security Form

- a. Cash, Check, Cashier's Check, Manager's Check - 2% of ABC
 - b. Bank Draft Guarantee or Irrevocable Letter of Credit - 2% of ABC
 - c. Surety Bond - 5% of ABC
- Validity Period - 120 calendar days from opening

Company	<input type="text"/>
Telephone Number	<input type="text"/>
Official Receipt No,	<input type="text"/>
Validity Period	<input type="text"/>
Callable on Demand	<input type="text"/>
Bid Security Amount	<input type="text"/>

--	--	--	--	--	--

12. Project Organizational Chart

--	--	--	--	--	--

13. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a list said personnel

--	--	--	--	--	--

14. Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with proof of ownership or contract of lease

IMP OFFICE					VICE-CHAIRMAN	CHAIRMAN
------------	--	--	--	--	---------------	----------

--	--	--	--	--	--

15. Omnibus Sworn Statement stating the following: *(refer to format in BDS, must be notarized)*

- a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations; and LGUs, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
- b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
- c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;
- d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder during the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or joint venture;
- e. That it complies with the disclosure provision under Sec. 47 of R.A. 9184 in relation to other provisions of R.A. 3019 *(that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the head of the PMO or the end-user unit and the project consultants by consanguinity or affinity up to the third civil degree)*;
- f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;
- g. That it complies with existing labor laws and standards; and
- h. That the bidder has no contract terminated for reason of default.

--	--	--	--	--	--

16. Taxpayer's Identification Number Certificate of Registration

--	--	--	--	--	--

17. Valid Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR) to prove full and timely payment of taxes in Electronic Filing Procedure System (EFPS)

--	--	--	--	--	--

18. Company Profile

--	--	--	--	--	--

19. Formal Certification of employer's updated SSS registration certification, Philhealth & Pag-ibig registration certification

--	--	--	--	--	--

20. Site Inspection Certificate

--	--	--	--	--	--

21. Phil-GEPS registration certificate

--	--	--	--	--	--

22. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin

ACCREDITED BY THE BIDS AND AWARDS COMMITTEE

(Please do not fill up this portion)

ELIGIBLE

INELIGIBLE

Chairperson
Bids and Awards Committee

Date

Name of Contract _____
 Location _____

Checklist for Financial Envelope Requirements for the BAC

DATE :

PROJECT: _____

BIDDER: _____

Checklist for Bid Requirements

FINANCIAL ENVELOPE: shall contain the following information / documents and shall be opened only if the bidder has complied with the requirements in the Technical Envelope.

IMP. OFFICE							VICE- CHAIRMAN	CHAIRMAN
-------------	--	--	--	--	--	--	-------------------	----------

Initials of BAC Members
 If document is included.

- | | | | | | | | |
|--|--|--|--|--|--|--|---|
| | | | | | | | 1. Duly Signed Bid Prices in the Bill of Quantities / Proposal form |
| | | | | | | | 2. Duly Signed Detailed Estimates. |
| | | | | | | | 3. Duly Signed Cash Flow by Quarter and Payment Schedule. |
| | | | | | | | 4. Duly Signed Construction Schedule and S-Curve. |

Note: Any missing documents in the above-mentioned checklist is a ground for outright rejection of the Bid.

Remarks: () **Complying** () **Non-Complying**

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____

**Philippine Sports Commission
BIDS AND AWARD COMMITTEE**
RMSC – P. Ocampo Sr. St., Malate, Manila

ORDER OF PAYMENT No. _____

NAME OF COMPANY: _____

ADDRESS: _____

DATE: _____

PAYMENT FOR: _____

AMOUNT:Php _____