

Checklist of Eligibility and Technical Requirements (1 Envelope)

1. Eligibility Requirement

Class "A" Legal Document

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms
- Valid and current Mayor's permit/municipal license
- BIR Registration Certification, which contains the Taxpayer's Identification Number
- SSS, PHIC and HDMF Registration, Clearance and Certification of remittances/contributions for the period covered January – September, 2015
- DOLE Certificate and Clearance
- National Labor Relation Commission
- PADPAO Certificate of Accreditation
- License to Operate by PNP SOSIA
- Valid joint venture agreement, in case of a joint venture

Class "A" Technical Documents

- Statement of ongoing and similar completed government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started
- Company's Manpower Profile and Organization Set-up
- Commitment letter from prospective bidder to commit the quantity and type of equipment (vehicle, firearms and communication equipment)
- Affidavit stating that the bidder or any of its officers/personnel has no pending criminal or civil case affecting its security services

Class "A" Financial Documents

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities and duly filed Income Tax Return for the last two years.
- Computation of Net Financial Contracting Capacity (NFCC)** which shall be computed using the formula presented in Standard Form Number SF-GOOD-014 OR

- If its NFCC is not sufficient to comply with the requirements of at least equal to the Approved Budget for the Contract, a **Certificate of commitment/Certificate of Credit Line** specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract,

2. The Technical Requirement shall contain the following:

- Bid Security
- Authority of the signing official
- Technical Specifications
- Personnel Certificate of Employment to be detailed in the campus
- Bio-Data of personnel to be detailed in the campus
- Affidavit of Site Inspection
- Detailed Security Plan for the Campus
- Extra Services Offered for Free for PSHS-SRC
- Omnibus Sworn Statement

Note: Eligibility and Technical Requirement should be prepared in individual folder but Sealed in One (1) Envelope

Checklist of Financial Envelope Requirements for Bidders (1 Envelope)

The Financial Component shall contain the following:

- Duly Signed Bid Prices and Scope of Work for procurement of Services
- Duly signed Bid form