

ANNEX C – CHECKLIST OF ELIGIBILITY REQUIREMENTS AND PROPOSAL

- **Checklist for Contents of Main Envelope**
- **Checklist for Contents of Envelopes A and B**
- **Checklist for Contents of Eligibility Requirements**



CHECKLIST FOR CONTENTS OF MAIN ENVELOPE			
ITEM	LABELS	PASS	FAIL
A	ENVELOPE A (ORIGINAL)		
B	ENVELOPE B (COPY)		

CHECKLIST FOR CONTENTS OF ENVELOPES A AND B			
ITEM	LABELS	PASS	FAIL
1	ENVELOPE 1: Bid Security and Eligibility Requirements		
	Envelope 1-1:		
	Folder 1-1: Bid Security		
	Envelope 1-2:		
	Folder 1-1: Class "A" Documents - Legal Documents		
	Folder 1-2: Class "A" Documents - Technical Documents		
	Folder 1-3: Class "A" Documents - Financial Documents		
	Folder 1-4: Class "B" Documents		
2	ENVELOPE 2: Technical and Financial Proposal		
	Folder 2-1: Technical Proposal		
	Folder 2-2: Financial Proposal (Bid Forms)		
3	ENVELOPE 3: USB flash drive containing the electronic copy of the Bid (Eligibility Requirements, Technical Proposal, Financial Proposal and Excel Bid Form)		
	Envelope 3-1: Electronic Copy of the Bid		

CHECKLIST FOR CONTENTS OF ELIGIBILITY REQUIREMENTS			
ITEM	LABELS	PASS	FAIL
Folder 1-1: Class "A" Documents - Legal Documents			
(a)	Registration certificate from Securities and Exchange Commission (SEC). In case of foreign Bidders equivalent Certification allowed by Philippine Laws may be required;		
(b)	Articles of Incorporation and By-Laws or a Memorandum of Association or Partnership duly certified by the concerned authorities, as may be applicable;		
(c)	Valid and current Mayor's Permit or municipal license where the principal place of business of the prospective Bidder is located. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the Bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement;		
(d)	Taxpayer's Identification Number (TIN) [BIR registration/certification];		
(e)	Documentary proof of Bidder's compliance with Tax obligations, such as:		
	i. BIR VAT Registration (Form 2303);		
	ii. Proof of VAT payments for the months of August 2020 to January 2021 must be submitted;		
	iii. Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the government. In consideration of the COVID pandemic, in cases of expired Tax clearance, it shall be submitted together with the official receipt as proof that the Bidder has applied for renewal or awaiting the release of certificate from the BIR; and		
	iv. A certification under oath from Bidder's responsible officers that the Bidder is free and clear of all liabilities with the government.		
(f)	General Information Sheet submitted to SEC.		





CHECKLIST FOR CONTENTS OF ELIGIBILITY REQUIREMENTS			
ITEM	LABELS	PASS	FAIL
Folder 1-2: Class "A" Documents - Technical Documents			
(a)	Company profile highlighting experiences and expertise of the company and key officers in power plant operation;		
(b)	Matrix of the Bidder's ongoing projects and generation portfolio with the following minimum information for each power plant:		
	i. The name of the power plant;		
	ii. Installed and dependable capacity of the power plant;		
	iii. Type of power plant according to fuel or energy resource;		
	iv. Location (address) of the power plant;		
	v. Year the power plant was built and commissioned; and		
	vi. Number and average duration of scheduled and unscheduled outages for the last two (2) years or the actual outage data for new power plants operating for less than two years supported by a certification issued by the System Operator or client distribution utility.		
(c)	Matrix of Bidder's customers with whom the Bidder have power plant operation, rental or supply contracts. The statement shall include, for each customer, the following:		
	i. Name and address of company;		
	ii. Telephone, cellphone and fax numbers, website URL, and e-mail address of the company;		
	iii. Name and position of authorized contact person(s);		
	iv. Telephone and cellphone number and e-mail address of contact person(s); and		
	v. Number and average duration of scheduled and unscheduled outages for the last two (2) years or the actual outage data for new power plants operating for less than two years supported by a certification issued by the System Operator or client distribution utility.		
(d)	Copy of Certificate of Compliance issued by ERC or Service Contracts from the DOE as well as copies of its Generation Company Information Sheet (GCIS) and Generation Company Management Report (GCMR) submissions to ERC for the last two (2) years. For Bidders where the power plant operation experience is not covered by COCs and GCMRs of ERC, a certification from third parties such as contracted customer/s (e.g., NPC-SPUG) and the operational reports received or recorded by the customer/s shall be submitted.		
(e)	In case the required years of experience and aggregate capacity are not met, the bidders may opt to submit a detailed plan on how it intends to operate and maintain the generating facilities in accordance with the Philippine Grid and Distribution Codes, existing industry standards and applicable Philippine Laws. The detailed plan must state how the Bidder shall operate and maintain the Generating Facilities as well as the experience and technical capability of the person, whether natural or juridical, who will operate and maintain the generating facilities. The detailed pain must contain the following:		
	i. Executive Summary;		
	ii. Description of the Plan for the operation and maintainance of generating facilities;		
	iii. Proposed table of organization including job descriptions, technical qualifications and experience of the management of technical team;		
	iv. Environmental and social obligation compliance programs.		

CHECKLIST FOR CONTENTS OF ELIGIBILITY REQUIREMENTS			
ITEM	LABELS	PASS	FAIL
Folder 1-3: Class "A" Documents - Financial Documents			
(a)	The Bidder's Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue (BIR) for the last two (2) years (i.e., for years 2018 and 2019), showing, among others, the Bidder's total and current assets and liabilities. Complete set of financial statement includes the following		
	i. Balance Sheet;		
	ii. Income Statement;		
	iii. Statement of Changes in Equity;		
	iv. Cash Flow Statement;		
	v. Notes to Financial Statement;		
	vi. Statement of Management Responsibility for Financial Statement; and		
	vii. Financial Ratios indicating liquidity measurement ratio, debt ratio, profitability ratio and operating performance ratio.		
(b)	Calculation sheet of the Unrestricted Net Worth of the Bidder certified by the Finance Manager or Officer of the Bidder.		

CHECKLIST FOR CONTENTS OF ELIGIBILITY REQUIREMENTS			
ITEM	LABELS	PASS	FAIL
Folder 1-4: Class "B" Documents			
(a)	Secretary's Certificate designating the Bidder's authorized representative/s who will sign (a) the documents required in this Bid, and (b) the Power Supply Agreement (PSA), bearing certified sheets containing at least three (3) specimens of full signature and three (3) initials of the designated representative/s;		
(b)	A document containing the name, address and contact details, including telephone number/s, fax number/s and email address/es, of Bidder duly signed by the authorized representative/s;		
(c)	Omnibus Sworn Statement (Annex D-1)		
(d)	Acceptance of Bidding Documents (Annex D-2)		
(e)	Confidentiality Agreement (Annex D-3)		
(f)	A certification issued by Bidder or its authorized representative that each of the documents submitted in satisfaction of the Instructions to Bidders is an original or a true and faithful reproduction or copy of the original (Annex D-4)		
(g)	Affidavit of Disclosure of Relations in accordance with ITB 13 and Annex D-5		
(h)	Certificate of No Unsatisfactory Performance from its contracted customer in accordance with CITB 12		
(i)	Statement that the Bidder is not banned or blacklisted from bidding by the government or any of its agencies and other private corporations or electric cooperatives and LGUs including its non-inclusion in the Consolidated Blacklisting Report issued by the Government of the Philippines (GOP) (Annex D-6)		
(j)	A letter authorizing the TPBAC or its duly authorized representative/s to verify all of the documents submitted; and		
(k)	Any other document, in support of documents already submitted, that may be required by the TPBAC for clarification purposes during post-qualification.		