



## **ELIGIBILITY REQUIREMENTS FOR CONTRACTOR'S REGISTRATION TO NATIONAL HOUSING AUTHORITY UNDER CENTRAL BIDS AND AWARDS COMMITTEE**

The Central Bids and Awards Committee (CBAC) will process contractor's application for registration with **complete** requirements/supporting documents and will correspondingly issue the Contractor's Registration Certificate (**CRC**).

All reproduced copies or photocopied copies must be **originally** signed as true copies by authorized signatories.

Documents submitted must have **tabs or ears** for easier checking.

To **expedite** the processing of the CRC, the Contractor may submit an **e-copy** of the documents on a CD, USB or may send thru email at ***nha.centralbac@gmail.com*** provided, that e-copies of documents are also **originally** signed as true copies by authorized signatories.

Only prescribed forms shall be used.

Prospective Bidder/s and/or their duly authorized representative/s (*equipped with valid company ID and authorization letter for his/her representation*) will be required to provide the following information:

<b>COMPANY PROFILE</b>		
<b>Company Name</b>	:	_____
Office Address	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
<b>PERSON MANAGING THE AFFAIRS OF THE FIRM</b>		
Name of AMO	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
Copy of Valid ID (with 3 signatures specimen)	:	_____
<b>AUTHORIZED REPRESENTATIVE</b>		
<b>Name of Representative</b>	:	_____
Position in the Company	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
Copy of Valid ID (with 3 signatures specimen)	:	_____

*Three (3) Signature Specimen of Authorized Signatory of the firm will also be required on the copies of Valid ID submitted.*

Prospective Bidders and/or their authorized representatives must submit the following eligibility documents for registration:

## **ELIGIBILITY DOCUMENTS REQUIREMENTS**

### **A. LEGAL DOCUMENTS:**

1. Valid Certificate of **PhilGEPS Registration**.
2. **Registration Certificate** from the Securities and Exchange Commission (**SEC**) supported with Articles of Incorporation and By-Laws, all Amendments, and Increase in Capitalization with attachments; Department of Trade and Industry (**DTI**) for sole proprietorship; or Cooperative Development Authority (**CDA**) for cooperatives.
3. **Mayor's Permit** issued by the city or municipality where the principal place of business of the prospective bidder is located supported with an **Official Receipt (O.R.)** evidencing payment for the **latest applicable quarter or whole year**.
4. **Tax Clearance** valid for the current year issued by the BIR to prove full and timely payment of taxes pursuant to EO 398.
5. Valid signed **Philippine Contractors Accreditation Board (PCAB)** License and Registration.

### **B. TECHNICAL DOCUMENTS:**

6. Organizational Chart of the firm showing specific names of owners, key technical staff, personnel and their positions/designations (**This refers to the firm and not to a specific project**).
7. Statement of all its **COMPLETED** government and private contracts using Form **SF-INFR-16**. The statement shall include, for each contract, the following:
  - a. Name of the contract
  - b. Date of the contract
  - c. Contract duration
  - d. Owner's name and address
  - e. Nature of work
  - f. Contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation
  - g. Total contract value at award
  - h. Date of completion
  - i. Total contract value at completion
  - j. The statement shall be supported with Contracts/Agreements, Notices of Award and/or Notices to Proceed issued by the owners; and
  - k. The statement shall be supported with Certificate of Owner's Acceptance; and/or Constructors Performance Evaluation Summary (CPES) Final Rating, and/or Certificate of Satisfactory Completion.

8. Statement of all its **ON-GOING** government and private contracts, including contracts awarded but not yet started, if any, using Form **SF-INFR-15**. The statement shall include, for each contract, the following:
  - a. Name of the contract
  - b. Date of the contract
  - c. Contract duration
  - d. Owner's name and address
  - e. Nature of work
  - f. Contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation
  - g. Total contract value at award
  - h. Date of completion
  - i. Total contract value at completion; and
  - j. The statement shall be supported by Contract Agreements, Notices of Award (NOAs) and/or Notices to Proceed (NTPs) issued by the owners.
  
9. Omnibus Sworn Statement using the form attached herein to include statement using the prescribed form for:
  - a. *Ownership/corporation*
  - b. *Authority of signatory*
  - c. *Not "blacklisted" or barred from bidding*
  - d. *Authenticity of documents*
  - e. *Authority granted to NHA to verify all the documents submitted*
  - f. *Disclosure of no relationship*
  - g. *Compliance with existing labor laws and standards*
  - h. *Bidder's responsibilities for NHA projects and*
  - i. *Non-payment of pecuniary interests.*
  - j. *Sufficient grounds to constitute criminal liability for Swindling*
  
10. The authorized signatory and liaison officer/s must have a written authority from the Board of Directors or Secretary's Certificate to sign and represent the firm in the bidding of projects.

## **B. FINANCIAL DOCUMENTS**

11. Audited financial statements of the Contractor among others, the prospective total and current assets and liabilities, **stamped "received" by the BIR** or its duly accredited and authorized institutions, for the immediately preceding calendar year, including among others, the:
  - a. Independent Auditor's Report (IN MY OPINION....)
  - b. Income Tax Return
  - c. Balance Sheet and
  - d. Income Statement
  
12. **NFCC Computation** using form **SF-INFR-19**

13.(**T I N**) Taxpayer's Identification Number

14.Certificate of Value-Added Tax (VAT) Registration.

**PROCESSES TO BE FOLLOWED IN THE REGISTRATION OF CONTRACTORS:**

1. Interested Contractors may submit complete eligibility requirements to CBAC Secretariat attached with a Letter of Intent for registration addressed to:

**ATTY. MARIA MAGDALENA D. SIACON**

Group Manager, Housing Support Services Group

Central BAC Chairperson

NATIONAL HOUSING AUTHORITY

Elliptical Road, Diliman, Quezon City

8929-8016/ 8928-8272 and 8790-0800 local 3232 & 3233

Mobile No. 0998-974-9306

2. The CBAC Secretariat will only process contractor's application for registration with **complete** requirements/supporting documents.
3. The Contractor shall submit all the documents neatly and sequentially filed as written in the list in a thick folder which shall serve as the mother file of the Contractor. Documents must be submitted at the Central BAC Secretariat's Office located at the 2<sup>nd</sup> Floor, Annex Building (*former Region 3 Program Office*), Main Compound, National Housing Authority, Elliptical Road, Diliman, Quezon City or may be sent thru email at ***nha.centralbac@gmail.com***.
4. The CBAC Secretariat reviews the documentary requirements and determines if the requirements are fully complied with.
5. It is the responsibility of the applicant for registration to inquire or follow-up the CBAC Secretariat the status of their application for registration. Applicants who do not qualify for registration for the first time may submit the required documents to completely and satisfy the requirements.
6. The CBAC issues the Contractor's Registration Certificate (CRC) and Contractor's Profile to Contractors who satisfy the criteria for registration.
7. The CRCs shall remain valid for a period of one (1) year provided that the documentary requirements are always maintained current and updated.
8. If a renewal is desired, application for the same shall be filed at least thirty (30) days before the expiration of the Certification.
9. It is the responsibility of the Contractor to determine if its CRC and Contractor's Profile are maintained current and updated. The Contractor may request for the issuance of updated Contractor's Profile upon submission of updated documents.

10. The Certification is personal, non-transferable and may be renewed only at the instance of the Contractor concerned upon its expiration. Any misuse hereof shall cause the forfeiture of the established right and consequent debarment of the contractor.
11. During bidding of projects, the CBAC may accept the CRC together with the Contractor's Profile in lieu of the Technical and Financial Documents except for the Omnibus Sworn Statement.
12. The processing of documents shall be done on a "**first come, first serve basis**". The contractors should give ample time for the processing of applications.
13. The prescribed forms may be downloaded from the NHA website at **[www.nha.gov.ph](http://www.nha.gov.ph)**.



### Contractor's Company Profile

COMPANY PROFILE		
<b>Company Name</b>	:	_____
Office Address	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
Company Logo		*Insert Company Logo here

PERSON MANAGING THE AFFAIRS OF THE FIRM		
Name of AMO	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
Copy of Valid ID (with 3 signatures specimen)		

AUTHORIZED REPRESENTATIVE		
<b>Name of Representative</b>	:	_____
Position in the Company	:	_____
Active Contact Numbers	:	_____
Active E-mail Addresses	:	_____
Copy of Valid ID (with 3 signatures specimen)		

*\*The Contractor must include three (3) Signatures Specimen of Authorized Signatory/ies on the copies of Valid IDs submitted.*

(Signature over printed Name of Representative)

(Position)

(Company Name)



NATIONAL HOUSING AUTHORITY

Standard Form Number: SF-INFR-44  
Revised on: August 11, 2004

### **Contractor's Organizational Chart for the Contract**

Attach the required Proposed Organizational Chart for the Contract as stated above

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

(Signature over printed Name of Representative)

(Position)

(Company Name)



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of 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, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



NATIONAL HOUSING AUTHORITY

Standard Form Number: SF-INFR-15

Revised on: July 29, 2004

**List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/Location/Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works (Php)
			Description	%		Planned	Actual	
<i>GOVERNMENT</i>								
<i>PRIVATE</i>								
						<b>Total Cost</b>		<i>P</i>

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

\*Updated as of 20 September 2022



**NATIONAL HOUSING AUTHORITY**

Standard Form Number: SF-INFR-16  
 Revised on: July 29, 2004

**Statement of all Completed Government & Private Construction Contracts which are similar and/or not similar in nature**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<i>Government</i>						
<i>Private</i>						

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

\*Updated as of 20 September 2022



NATIONAL HOUSING AUTHORITY

Standard Form Number: SF-INFR-19  
 Revised on: 2016

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment. income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue:

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

**K = 15**

OR

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
 Name of Firm / Contractor

\_\_\_\_\_  
 Signature of Authorized Representative

Date : \_\_\_\_\_

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.