



Republic of the Philippines  
**Department of Education**  
Region I  
Schools Division Office  
San Carlos City, Pangasinan

**Updated 2016 IRR of the Government Procurement Reform Act**

**6.1. Eligibility Requirements**

<b>Organized Community or Social Groups</b>	
<b>Legal Requirements</b>	
1	Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGAs or LGUs, <b>and</b>
2	A sworn affidavit (Appendix "1" [of the IRR]) executed by the head or its authorized representative that affirms that:  i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; <b>and</b>  ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.
<b>Technical Requirements</b>	
3	Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standard.  The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.
4	Additional requirements for Simple Infrastructure Projects:



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	Statement of the CSG's ongoing government and private contracts indicating the outstanding and uncompleted portions thereof, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
5	Philippine Contractors Accreditation Board license pursuant to Presidential Decree No. 4566, as amended.
<b>Financial Requirements</b>	
6	Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.
	For Organized CSG that has participated in any government Community-based Project for the past two (2) years:
7	Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; <b>and</b>
8	Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.
	Additional requirements for Simple Infrastructure Projects:
9	The Organized CSG's computation of Net Financial Contracting Capacity (NFCC), where the values of the CSG's current assets and current liabilities shall be based on the latest AFS submitted to the BIR. The computation of a CSG's NFCC must be at least equal to the ABC of the Community-based Project, calculated as follows:  NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.



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**UNORGANIZED COMMUNITY OR SOCIAL GROUPS**

**Legal Requirements**

1

A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE; **and**

2

A sworn affidavit (Appendix “1”) executed by the head or authorized representative that:

- i. none of its organizers, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HOPE, a member of the BAC, the TWG or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; **and**
- ii. commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand if no performance or warranty security is required by the PE.

**Technical Requirements**

3

List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.

**Financial Requirements**

4

Photocopy or scanned copy of the bank account under the name of any of its officers or members with the complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.



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