



Bond Applicant: \_\_\_\_\_ Underwriter: \_\_\_\_\_

**\*\* Please bring original copy for validation**

**\*\*\* Notarization by GSIS -accredited Notary Public**

### **CHECKLIST OF SUPPORTING DOCUMENTS FOR BOND APPLICATIONS**

#### **For Individual:**

- Copy of any updated Government-issued Identification Card/Proof of Identity: Philippine Passport with signature, Driver's License, PRC License, Senior Citizen's ID, Postal ID, Voter's ID, SSS ID
- Copy of any updated Company-issued Identification Card, indicating position in said company

#### **For Single Proprietorship:**

- Copy of Certificate of Registration of Business (issued by the Department of Trade Industry) \*\*
- Contractor's License \*\*       Mayor's Permit \*\*       Last Income Tax Return \*\*
- BIR Certificate of Registration \*\*
- Tax Clearance (BIR Form 1905 or BIR Form 17.14B) \*\*

#### **For Registered Partnership:**

- Copy of Articles of Partnership \*\*       Partnership Agreement (filed/registered with SEC) \*\*
- Business/Mayor's Permit \*\*       BIR Certificate of Registration \*\*
- Tax Clearance (BIR Form 1905 or BIR Form 17.14B) \*\*
- Current General Information Sheet duly filed with the SEC \*\*

#### **For Corporation:**

- Copy of Articles of Incorporation & By-Laws with latest amendments, if any (filed/registered w/ SEC) \*\*
- Business/Mayor's Permit \*\*
- BIR Certificate of Registration \*\*
- Tax Clearance (BIR Form 1905 or BIR Form 17.14B) \*\*
- Current General Information Sheet duly filed with the SEC \*\*
- Certification of Corporate Secretary, duly notarized, of: a) the present directors and principal executive officers of the Corporation and b) the present list of shares of a stock issued and outstanding, indicating name of stockholders, number of shares held and total par value (in Company Letterhead) \*\*\*
- Certification of Corporate Secretary, duly notarized, that the official signing the bond and the Indemnity Agreement on behalf of the corporation is authorized to do so by its Board, with attached Board Resolution and specimen signatures (follow GSIS Form) \*\*\*

#### **Requirements COMMON to all applicants:**

- 1. Company Profile/Brief History of the Firm, as certified by the Corporate Secretary or any of the executive officers, or by the owner, if single proprietorship, citing:
  - a. For Supplies Contracts: Its experience, particularly in similar or comparative work as the contemplated undertaking, and giving a list of past and present supplies contracts, especially with the government stating the amount, kind of supplies, etc. and the reliability of the manufacturer of the supplies that it has contracted to furnish and deliver to the obligee under the bond

- b. For Service Contracts: Its experience, particularly in similar or comparative work as the contemplated undertakings, and giving a list of past and present service contracts, especially with the government stating the amount, kind of service, etc.
- c. For Construction, Furnishing, and Installation Contracts: Its summary of operations, including list of projects completed indicating among others, name and address of owner or prime contractor, class of work, with brief description of undertakings, year started, year completed, amount of contract

- 2. Accomplishment of Bond Application Form, if individual or single proprietorship
- 3. Financial Statements for the last two years as certified by independent Certified Public Accountant and, if available, latest interim financial statements, with Annual Tax Return (filed/received by BIR) \*\*
- 4. Co-Signor Statement Form \*\*\* with attached Income Tax Return (BIR Form 1701 or 2316)\*\*
- 5. LRA-issued land title of Co-Signor issued by the Register of Deeds where the property is located, of real estate property with assessed value exceeding amount of bond, with attached most current tax declaration \*\* of the above-mentioned property (front and back xerox) and its Current Real Property Tax Receipt \*\*
- 6. Copy of any updated Government-issued Identification Card/Proof of Identity: Philippine Passport with signature, Driver's License, PRC License, Senior Citizen's ID, Postal ID, Voter's ID, SSS ID, GSIS ECARD and any updated Company-issued ID, indicating position in said company, of the authorized signing official and Co-Signor
- 7. Track Record of the firm, whether supplies, service, or infrastructure contract, citing experience in similar or comparative undertakings, especially with the Government, and list of past and present supplies/service contracts, stating the amount and kind; construction/furnishing/installation/projects completed and ongoing (if applicable)

**For Bidders/Proposal Bonds** - copy of any of the following:

- Invitation/Notice to Bid
- Circular Proposals/Other Bid Documents

Applicants are urged to increase the amount of their Bidder's Bond over the minimum amount required in order to safeguard the secrecy of their bids.

**For Performance/Surety Bonds** - copy of any of the following:

- Letter/Notice of Award
- Purchase Order
- Contract including the specifications and other documents which form part of the contract;
- Such other contracts/agreements/court order as basis for bond issuance

**Collateral Requirement** – please submit any of the following:

- Cash Deposit/Manager's or Cashier's Check
- Assignment of Savings or Time Deposit covered by Deed of Assignment (GSIS format)
- Irrevocable Standby Letter of Credit (GSIS format)
- Real Property with appraised value of double the amount of the bond, unencumbered, not classified as agricultural and should be covered by Deed of Real Estate Mortgage (GSIS format)
- Pledge of shares of stock covered by Pledge Agreement (GSIS format)

NOTE: For contractor's bond, collateral is required if upon evaluation of documents submitted, the bond being applied for is classified as high risk bond or company's networth is negative etc. If collateral is given, co-signer requirement will no longer apply.

**Please complete the above-mentioned documents for proper evaluation. Should you have any questions, please do not hesitate to contact us at 479-3518 or 479-3500 local 3325. Thank you.**