

# CHECKLIST FOR DISPOSAL OF PROPERTIES

## A. ENVELOPE

### I.) Eligibility Requirements

Note: This document certifies that the Class “A” Documents are complete, current and updated. Presence of this document shall forego the checking of the Class “A” Documents.

Class “A” Documents

i.) Registration certificate for SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated

ii.) Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located.

In case of recently expired Mayor’s / business permits, 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.

iii.) Tax clearance per Executive Order 398, series of 2005 as finally reviewed and approve by the Bureau of Internal Revenue (BIR).

iv.) Environmental Compliance Certificate (ECC) from DENR.