

Checklist of Eligibility and Financial Requirements for Bidders

The **Eligibility Envelope** shall contain the following:

LEGAL DOCUMENTS

- ☐ Registration certificate from SEC, department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
- ☐ Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In case 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 in accordance with section 34.2 of the IRR.

- ☐ Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- ☐ PhilGEPS Certificate of Registration and Membership.

TECHNICAL DOCUMENTS

- ☐ Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.
- ☐ Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

FINANCIAL DOCUMENTS

- ☐ The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

Bidders with Joint Venture Agreement (JVA):

- ☐ Valid joint venture agreement (JVA), in case joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

The **Technical Envelope** shall contain the following:

- ☐ Technical Proposal Submission Form (TPF 1).
- ☐ Bid Security in the prescribed form, amount and validity period;
 - a. Cash or cashier's/manager's check issued by Universal or Commercial Bank at least two percent (2%) of the ABC; or
 - b. Bank Draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank at least two percent (2%) of the ABC; or
 - c. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security at least five percent (5%) of the ABC; or
 - d. Duly notarized Bid Securing Declaration.
- ☐ A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on on-going and completed projects of a similar and related nature as required in Form TPF 2.
- ☐ Comments and suggestions on the TOR using form TPF 3.
- ☐ Approach, work plan, and schedule on how the consultant shall carry out the services to meet all the requirement in the TOR using form TPF 4: Provided, that for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process.
- ☐ Organizational chart of the key and support staff indicating their tasks, among others, using form TPF 5.
- ☐ List of key personnel to be assigned to the contract to be bid, with their curriculum vitae indicating their relevant qualification, experience data and signed written commitment to work for the project once awarded the contract using form TPF 6.
- ☐ A time schedule indicating clearly the estimated duration in terms of person-months and the proposed timing of each input for each nominated expert using TPF 7.
- ☐ A work plan showing in graphical form (bar chart) the timing of major activities using form TPF 8.
- ☐ Omnibus Sworn Statement in accordance with Section 25.3 of this IRR;

The **Financial Envelope** shall contain the following:

- ☐ Financial Proposal Submission Form (FPF 1);
- ☐ Summary of Costs;
- ☐ Breakdown of Price per activity;
- ☐ Breakdown of Remuneration per activity.
- ☐ Reimbursable per activity.