

## **Checklist of Technical & Financial Envelope / Proposal Requirements**

### **The Technical Envelope/Proposal shall contain the following:**

- The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
  - The amount of not less than PhP100,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
  - The amount of not less than PhP250,000.00, if bid security is in Surety Bond.
  
- Duly Signed Technical Proposal Submission Form (TPF 1);
- Consultant's References (TPF 2);
- Comments & Suggestions of Consultant on the Terms of Reference & on Data, Services, & Facilities to be provided by the DOT (TPF 3);
- Description of the Methodology & Work Plan for Performing the Project (TPF 4);
- Team Composition & Task Projects (TPF 5);
- Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6);
- Time Schedule for Professional Personnel (TPF 7);
- Activity (Work) Schedule (TPF 8);
- Organizational Chart for the project; and
- Duly Notarized Omnibus Sworn Statement

### **The Financial Envelope/Proposal shall contain the following:**

- Duly Signed Financial Proposal Submission Form (FPF 1);
- Summary of Costs (FPF 2);
- Breakdown of Price per Activity (FPF 3);
- Breakdown of Remuneration per Activity (FPF 4);
- Reimbursables per Activity (FPF 5); and
- Miscellaneous Expenses (FPF 6)

**Note:** *All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidders are required to submit one (1) original and six (6) copies of their bids.*

*To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed, bounded and labeled accordingly.*