

CHECKLIST**PHILIPPINE DEPARTMENT OF TOURISM
DESTINATION MARKETING COMPANY FOR CANADA**

1. Certificate of Registration or License to engage in business or its equivalent issued by relevant authority in Canada duly authenticated/validated/noted and seen by the Philippine foreign service post in Canada;
2. Statement of bidder of all its ongoing and completed contracts in the last five (5) years **(using Annex B)**;
3. Statement of bidder specifying its nationality and confirming its and/or its team's eligibility as professionals submitted together with the corresponding Curriculum Vitae **(using Annex C)**;
4. Company Profile & Organizational Structure;
5. Duly Notarized Omnibus Sworn Statement **(using Annex D)**;
6. Proposed Marketing/Promotions and Market Development Plan;
7. Conformity with the Terms of Reference **(using Annex E)**;
8. Financial statements including a Statement of Assets and Liabilities or its equivalent;
9. Duly Notarized Bid-Securing Declaration **(using Annex F)**.

NOTE:

*All documents shall be current and updated and **Non-English documents should be translated by an accredited organization by the Philippine foreign service post in Indonesia**. 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 or certified true copy and six (6) photocopies of their bids.*

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