

CHECKLIST OF ELIGIBILITY REQUIREMENTS

The following eligibility requirements, together with the Eligibility Documents Submission Form (ANNEX A), shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest

CLASS “A” DOCUMENTS:

LEGAL DOCUMENTS

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.;

TECHNICAL DOCUMENTS

- Statement of the prospective bidder of all its ongoing (*ANNEX TD-1*) and completed (*ANNEX TD-2*) 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 *last ten (10) years*;
- 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 in accordance with Clause 1.2 (*ANNEX TD-3*), including their respective curriculum vitae (*ANNEX TD-4*);

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; and

CLASS ‘B’ DOCUMENTS:

- Valid Joint Venture Agreement (JVA) (*ANNEX JVA*), in case a 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 RA9184 and its IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

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 eligibility documents.*

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 and labeled accordingly.