

CHECKLIST

**DESIGN AND CONSTRUCTION OF THE PHILIPPINE BOOTH
AT THE INTERNATIONALE TOURISMUS BORSE (ITB) 2015**

1. Department of Trade and Industry (DTI) Business Name registration or SEC Registration Certificate, **or its equivalent, if applicable** ;
2. Valid and current Business Permit, *if incorporated in the Philippines or its **equivalent, if applicable***;
3. Statement of Bidder's experience (**Annex B**) relevant to the deliverables in the Terms of Reference in the past three (3) years;
4. Statement by the Bidder or its duly authorized representative (Omnibus Sworn Statement (notarized) – **Annex C**) as to the following:
 - a. Document(s) submitted in satisfaction of the bidding requirements is an authentic copy of the original and all statements and information provided therein are true and correct;
 - b. It is authorizing the TPB-BAC or its duly authorized representative(s) to verify all the documents submitted;
5. Conformity with the Terms of Reference (**Annex D**);
6. Proposed Booth Design and Layout;
7. Bid Form (**Annex E**);
8. Bid Security valid for 120 days (from the day of the opening of bids) in the form of Manager's Check (2% of the ABC) amounting to Euro3,000 or its Philippine peso equivalent or Bid Securing Declaration (notarized) (**Annex F**).
9. Audited Financial financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities, **if incorporated in the Philippines or its equivalent, if applicable**; and
10. Signed computation of Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to him a credit line if awarded the contract or a Cash deposit certificate, **or its equivalent**

NOTE:

All documents shall be current and updated and translated in English. Any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.

*Each Bidder shall submit submit **three (3) copies of bidding documents** in sealed envelope (**one (1) original and two (2) certified true copies** of the first and second components of its bid)*

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.