

## **CHECKLIST OF ELIGIBILITY REQUIREMENTS WEBSITE PROVIDER**

### **THE ELIGIBILITY ENVELOPE SHALL CONTAIN THE FOLLOWING:**

#### **a) Class "A" Documents**

##### **Legal Documents**

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate or Cooperative Development Authority (CDA) for cooperatives
- Valid and current Mayor's permit/municipal license

##### **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 within the past two (2) years, ***copy of Notice of Award or Contract to be attached***
- The prospective bidder's signed statement of the kinds and number of its ownership and key staff, partners or principal officers, as the case may be using attached form, as well as their respective curriculum vitae/bio data;
- Bidder's Summary List of Clients and Websites Developed and state whether they have developed on-line registration system and business matching appointment schedule
- Statement of the consultant's specifying its nationality

##### **Financial Document**

- Audited Financial Statement, stamped, received by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.

#### **b) Class "B" Documents**

- Valid joint Venture Agreement (JVA), in case a joint venture

**NOTE** \*\*Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked "**ORIGINAL – ELIGIBILITY REQUIREMENTS**", and another copies shall be similarly sealed duly marking the inner envelopes as "**COPY 1 and COPY 2 – ELIGIBILITY REQUIREMENTS**" and the outer envelope as "**COPY 1**" and "**COPY 2**" respectively. These envelopes containing the original and the copy shall then be enclosed in **one (1) single envelope**"

\*\*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