

## **Checklist of Eligibility Requirements**

### **Services of a Production House**

#### **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/forthcoming projects and completed government and private contracts from 2009 to present, in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents, ***copy of Notice of Award or Contract to be attached***
- 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