

CHECKLIST OF ELIGIBILITY REQUIREMENTS

The Eligibility Envelope shall contain the following:

CLASS "A" DOCUMENTS

LEGAL DOCUMENTS

- Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or any proof such registration as stated in the Eligibility Data Sheet;
- Valid and current Mayor's permit/municipal license issued by the city or municipality where the principal place of business of the prospective bidders is located;
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;

TECHNICAL DOCUMENTS

- Statement of the prospective bidder of all its ongoing (**Annex A**) and completed (**Annex B**) 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 three (3) years;
- Statement on owners/principal/partners and key staff (**Annex C**), including their respective curriculum vitae (**Annex D**);
- Statement of the consultant's specifying its nationality (**Annex E**)

FINANCIAL DOCUMENTS

- The Consultant's audited financial statement, showing among others, the consultant's total 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 .

CLASS "B" DOCUMENTS

- Valid joint Venture Agreement (JVA), in case a joint venture is already in existence. In the absence of JVA, a duly notarized statement 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 legal eligibility documents. 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. All pages of the documents shall be signed / initialed by the bidder or by his / her authorized representative. Bidders are required to submit one (1) original and three (3) 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.