

Checklist of Eligibility Requirements

Services of a Production House for ASEAN Law Association (ALA) 2015 Welcome Dinner Reception

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 government and private contracts from 2011 to present, in organizing large scale local events and world-class entertainment productions featuring Filipino artists and talents, including ongoing contracts and contracts awarded but not yet started using GPPB Standard Forms, (*copy of Notice of Award or Contract to be attached*)
- Statement of the consultant's specifying its nationality
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

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

