

CHECKLIST REQUIREMENTS

Services of an Event Management Company/Professional Congress Organizer/Education and Training Services to Conduct the Hybrid Seminars on Digital Marketing, Capacity Building and Skills Development

- 1) PhilGEPS Certificate of Registration and Membership (Platinum Membership)
- 2) SEC/DTI Registration Certificate
- 3) Updated Mayor's Permit/License
- 4) BIR Registration / TIN / TAX Clearance
- 5) Company Profile/Reference
- 6) Notarized omnibus Sworn Statement (Revised) with Secretary Certificate
- 7) Statement of all ongoing and completed 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, with the last three (3) years prior to the deadline for the submission and receipt of eligibility documents.
- 8) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with clause 1.2 their respective curriculum vitae.
- 9) Joint Venture Agreement (if applicable). In case the joint venture is already in existence, or duly notarized statement from all the potential joint venture partners in accordance with Section 24.1 (b) or the RIRR of RA 9184
- 10) TPF 1 – Signed Technical Proposal Submission Form
- 11) TPF 4 – Description of the Methodology and Work Plan for the Performing the Project.
- 12) TPF 6 – Format of Curriculum Vitae for Proposed Professional Staff (Notarized or Not Notarized)
- 13) TPF 7 – Time Schedule for Professional Personnel. Indicating the estimated duration in terms of person-months and proposed timing of each input for each nominated experts.
- 14) FPF 1 - Financial Proposal Submission Form
- 15) FPF 2 – Summary of Costs
- 16) FPF 3 – Breakdown of Price per Activity
- 17) FPF 4 – Breakdown of Remuneration per Activity