

## CHECKLIST OF ELIGIBILITY REQUIREMENTS

### THE ELIGIBILITY ENVELOPE SHALL CONTAIN THE FOLLOWING:

#### 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM (**ANNEX A**);

#### 2. CLASS “A” DOCUMENTS:

##### LEGAL DOCUMENTS

- ☐ Valid PhilGEPS Platinum Certificate of Registration and Membership (all pages) in accordance with Section 8.5.2 of the IRR;

##### TECHNICAL DOCUMENTS

- ☐ Statement of the prospective bidder of all its ongoing (**ANNEX TD-1**) and completed (**ANNEX TD-2**) 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 five (5) years. In case of completed contract, **please attach Certificate of Satisfactory Completion issued by the clients or any other proof of completion of contract;**
- ☐ 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 (**ANNEX TD-3**), **including their respective curriculum vitae;**

#### CLASS ‘B’ DOCUMENTS:

- ☐ Valid Joint Venture Agreement (JVA) (**ANNEX JVA**), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements 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 PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of RA9184 and its IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance. (**ANNEX JVA**)

**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. Bidders are required to submit **one (1) original and five (5) xerox copies of the original** of their eligibility documents.*

*To facilitate the eligibility check, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly.*

**NOTE:** *For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.*