Procurement of Consultancy Services for the Development of the Electronic Document Control Center (ECC) for the Implementation of the Department of Tourism's Quality Management System

(DOT-BAC-REI NO. 2020-012)

CHECKLIST OF ELIGIBILITY REQUIREMENTS

<u>THE ELIGIBILITY ENVELOPE SHALL CONTAIN THE FOLLOWING:</u>

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

2. **Valid PhilGEPS Platinum Certificate of Registration and Membership** in accordance with Section 8.5.2 of the IRR. <u>OR</u>

    In case the PhilGEPS Platinum Certificate of Registration and Membership is not yet available, the prospective bidder may submit the following <u>Class "A" Documents</u>, provided however that the PhilGEPS Platinum Certificate of Registration and Membership must be submitted during Post-qualification:

    ❑ Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and

    ❑ Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and

    (In case of recently expired Mayors/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR or RA9814); and

    For individual consultants not registered under a sole proprietorship, BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit;

    ❑ Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the BIR; and

    ❑ The Consultant's Audited Financial Statements (AFS), showing, among others, the consultant's total and current assets, 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 submissions.

<u>TECHNICAL DOCUMENTS</u>

3. Statement of the perspective 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 client.

4.   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:

5.   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 abode by the provisions of the JVA in the instance that he 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 the 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.

OTHER DOCUMENTARY REQUIREMENTS:

6.   Company Profile

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) photocopies 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.