

Documents Comprising the Bid: Technical and Financial Proposal

The Technical Envelope/Proposal shall contain the following:

- Duly Signed Technical Proposal Submission Form (TPF 1);
- The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:
 - The amount of not less than PhP 57,900.00, if bid security is in cash, cashier's manager's check, bank draft/guarantee or irrevocable letter of credit;
 - The amount of not less than PhP 144,750.00, if bid security is in Surety Bond.
- Consultant's References (TPF 2);
- Comments & Suggestions of Consultant on the Terms of Reference & on Data, Services, & Facilities to be provided by DOT (TPF 3);
- Description of the Methodology & Work Plan for Performing the Project (TPF 4);
- Team Composition & Task Projects (TPF 5);
- Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6);
- Time Schedule for Professional Personnel (TPF 7);
- Activity (Work) Schedule (TPF 8), (attach additional sheets for description of activities);
- Organizational Chart for the project;
- Duly Notarized Omnibus Sworn Statement;
- Certificate of Attendance/Training/Completion of the Internal Auditing Practices Group Guidance for 3rd Party Auditor;
- Certificate of Attendance/Training/Completion to International Training of any related ISO Standard;
- ISO Certification of the Company; and
- List of ISO 9001 Certified (government agencies and private companies) consultancy projects completed successfully with corresponding ISO Certificates of the said agencies

The Financial Envelope/ Proposal shall contain the following:

- Duly signed Financial Proposal Submission Form (FPF 1);
- Summary of Costs (FPF 2);
- Breakdown of Price Per Activity (FPF 3);
- Breakdown of Remuneration per Activity (FPF 4);
- Reimbursables per Activity (FPF 5); and
- Miscellaneous Expenses (FPF 6);

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 six (6) photocopies of their bids.*

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, bounded and labeled accordingly.