CHECKLIST:

Documents Comprising the Bid: Technical & 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 2% of the ABC=PhP1,210,000.00, if bid security is in cash, cashier's/manager's check,

bank draft/guarantee or irrevocable letter of credit; or

➢ The amount of not less than 5% of the ABC=PhP3,025,000.00, 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 the 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); and

Duly Notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable

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 five (5) photocopies of their bids in a sealed envelope.

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.