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 US$700.00 or its equivalent in Philippine Pesos, 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 US$1,750.00 or its equivalent in Philippine Pesos, 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) with Organizational Chart for the project;
- ❑ 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.