

CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS

I. ELIGIBILITY DOCUMENTS

- ☐ (a) Original of duly signed and accomplished Eligibility Documents Submission Form; **and**

Class “A” Documents

Legal Documents

- ☐ (b) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- ☐ (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; **and**
- ☐ (d) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **and**

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing and completed 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. (TD-Form I and TD-Form II); **and**
- ☐ (g) 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, including their respective curriculum vitae. (TDForm III); **and**

Financial Documents

- ☐ (h) Audited financial statements, showing, among others, the prospective bidder’s total and current assets and 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 submission; **and**

Class “B” Documents

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or
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.

II. BID DOCUMENTS: TECHNICAL PROPOSAL

- ☐ (a) Original of duly signed and accomplished Technical Proposal Submission Form (Form TPF 1); **and**
- ☐ (b) Consultant’s References (Form TPF 2); **and**
- ☐ (c) Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity **(Form TPF 3); and**
- ☐ (d) Description of the Methodology and Work Plan for Performing the Project **(Form TPF 4); and**
- ☐ (e) Team Composition and Task **(Form TPF 5); and**
- ☐ (f) Format of Curriculum Vitae (CV) for Proposed Professional Staff **(Form TPF 6); and**
- ☐ (g) Time Schedule for Professional Personnel **(Form TPF 7); and**
- ☐ (h) Activity (Work) Schedule **(Form TPF 8); and**
- ☐ (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid-Securing Declaration **(prescribed form in Section VII. Bidding Forms); and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS) **(prescribed form in Section VII. Bidding Forms)**; and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **and**

This shall include all of the following documents as attachment to the

Omnibus Sworn Statement:

- ☐ ➤ Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revise Implementing Rules and Regulation (RIRR) of RA No. 9184; **and**
- ☐ ➤ Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; **and**
- ☐ ➤ Bid Bulletins (if applicable); **and**

III. BID DOCUMENTS: FINANCIAL PROPOSAL

- ☐ (a) Original of duly signed and accomplished Financial Proposal Submission Form (**Form FPF 1**); **and**

Other documentary requirements under RA No. 9184

- ☐ (b) Summary of Costs (**Form FPF 2**); **and**
- ☐ (c) Breakdown of Price per Activity (**Form FPF 3**); **and**
- ☐ (d) Breakdown of Renumeration per Activity (**Form FPF 4**); **and**
- ☐ (e) Reimbursables per Activity (**Form FPF 5**); **and**
- ☐ (f) Miscellaneous Expenses (**Form FPF 6**); **and**
- ☐ (g) Bill of Materials & Cost Estimates (**CAAP-BAC-SF Annex “A” Form 1**).