

Annex B

**Republic of the Philippines
BIDS AND AWARDS COMMITTEE**

Name of Bidder : _____
Name of Contract : _____
Approved Budget Contract: _____
Bidding Date : _____

(Note: Checklist is to be filled up by the BAC only)

ELIGIBILITY REQUIREMENTS AND SHORT LISTING FOR CONSULTING SERVICES

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of Class "A" eligibility documents submitted to PhilGEPS are maintained and updated;
- (b) Valid SEC/DTI/CDA registration;
- (c) Mayor's Permit issued by the LGU where the principal place of business of the prospective bidder is located, or proof of application for renewal thereof with the concerned LGU;

Technical Documents

- (d) Eligibility Documents and Submission Form together with any document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture);
- (e) Company Profile;
- (f) Statement of the 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, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB;
- (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;
- (h) Detailed Curriculum Vitae (CVs) for each of the Principal and Key Personnel assigned to the Project.;
- (i) Any proof of Educational Attainment, such as, but not limited to Diplomas and/ or Transcript of Records (TOR) of the following key personnel;

Financial Documents

- (j) The consultant's audited financial statements, showing, among others, the consultant'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;

Class "B" Documents

- (k) 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.

NOTE: Any missing document/s on the above mentioned checklist is a ground for outright disqualification/rejection of the bid.

REMARKS:

PASSED

FAILED

ACKNOWLEDGMENT: (Please see above "note" Do not fill up/sign if documents are marked passed)
This is to acknowledge receipt of the first and second envelopes which is being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

Signature over printed name/Representative of Bidder

Date Received

CHECKED AND VERIFIED BY:

SIGNATURE:

Chairperson

Vice Chairperson

Member

Member

Attested by:

BAC Head Secretariat