

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

CHECKLIST OF REQUIREMENTS FOR BIDDING
(Consulting Services)

Name of Bidder: _____

Date: _____

Item No	Eligibility Requirements	Pass	Fail
	<i>Eligibility Documents</i> <i>Class "A" Documents</i>		
1.	PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of this IRR: Provided ,That the winning bidder shall register with the PhilGEPS in accordance withSection 37.1.4 of this IRR.		
2.	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, within the relevant period as provided in the Bidding Documents.		
3.	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.		
	<i>Class "B" Documents</i>		
4.	JVA, if applicable;		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Eligible () Ineligible

Bids and Awards Committee:

University of the Philippines Mindanao
Mintal, Tugbok District, Davao City

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Item No	Technical Requirements	Pass	Fail
1.	Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).		
2.	Bid security in the prescribed form, amount and validity period;		
3.	A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF2.		
4.	Comments, if any, on the TOR (TPF3)		
5.	A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.		
6.	An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.		
7.	The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.		
8.	The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract.		
9.	A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.		
10.	A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.		
11.	Omnibus Sworn Statement in accordance with Section 25.3 of this IRR.		
	Post Qualification Requirement: Duly Accomplished and Notarized UP Questionnaire		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Eligible () Ineligible

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Item No	Financial Envelope	Pass	Fail
1.	FPF 1. Financial Proposal Submission Form		
2.	FPF 2. Summary of Costs		
3.	FPF 3. Breakdown of Price per Activity		
4.	FPF 4. Breakdown of Remuneration per Activity		
5.	FPF 5. Reimbursables per Activity		
6.	FPF 6. Miscellaneous Expenses		

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying () Non-complying

Bids and Awards Committee:
