

University of the Philippines Mindanao  
Davao City

**CHECKLIST OF TECHNICAL AND FINANCIAL REQUIREMENTS  
(CONSULTING SERVICES)**

**I. TECHNICAL PROPOSAL**

Description	Pass/Fail
1. Cover Letter of Technical Proposal	<b>TPF 1.</b> Technical Proposal Submission Form
2. Bid Security	<p>1. Cash or cashier's/manager's check (2% of ABC) issued by a Universal or Commercial Bank; or</p> <p>2. Bank draft/guarantee (2% of ABC) or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or</p> <p>3. Surety Bond (5% of ABC) accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument, or</p> <p>4. Bid Securing Declaration using format in Section VII. Bidding Forms.</p>
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	<b>TPF 2.</b> Consultant's References
4. Comments, if any, on the TOR	<b>TPF 3.</b> Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
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	<b>TPF 4.</b> 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	<b>TPF 5.</b> Team Composition and Task
7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular	<b>TPF 6.</b> Format of Curriculum Vitae (CV) for Proposed Professional Staff *

reference to the type of experience required for the tasks assigned should be presented in the CV format.  Only one duly notarized CV for each consultant involved in the Project may be submitted for each position		
8. A Time Schedule 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.	<b>TPF 7. Time Schedule for Professional Personnel</b>	
9. 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	<b>TPF 8. Activity (Work) Schedule.</b>	
10. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184	Use the form prescribed in Section VII Bidding Forms	

*\* 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. A zero rating shall be given to a nominated expert if the expert:*

- is proposed for a domestic position but is not a Filipino citizen;*
- failed to state nationality on the CV; or*
- the CV is not signed in accordance with paragraph (v) above.*

## **II. FINANCIAL PROPOSAL**

The Financial Proposal requires completion of six (6) forms:

Description	Pass/Fail
<b>FPF 1. Financial Proposal Submission Form</b>	
<b>FPF 2. Summary of Costs</b>	
<b>FPF 3. Breakdown of Price per Activity</b>	
<b>FPF 4. Breakdown of Remuneration per Activity</b>	
<b>FPF 5. Reimbursables per Activity</b>	
<b>FPF 6. Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures</b>	

Bids and Awards Committee:

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