

## CHECKLIST OF LEGAL / TECHNICAL REQUIREMENTS

- PhilGEPS Registration Number;
- Certificate of Registration or License to engage in business or its equivalent issued by relevant authority in Hong Kong and/or Macau duly authenticated / validated by the Philippine foreign service post in Hong Kong and/or Macau;
- Statement of bidder of all its ongoing and completed contracts in the last five (5) years **(using Annex A)**;
- Statement of bidder specifying its nationality and confirming its and/or its team's eligibility as professionals **(using Annex B)** submitted together with the corresponding Curriculum Vitae **(using Annex C)**;
- Company Profile & Organizational Structure;
- Duly Notarized Omnibus Sworn Statement **(using Annex D)**;
- Proposed Marketing/Promotions and Market Development Plan;
- Conformity with the Terms of Reference **(using Annex E)**;
- Financial statements including a Statement of Assets and Liabilities or its equivalent;
- Duly Notarized Bid-Securing Declaration **(using Annex F)**. and
- Best and Final Offer **(using Annex G)**.

### Note:

*If the eligibility requirements or statements, the bids and all other documents submitted are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; **and** shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.*

*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 or certified true copy and six (6) photocopies of their bids.*

*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 and / or labeled accordingly.*