

## Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/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 Zone Area,
3. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.
4. For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.
5. PhilGEPS Registration Number
6. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
7. Professional License/Curriculum Vitae
8. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
9. 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 Terms of Reference. (See attached Annexes TD 1 & 2)
10. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to [vccervantes@tourism.gov.ph](mailto:vccervantes@tourism.gov.ph) **on or before 05 December 2023 at 9:00 am.** Late and unsigned proposals shall not be accepted.