

## Documents Comprising the Bid: Technical & Financial Proposal

*(First Envelope)*

### **The Technical Envelope/Proposal shall contain the following:**

- Duly Signed Technical Proposal Submission Form (TPF 1);
- Bid Security in any of the following forms:
  - Bid Securing Declaration
  - Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit in the amount of not less than PhP164,000.00
  - Surety Bond in the amount of not less than PhP410,000.00
- Consultant's References (TPF 2);
- Comments & Suggestions of Consultant on the Terms of Reference & on Data, Services, & Facilities to be provided by the DOT (TPF 3);
- Description of the Methodology & Work Plan for Performing the Project (TPF 4);
- Team Composition & Task Projects (TPF 5) with attached Organizational Chart for the project;
- Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6);
- Time Schedule for Professional Personnel (TPF 7);
- Activity (Work) Schedule (TPF 8); (attach additional sheets for description of activities); and
- Duly Notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable

*(Second Envelope)*

### **The Financial Envelope/Proposal shall contain the following:**

- Duly Signed Financial Proposal Submission Form (FPF 1);
- Summary of Costs (FPF 2);
- Breakdown of Price per Activity (FPF 3);
- Breakdown of Remuneration per Activity (FPF 4);
- Reimbursables per Activity (FPF 5); and
- Miscellaneous Expenses (FPF 6)

**Note:** *All documents shall be current and updated and 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 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, bounded and labeled accordingly.*