



Annex “B”: Checklist for Eligibility, Technical and Financial Components

Name of Project	:	Procurement of Services of ISO Certifying Body for the Renewal of ISO Certification of Kalinga State University
Approved Budget for the Contract	:	Php500,000.00
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
ELIGIBILITY AND TECHNICAL DOCUMENTS (FIRST ENVELOPE)			
<u>Eligibility Documents --</u>			
A	PhilGEPS Registration Number		
B	CY 2023 Mayor’s/ Business Permit		
<u>Technical Documents --</u>			
C	PROJECT REQUIREMENTS , which shall include the following: 1) Technical Proposal Submission Form (<i>refer to Bidding Form: TPF 1</i>)		
D	2) Consultant’s References (<i>refer to Bidding Form: TPF 2</i>)		
E	3) Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (<i>refer to Bidding Form: TPF 3</i>)		
F	4) Description of the Methodology and Work Plan for Performing the Project (<i>refer to Bidding Form: TPF 4</i>)		
G	5) Team Composition and Task (<i>refer to Bidding Form: TPF 5</i>)		
H	6) Format of Curriculum Vitae (CV) for Proposed Professional Staff (<i>refer to Bidding Form: TPF 6</i>)		
I	7) Time Schedule for Professional Personnel (<i>refer to Bidding Form: TPF 7</i>)		
J	8) Activity (Work) Schedule (<i>refer to Bidding Form: TPF 8</i>)		
K	Duly signed statement of the prospective bidder (OMNIBUS SWORN STATEMENT , that: 1. Signatory is proprietor/duly authorized representative of bidder.		
	2. Full power and authority to perform acts or represent bidder.		
	3. Not “blacklisted” or barred from bidding		
	4. Each document is authentic copy of original, complete, and correct.		
	5. Authorizing Head of Procuring Entity to verify all documents submitted.		
	6. Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.		
	7. Complies with existing labor laws and standards.		
	8. Aware of and undertaken responsibilities as a bidder.		
	9. Did not give any commission, amount, fee, or consideration.		
	10. Failure to perform or deliver any of the obligations and undertakings in the Contract shall be sufficient grounds to constitute criminal liability for swindling (estafa) of the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.		



Checklist for Financial Component

Name of Project	:	Procurement of Services of ISO Certifying Body for the Renewal of ISO Certification of Kalinga State University
Approved Budget for the Contract	:	Php500,000.00
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	Financial Documents (Second Envelope)		
A	Financial Proposal Submission Form (<i>refer to Bidding Form: FPF 1</i>)		
B	Summary of Costs (<i>refer to Bidding Form: FPF 2</i>)		
C	Breakdown of Price per Activity (<i>refer to Bidding Form: FPF 3</i>)		
D	Breakdown of Remuneration per Activity (<i>refer to Bidding Form: FPF 4</i>)		
E	Miscellaneous Expenses (<i>refer to Bidding Form: FPF 5</i>)		

Note:

1. Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection (non-complying) of the bid.
2. Financial Proposal is preferably to be soft bound and with Ear-Tabbing for each Checklist above, for easier evaluation of bids. Ring bound is discouraged.
3. **Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

CHECKED BY:

TWG/BAC MEMBER's Name and Signature: _____

DATE: _____

REMARKS:

- Complying**
 Non-Complying