



Annex "B": Checklist for Eligibility, Technical and Financial Components

Name of Project	:	Procurement of Services of ISO Certifying Body
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 2019 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>) 2) Consultant's References (<i>refer to Bidding Form: TPF 2</i>) 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>) 4) Description of the Methodology and Work Plan for Performing the Project (<i>refer to Bidding Form: TPF 4</i>) 5) Team Composition and Task (<i>refer to Bidding Form: TPF 5</i>) 6) Format of Curriculum Vitae (CV) for Proposed Professional Staff (<i>refer to Bidding Form: TPF 6</i>) 7) Time Schedule for Professional Personnel (<i>refer to Bidding Form: TPF 7</i>) 8) Activity (Work) Schedule (<i>refer to Bidding Form: TPF 8</i>)		
H	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.		
I	Authority of the signatory, which read as follows: <i>"Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture"</i> Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company submitted to DTI.		



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Website: <https://ksu.edu.ph> Email: procurementservice_bac@ksu.edu.ph CPNo.: 0917-774-4185

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. Technical Documents are preferably soft bounded and with Ear-Tabbing for each Checklist above. Ring bounded is discouraged.

CHECKED BY:

TWG/BAC MEMBER's Name and Signature: _____

DATE: _____

REMARKS: Eligible

Non-Eligible



Checklist for Financial Component

Name of Project	:	Procurement of Services of ISO Certifying Body
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 bounded and with Ear-Tabbing for each Checklist above, for easier evaluation of bids. Ring bounded 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