

Republic of the Philippines

Department of Health

**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

**ELIGIBILITY REQUIREMENTS CHECKLIST FOR CONSULTING SERVICES**

**ITEM TO BE BID ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IB NO. \_\_\_\_\_\_\_\_\_\_\_**

**NAME OF BIDDER (COMPANY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **ITEM NO.** | **REQUIREMENTS** | **PASS** | **FAIL** | **REMARKS** |
| **CLASS "A" DOCUMENTS** |
| **1.** | Registration Certificate from **SEC, DTI,** and **CDA** for cooperatives; |  |  |  |
| **2.** | Mayor’s / Business Permit*(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.)* |  |  |  |
| **3.** | Tax Clearance |  |  |  |
| **4.** | Notarized Statement of all on going and completed contracts not yet started.*(ii.1)the name and location of the contract;**(ii.2)date of award of the contract;**(ii.3)type and brief description of consulting services;**(ii.4)consultant’s role (whether main consultant, sub consultant, or partner in a JV)**(ii.5)amount of contract;**(ii.6)contract duration; and**(ii.7)certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;* |  |  |  |
| **5.** | Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.  |  |  |  |
| **6.** | Audited Financial Statement*(The consultant’s audited financial statements, showing, among others, the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.)* |  |  |  |
| **CLASS "B" DOCUMENTS** |
| **7.** | JVA if applicable |  |  |  |
| **TECHNICAL INFORMATION/DOCUMENTS** |  |  |  |
| **8.** | Cover letter of the Technical Proposal using as prescribed in Section VII. Bidding Forms (TPF 1). |  |  |  |
| **9.** | Bid Security in the Form of: (Cash or cashier's / managers check, Bank guarantee/draft or Irrevocable LC, Surety bond callable upon demand, Notarized Bid Securing Declaration) |  |  |  |
| **10.** | Consultants must provide the following forms as prescribed formats in Technical Proposal Forms.1. *Brief description of the organization (TPF 2. Consultants' References)*
2. *Comments and suggestions of consultant on the Terms of Reference and on Data Services Facilities using TPF 3 forms*
3. *Description of the Methodology and Work Plan for Performing the Project using TPF 4.*
4. *Team Composition and Task using TPF 5 forms*
5. *Curriculum Vitae (CV) for Proposed Professional Staff using TPF 6 forms*
6. *Time schedule for Professional Personnel using TPF 7 forms.*
7. *Approach, work plan and schedule using TPF 8 forms.*
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| **11.** | Notarized Omnibus Sworn Statement |  |  |  |
| **12.** | Letter of Authority (notarized) |  |  |  |

**FINANCIAL ELIGIBILITY REQUIREMENTS CHECKLIST FOR CONSULTING SERVICES**

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| --- | --- | --- | --- | --- |
| **ITEM NO.** | **REQUIREMENTS** | **PASS** | **FAIL** | **REMARKS** |
| **FINANCIAL PROPOSAL** |  |  |  |
| **1.**  | Duly accomplished and signed Bid Form |  |  |  |
| **(b)** | The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, 1. *FPF 1. Financial proposal Submission Form should form the covering letter of Financial Proposal*
2. *FPF 2. Summary of Costs*
3. *FPF 3. Breakdown of Price per Activity*
4. *FPF 4. Breakdown of Remuneration per Activity*
5. *FPF 5. Reimbursable per Activity*
6. *FPF 6. Miscellaneous Expenses, Expenditures, relate to the costs of consulting services under two distinct categories namely: (a)Remuneration; and (b)reimbursable*
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CHECKED BY:

 BAC Member Date

**REMARKS: [ ] ELIGIBLE [ ] INELIGIBLE**