

## CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR CONSULTING SERVICES

No.	Eligibility Documents	Remarks
1	Eligibility Documents Submission Form (ANNEX A) *	
2	Class “A” Documents  <u>Legal Documents</u>  - PhilGEPS Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR	
3	<u>Technical Documents</u>  - 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 provided in the <b>EDS</b> . (ANNEX B & C)	
4	- Certificate of satisfactory completion or equivalent document specified in the <b>EDS</b> issued by the client, in the case of a completed contract	
5	- Statement of the consultant specifying its nationality (ANNEX D) 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 in accordance with Clause 1.2, including their respective curriculum vitae (ANNEX E)	
6	Class “B” Document - If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.	

Note \* Shortlisted bidders are required to submit proof of authorization of signatory (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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*[Date]*

*Bids and Awards Committee for Consulting Services  
University of the Philippines, Mindanao*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

(ANNEX B)

**LIST OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT**

Name of the Consultant \_\_\_\_\_

No.	Name and Location of the Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Whether Main Consultant, Subcontractor, or Partner in a JV)	Amount of Contact	Contract Duration	Value of Outstanding Contract	Similar Project (Y/N)

NOTE: IF THE BIDDER DOES NOT HAVE ANY ON-GOING PROJECT, PLEASE STATE "NONE" IN THE FORM ABOVE AND INCLUDE THE FORM IN THE SUBMISSION OF ELIGIBILITY REQUIREMENTS

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

**STATEMENT OF COMPLETED CONTRACTS (ANNEX C)**

List of completed Government and Private Contracts, which are SIMILAR in nature and complexity to the contract to be bid within the last Five (5) Years.

Name of the Consultant \_\_\_\_\_

Date of Contract	Name of Contract	Location of the Contract	Date of Award of Contract	Type and Brief Description of Consulting Service	Consultant is: a. main consultant b. subcontractor c. partner in a JV	Amount of Contract	Contract Duration

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

Attachment:

- Certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract

## STATEMENT OF THE CONSULTANT'S NATIONALITY (ANNEX D)

*Bids and Awards Committee  
University of the Philippines, Mindanao*

Ladies/Gentlemen:

In compliance with the requirements of the University of the Philippines, Mindanao Bids and Awards Committee for the bidding of the (*Name of the Project/Public Bidding No. \_\_*), I/we hereby declare the following:

[Select one and delete the rest].

[If domestic entity bidder] That (Name of the bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of the bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity bidder] That (Name of the bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

That the proposed partners/ key staff who shall actually perform the services possess the necessary technical and professional competence as required under ED Clause 1.2;

That the following are the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			

4. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es \_\_\_\_*).

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

## Format of Curriculum Vitae (CV) for Proposed Professional Staff

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

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### **Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

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### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_ Date: \_\_\_\_\_  
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

*SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s exhibited to me his/her [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.*

*Witness my hand and seal this \_\_\_\_ day of [month] [year].*

**NAME OF NOTARY PUBLIC**  
**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorney's No.** \_\_\_\_\_  
**PTR No.** \_\_\_\_\_ **[date issued], [place issued]**  
**IBP No.** \_\_\_\_\_ **[date issued], [place issued]**

**Doc. No.** \_\_\_\_\_  
**Page No.** \_\_\_\_\_  
**Book No.** \_\_\_\_\_  
**Series of** \_\_\_\_\_.

*\*The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice, **also required to be submitted/attached is a photocopy of identification card used.***

Note:

*“Sec. 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver’s license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter’s ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman’s book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;