SECTION V **CHECKLIST OF REQUIREMENTS**

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| **ELIGIBILITY DOCUMENTS** |
| **CONSULTING SERVICES for the SPECIALIZED COMMUNICATION PROGRAM: STRATEGIC REGIONAL COMMUNICATION AND INVESTOR RELATIONS CAMPAIGN FOR CLARK Opening November 23, 2017 | 9:30 a.m.** |
|
| **TABS** |  ***2.1 (a) CLASS "A" DOCUMENTS***  |
| **A** | ***LEGAL DOCUMENTS*** |
|  |  | **Eligibility Submission Form**  |  |
|  |  | Platinum PhilGEPS Certificate of Registration; or  In the absence of a PhilGEPS Registration, prospective bidders may submit  all Class “A” documents\* per Revised IRR of RA 9184 (listed below). However, the PhilGEPS Registration shall still be a Post-Qualification Requirement (pursuant to GPPB Circular No. 07-2017)\* Class “A” Documents: 1. Registration Certificate (SEC, DTI or CDA);
2. Mayor’s/Business Permit or its Equivalent Document;
3. Tax Clearance; and
4. Audited Financial Statements.
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| **B** | ***TECHNICAL DOCUMENTS*** |
|  |  | **Statement** of the prospective bidder of all 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 EDS. **(Annex A)***\*\*Period covered is from Nov 2012 to Nov 2017*  |   |
|  | **Summary** of **ALL COMPLETED CONTRACTS** enumerated/listed in the **Statement** submitted by the Communication Firm **(Annex B1)***\*\* Period covered is from Nov 2012 to Nov 2017* |   |
|  | **Summary** of **ALL COMPLETED CONTRACTS** enumerated/listed in the **Statement** submitted by the Regional Affiliate **(Annex B2)***\*\* Period covered is from Nov 2012 to Nov 2017* |  |
|  | **Summary** of **ALL ONGOING CONTRACT** enumerated/listed in the Statement Submitted by the Communication Firm following the format prescribed.**(Annex C1)***\*\* Period covered is from November 2012 to November 2017* |   |
|  |  | **Summary** of **ALL ONGOING CONTRACT** enumerated/listed in the Statement Submitted by the Regional Affiliate following the format prescribed.**(Annex C2)***\*\* Period covered is from November 2012 to November 2017* |  |
|  |  | **Statement** of the Consultant specifying its nationality and confirming that those who will actually perform the service. **(Annex D)** | **NA** |
| **C** |  ***OTHER DOCUMENTS***  |  |
|  |  | **Curriculum Vitae of the Communication Firm**,following the prescribed format.**(Annex E1)** |   |
|  |  | **Curriculum Vitae of the Regional Affiliate Firm**, following the prescribed format. **(Annex E2)** |  |
|  |  | **Curriculum Vitae and Detailed Qualifications of Each Member** of the Proposed Communications Team to Be Assigned to the Project, following the prescribed format.**(Annex F to I)** |   |
|  |  | **Summary** of CVs of Members of the Proposed Communications Team, following the prescribed format. **(Annex J)** |   |
|  |  | Eligibility Documents Submission Form (With Secretary’s Certificate or Affidavit that the person signing the documents is the authorized representative of the firm.) **(Annex K)** |   |
|  |  | Secretary's Certificate **(Annex L)** |   |
| **D** | ***FINANCIAL DOCUMENTS*** |   |
|  |  | Consultant's 2016 audited financial statements, showing among others, (a) the bidder’s total and current assets and liabilities, and (b) stamped “received” by the BIR or its duly accredited and authorized institutions. |   |
| **E** | ***CLASS "B" DOCUMENTS***  |
|  |  | Valid **Joint Venture Agreement(JVA),** in case a joint venture is already in existence.  |  |

***Note:*** *BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by BCDA in relation to this bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.*