

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab No.	Description
EF 1	Eligibility Submission Form
	Platinum PhilGEPS Certificate of Registration (each member in case of JV or Consortium)
EF 2	Statement of all on-going and completed government and private contracts and single largest completed contract, including contracts awarded but not yet started.
EF 3	Summary of Projects: Summary of all on-going and completed government and private contracts and single largest completed contract, including contracts awarded but not yet started.
EF 4	Consultant's References
EF 5	Summary of CV's
EF 6	Curriculum Vitae for each of the following nominated key staff:
	Principal Architect/ Designer
	Project Manager/ Coordinator
	Structural Engineer
	Professional Electrical Engineer
	Professional Mechanical Engineer
	Sanitary/Plumbing Engineer
	Professional Electronics and Communications Engineer
	3D/CADD Operator
EF 7	Statement Of The Consultant Specifying Its Nationality And Confirming That Those Who Will Actually Perform The Services Are Registered Professionals authorized by the appropriate regulatory body to practice those professions and allied professions.
EF 8	Curriculum Vitae of the Firm
	Audited financial statements for 2019 , duly stamped "RECEIVED" by the BIR. (any of the members in case of JV or Consortium)
	Valid joint venture agreement, in case a joint venture is in existence (In the absence of JVA, duly notarized statement that all potential partners shall enter into and abide by the provisions of the JVA in the instance that the bid is successful).

Note: NTA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by NTA 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 of the Bidding Documents and its amendments.

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Letterhead]

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[insert project title]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility 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 NTA'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 over printed name of Authorized Signatory]
[Name of Consultant]

**EF 2. STATEMENT OF ALL ON-GOING AND COMPLETED
GOVERNMENT AND PRIVATE CONTRACTS AND SINGLE LARGEST
CONTRACT, INCLUDING CONTRACTS AWARDED BUT NOT YET
STARTED**

[Letterhead]

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee of the National Tobacco Administration for the bidding of the *[insert project title]*, we certify that *[name of bidding firm]* has *[state applicable statement: on-going and completed government and private contracts and single largest contract, including contracts awarded but not yet started]*, as enumerated in EF 3. Summary of Projects.

Sincerely,

[Signature over printed name of Authorized Signatory]
[Name of Consultant]

EF 3. SUMMARY OF PROJECTS

[Letter Head]

Project Name:

Bid Reference No:

Approved Budget for the
Contract:

Single Largest Completed Contract (SLCC) that is similar to Project, equivalent to at least fifty (50%) of the ABC.

Name of Contract	Date of Contract	Kinds of Goods	Value of Contract	Status of Contract	Date of Delivery	End User's Acceptance or Official Receipts' No.
	NOA :	Construction of New Building	Php			
	NTP :					

Note: This statement is supported with:

1. Certificate of Completion
2. Notice of Award
3. Notice to Proceed

CERTIFIED CORRECT:

Name of Consulting Firm

Principal Architect / Owner

Date

[Letter Head]

Project Name:

Bid Reference No:

Approved Budget for the Contract:

Statement of All On-Going 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

Name of the Contract	Contract Duration and Nature of Work	a. Owners Name	Contractor's Role	Total Contract Value at Award	a. Date Awarded
		b. Address			b. Notice to Proceed
				Php	a.
					b.

Note: Copies of Contract Agreements to be submitted only during Post Qualification upon request.

CERTIFIED CORRECT:

Name of Consulting Firm
Principal Architect / Owner
Date

[Letter Head]

Project Name:

Bid Reference No:

Approved Budget for the Contract:

Statement of All Completed Government and Private Design and Build Contracts

Name of the Contract (iii.1)	Contract Duration and Nature of Work (iii.2)	Owner's Name (a) and Address (b) (iii.3)	Contractor's Role (iii.4)	%	Total Contract Value at Award (iii.5)	Date of Completion (iii.6)	Date of Contract or Notice to Proceed (iii.7)
		a.					
		b.		%	Php		

Note: Copies of Contract Agreements to be submitted only during Post Qualification upon request.

CERTIFIED CORRECT:

Name of Consulting Firm

Principal Architect / Owner

Date

EF 4. CONSULTANT'S REFERENCES

Relevant Services Carried Out That Best Illustrate Qualifications

[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted].

Project No. [State numerical order starting with number ¹]

Name of Contract:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PhP):
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name _____

Important Note: Applicable supporting documents to substantiate undertaking shall be provided during the submission of Technical Proposal Only those contracts with supporting documents will be considered for evaluation.

EF 5. SUMMARY OF CVS

No.	Name of Key Staff	Nominated Position	Registered Profession ¹	Highest Educational Attainment ²	No. of trainings Relevant to Profession ³		Over-all Work Experience ⁴	Number of Projects Undertaken related to DAED
					Local	Foreign		
1		Principal Architect/ Designer						
2		Project Manager / Coordinator						
3		Structural Engineer						
4		Professional Electrical Engineer						
5		Professional Mechanical Engineer						
6		Sanitary/Plumbing Engineer						
7		Professional Electronics and Communications Engineer						
8		3D/CADD Operator						

Certified by:

[Signature over printed name of authorized representative]

[Title]

1 Eligible bidder shall provide proof of professional registration during the submission of Technical Proposal

2 Eligible bidder shall provide proof of highest educational attainment during the submission of Technical Proposal

3 Eligible bidder shall provide proof of trainings undertaken during the submission of Technical Proposal

4 State total number of years for work experience.

EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Registered Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm: _____ Current Position in the Firm: _____

Education

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]

College/University	Degree/Title Obtained	Inclusive Dates

Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

*Such as participant, speaker or trainer

Completed projects related to Detailed Architectural and Engineering Design

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Completion Date

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position	Start Date	End Date

Membership in Professional Societies

[Give an outline of membership in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]

Certification:

I, *[full name of proposed professional staff]*, 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 over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the firm]

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of _____.

**EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES
ARE REGISTERED PROFESSIONALS**

[Letterhead]

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

[name of bidding firm] is issuing this statement in compliance with the requirements of the *[name of BAC committee]* for Consulting Services, that the nationality of members of the Project Team are indicated below and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment	Nationality
	Principal Architect/ Designer	
	Project Manager / Coordinator	
	Structural Engineer	
	Professional Electrical Engineer	
	Professional Mechanical Engineer	
	Sanitary/Plumbing Engineer	
	Professional Electronics and Communications Engineer	
	3D/CAD Operator	

[name of bidding firm] issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory]

[Title]

EF 8. FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM

Name of Firm: _____

Address: _____

No. of Years of Operation: _____

Years of Professional Experience: _____ years

Membership in Professional Societies:

Year	Professional Society

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm, its qualifications and experiences.

Signature over Printed Name of Authorized Representative of the Firm

Date: _____

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines.
Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.