

Name of Project	:	Consultancy Services for the Establishment of Environmental Management System (EMS) of the Environmental Management Bureau – Cordillera Administrative Region (EMB – CAR) Certifiable to ISO 14001:2015 Standard
Date of Eligibility Check	:	October 29, 2021; 10:00 AM

CHECKLIST of ELIGIBILITY REQUIREMENTS

Eligibility	
<i>Class “A” Document</i>	
A. Legal Documents	
Registration Certificate from SEC, DTI, or CDA	
Mayor’s/Business Permit	
Latest Tax Clearance/ITR	
B. Technical Documents	
1. 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 last five (5) years prior to the deadline for the submission and receipt of bids/quotations. The statement shall include, for each contract, the following:	
<ul style="list-style-type: none"> 1.1 the name and location of the contract; 1.2 date of award of the contract; 1.3 type and brief description of consulting services; 1.4 consultant’s role (whether main consultant, subconsultant, or partner in a JV) 1.5 amount of contract; 1.6 contract duration; and 1.7 certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract; 	
2. Statement of the consultant specifying its nationality & confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions & allied professions including their respective curriculum vitae.	
C. Financial Documents	
The Consultant’s audited financial statements, showing among others, the Consultant’s total current assets and liabilities, stamped “received” by the BIR or its duly authorized institutions, for the preceding year which should not be earlier than two (2) years from the date of submission of bid.	
<i>Class “B” Document</i>	
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.	

SHORTLISTING OF PROSPECTIVE BIDDER/S

Passing Rate : 85%

Criteria	Rating / Consultant
A. Applicable experience of the consultant and members in the case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and staff, including the time when employed by other consultants (40%) .	
B. Qualification of personnel who may be assigned to the job vis-à-vis extent & complexity of the undertaking (30%) .	
C. Current workload relative to capacity (30%) .	