

CHECKLIST

Philippine Tourism Showcase at the Philippine Center Lobby, San Francisco, California, USA

Documents to be submitted by the Bidder:

- Company Profile and Certificate of Registration or License to engage in business issued by relevant government authority (using Annex A);
- Statement of bidder's experience and list of projects/contracts relevant to the deliverables specified in the Terms of Reference in the past three (3) years (using Annex B);
- Omnibus Sworn Statement (using Annex C);
- Conformity with the Terms of Reference (using Annex D);
- Sample brochures of items to be delivered;
- Financial Proposal Form (using Annex E); and
- Duly Notarized Bid Securing Declaration (using Annex F) and Bid Security in the form of Cashier's/Manager's Check in the amount of Two Thousand Three Hundred Forty-Two US Dollars (US\$2,342.00) payable to Philippine Department of Tourism.

NOTE:

All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed / initialed by the bidder or by his / her authorized representative. Bidder shall submit three (3) sets of documents in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.