

# *Eligibility Data Sheet*

## **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Eligibility Data Sheet

Eligibility Documents	
1.1	Only individuals or sole proprietors may participate in the procurement process for this Consulting Services.
1.2	Not applicable.
1.3	No further instructions.
2.1(a)(ii)	The statement of all on-going and completed government and/or private contracts shall include all such contracts within the past five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Copies of certificate of completion/satisfactory service/final payment, or equivalent/ similar document/s, for all submitted completed contracts within the last five (5) years.
4.2	Each prospective bidder/proponent shall submit one (1) original and three (3) properly tabbed/labeled certified true copies of its eligibility documents.
4.3(c)	<b>PSA Bids and Awards Committee</b> 11 <sup>th</sup> Floor, Cyberpod Centris One, Eton Centris EDSA cor Quezon Avenue, Quezon City
4.3(d)	<b>Procurement of Consulting Services for the Development of the Philippine Governance Statistics Operational Framework towards the Formulation of Policy for the National Governance Sector</b>
5	<p>The address for submission of Eligibility Documents is:</p> <p><b>MS. DAISY S. ADLAWAN</b> Head, PSA-BAC Secretariat 11<sup>th</sup> Floor, Cyberpod Centris One, Eton Centris EDSA cor. Quezon Avenue, Quezon City</p> <p>The <u>deadline for submission of Eligibility Documents</u> is:</p> <p><b>12 September 2018 at 5:00 P.M.</b></p>

## ELIGIBILITY DOCUMENTS SUBMISSION FORM

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*[Date]*

*[Name and address of the Procuring Entity]*

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

8.1	<p>The place of opening of Eligibility Documents is:</p> <p><b>PSA FAS Training Room</b>  11th Floor, Cyberpod Centris One, Eton Centris  EDSA cor Quezon Avenue, Quezon City</p> <p>The <u>date and time of opening of Eligibility Documents</u> is:</p> <p><b>13 September 2018, 9:00 A.M.</b></p>
9.1	Not applicable
9.2	<p>Shortlisting will be based on the track record and financial capacity. Financial capacity will be measured using the formula:</p> $FC = \frac{(CA - CL) - 2 \text{ months cost of all ongoing/committed projects}}{2 \text{ months cost of ABC}}$ <p>where:  <i>FC = Financial Capacity</i>  <i>CA = Current Assets</i>  <i>CL = Current Liabilities</i></p> <p>The minimum score required to be shortlisted is <b>70 points/100 points</b> provided that the total score for track record is at least <b>50 points</b></p>