

**CHECKLIST****BOOTH DESIGN AND CONSTRUCTION OF THE PHILIPPINE BOOTH  
AT JAPAN ASSOCIATION OF THE TRAVEL AGENTS (JATA) 2013**

1. Certificate of Registration or license to engage in business issued by relevant government authority in Japan;
2. Statement of Bidder's experience (Annex B) relevant to the deliverables in the Terms of Reference in the past five (5) years;
3. Statement by the Bidder or its duly authorized representative (Omnibus Sworn Statement – Annex C) as to the following:
  - a. Document(s) submitted in satisfaction of the bidding requirements is an authentic copy of the original and all statements and information provided therein are true and correct;
  - b. It is authorizing the TPB-BAC or its duly authorized representative(s) to verify all the documents submitted;
4. Conformity with the Terms of Reference (Annex D);
5. Proposed Booth Design and Layout;
6. Financial Proposal Form (Annex E); and
7. Bid Security valid for 120 days (2% of the ABC or Php56,691.70 or its equivalent in Japanese currency based on the published rate prevailing on the day of bid opening) in the form of Manager's Check issued by a bank in good standing or Bid Securing Declaration form (Annex F).

**NOTE:**

*All documents shall be current and updated and translated in English. 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.*

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