

SELECTION PROCESS DATA SHEET

ELIGIBILITY REQUIREMENTS:

Indicated are the eligibility requirements, which should be presented to the selection committee in order for the projected service provider to qualify for the selection process.

1. Original cover letter certifying under oath (duly notarized) the authenticity or correctness of all documents submitted;
2. Original Company Profile and/or Brochure;
3. Certified True Copy of Mayor's Permit);
4. Certified True Copy of Tax Identification Number (TIN) and VAT Registration;
5. Certified True Copy of Audited Financial Statements (Balance Sheet and Income Statement) for the last 3 years (2010, 2011, 2012);
6. Certified True Copy of Company/Business Income Tax Return (ITR) for the last 3 years (2010, 2011, 2012);
7. Original Letter of Authorized or Secretary's Certificate showing the photograph of authorized representative/s;
8. List of clients/customers (past and present); and
9. Sketch of Office/Plant/Factory

GENERAL REQUIREMENTS:

1. EQUIPMENT

- a. Equipped with at least three (3) units of 4-color Offset Printing Machineries.
- b. In-house binding and finishing facilities.
- c. And other high technology equipment for printing.

2. PERSONNEL/MANPOWER

- a.) Personnel assigned are experienced computer graphic artist/designer.
- b.) At least two (2) graphic artists to be assigned per publication project.
- c.) With a competent proofreader and professional editor. (Note: Curriculum Vitae of the editor must be placed in separate folder and to be included in the sealed envelope of the price proposal.)