



**PHILIPPINE NATIONAL OIL COMPANY
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,
BONIFACIO GLOBAL CITY, TAGUIG CITY**

PHILIPPINE BIDDING DOCUMENTS

REI No. : 2021-10-227
**Project Title : Rebidding for the Engagement of a Transaction
Advisor for the Development of PNOC National
Strategic Petroleum Reserve Program**

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**REBIDDING FOR THE ENGAGEMENT
OF A TRANSACTION ADVISOR FOR
THE DEVELOPMENT OF PNOC
NATIONAL STRATEGIC PETROLEUM
RESERVE PROGRAM**

PART I

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class "A" Documents

Legal Documents

2. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR
3. Registration certificate from:
 - Securities and Exchange Commission (SEC) for partnerships or corporations; or
 - Department of Trade and Industries (DTI) for sole proprietorships; or
 - Cooperative Development Authority (CDA) for cooperatives.
4. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located
5. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Technical Documents

6. Statement of Consultant's Nationality (Annex B)
 - Notarized Authority
7. Curriculum Vitae for the Proposed Professional Staff (Annex C)
8. Statement of Completed Contracts (Annex D)
9. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
10. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

Financial Documents

11. Latest Audited Financial Statements, showing among others, the consultant's total and current assets and liabilities, stamped "received" by BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

Class "B" Document

12. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

*Section I. Request for Expression of
Interest*



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center
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Tel. No.: 789 – 7662
www.pnoc.com.ph
www.philgeps.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

REBIDDING FOR THE ENGAGEMENT OF TRANSACTION ADVISORY FOR THE DEVELOPMENT OF PNOC NATIONAL STRATEGIC PETROLEUM RESERVE PROGRAM REI No. 2021-10-227

1. The *Philippine National Oil Company (PNOC)*, through the *Approved Corporate Operating Budget (Board Approved Multi-Year Authority)* intends to apply the sum of **One Hundred Million Pesos (PhP100,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Rebidding for the Engagement of Transaction Advisory for the Development of PNOC National Strategic Petroleum Reserve Program***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The ***PNOC*** now calls for the submission of eligibility documents for the ***Rebidding for the Engagement of Transaction Advisory for the Development of PNOC National Strategic Petroleum Reserve Program***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***October 26, 2021 (10:00 AM)*** at ***PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City***. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from ***PNOC – Procurement Management Division*** and inspect the Bidding Documents at the address given below during ***working hours from 8:00 AM to 5:00 PM***.
4. The Bidding Documents (Part 1) may be acquired on ***October 19, 2021*** by interested Consultants from the address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Fifty Thousand Pesos (PhP50,000.00)***.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. Opening of Eligibility Documents shall be on ***October 26, 2021 (11:00AM)*** at the given address below and/or via ***Zoom***. Eligibility Documents shall be opened in the presence of the bidders’ representatives who choose to attend the activity. Late submissions shall not be accepted

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) 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 relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

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.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<ol style="list-style-type: none"> 1. Preparation of Technical Feasibility Study for the envisioned development of the Strategic Petroleum Reserve (SPR) Program. 2. Development of the Full/Detailed Feasibility Study. 3. Assistance to PNOC in securing necessary project approvals from concerned government agencies. 4. Preparation of the Front-End Engineering Design/s (FEED) 5. Assistance to PNOC on the Bidding Process for the Engineering, Procurement and Construction (EPC) Contractor (Assistance to PNOC in the actual bid process, evaluation until award of contract to the winning EPC contractor)
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within ten (10) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>State acceptable proof of satisfactory completion of completed contracts.</i>
0	Each prospective bidder shall submit one (1) original and four (4) copies of its eligibility documents.
(e)	<p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>E. B. Albaytar – Chairperson</i> <i>J. R. Racho – Vice Chairperson</i> <i>M. B. L. Cubelo – Member</i> <i>Atty. E. A. Legaspi – Member</i> <i>Atty. J. J. G. Pelayo - Member</i></p>
(f)	Rebidding for the Engagement of Transaction Advisory for the Development of PNOC National Strategic Petroleum Reserve Program REI No.: 2021-10-227
0	<p>The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The deadline for submission of eligibility documents is October 26, 2021 (10:00 AM)</p>
0	<p>The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The date and time of opening of eligibility documents is October 26, 2021 (11:00 AM)</p>

0	Similar contracts shall refer to provision of transaction advisory or consultancy services for oil and gas-related projects for the last 10 years
0	<i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i>

1. Criteria and Scoring System for the SHORTLISTING OF BIDDERS

All parties who expressed interest to pre-qualify and submitted eligibility documents shall be prequalified/shortlisted based on the following criteria. If the minimum requirement under each criterion is not met by the bidder/s, it shall be given a score of zero "0" for such criterion. Zero score to any of the criterion shall be ground to ineligibility and automatic disqualification to submit a bid. All eligible bidders, i.e., all who will meet/pass the minimum requirements, shall be rated according to the following scoring system and shall be ranked from highest to lowest based on the total score/rate they will acquire. Only the top 5 bidders shall be requested to submit the Technical and Financial Proposals/Bids.

1.1. Firm's Experience – 40%

Criteria	Weight	Unit of measure	Points				
			3	6	9	12	15
Years of experience in Advisory/ Consulting Services ¹	15%	No. of years	1 to 5	6 to 10	11 to 15	16 to 20	> 20

Criteria	Weight	Unit of measure	Points				
			3	6	9	12	15
Experience in Similar Projects ²	15%	No. of projects	1 to 2	3 to 4	5 to 7	8 to 10	>10

Criteria	Weight	Unit of measure	Points				
			2	4	6	8	10
Experience in Related Projects ³	10%	Number of projects	1 to 2	3 to 4	5 to 7	8 to 10	>10

¹ Experience in advisory/consultancy services for oil and gas and other energy related projects

² Experience in Similar Projects – provision of transaction advisory or consultancy services for oil and gas-related projects for the last 10 years

³ Experience in Related Projects – provision of transaction advisory or consultancy services for energy-related projects other than oil and gas for the last 10 years

1.2. Qualification of Team Members – 50%

1.2.1. Educational attainment – 10%

Team Members	Points		
	6	8	10
Consultant/s	BS or BA degree holder and has the required PRC requirement (if any)	MS or MA degree holder and has the required PRC requirement (if any)	PhD degree holder and has the required PRC requirement (if any)

1.2.2. Number of relevant trainings acquired⁴ – 10%

Team Members	Unit of Measure	Points				
		2	4	6	8	10
Consultant/s	Number of trainings	1-3	4-6	7-9	10-12	>12

1.2.3. Years of relevant professional experience⁵ – 15%

Team Member	Points		
	7	12	15
Project Manager/Team Leader	10 years	11 to 25 years	>25 years
Legal Consultant	10 years	11 to 25 years	>25 years
Geotechnical Engineer/Geologist	10 years	11 to 25 years	>25 years
Project Finance Specialist	10 years	11 to 25 years	>25 years
Economic Specialist	10 years	11 to 25 years	>25 years
Environmental Specialist	10 years	11 to 25 years	>25 years

⁴ Relevant trainings refer to trainings related to the expert's line of expertise or those specifically related/relevant to the project

⁵ Please refer to Section 5 of the TOR for the minimum professional experience requirements of each individual expert

Social Development and Gender Specialist	10 years	11 to 25 years	>25 years
Land Acquisition and Resettlement Specialist	10 years	11 to 25 years	>25 years

1.2.4. Previous engagement in similar⁶ and related⁷ projects – 15%

Team Member	Points			
	8	10	12	+3
Project Manager/ Team Leader	3 similar projects	4 to 6 similar projects	7 to 10 similar projects	> 10 similar projects
Legal Consultant	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Geotechnical Engineer/ Geologist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Project Finance Specialist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Economic Specialist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Environmental Specialist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Social Development and Gender Specialist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects
Land Acquisition and Resettlement Specialist	3 related projects	4 to 6 related projects	7 to 10 related projects	at least 2 similar projects

⁶ Experience in Similar Projects – provision of transaction advisory or consultancy services for oil and gas-related projects for the last 10 years

⁷ Experience in Related Projects – provision of transaction advisory or consultancy services for energy-related projects other than oil and gas for the last 10 years

1.3. Net Financial Contracting Capacity (NFCC) - 10%

The Net Financial Contracting Capacity (NFCC) is computed as follows:

NFCC = 15 * (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts that are yet to be started

Decision Criteria: Highest NFCC will get full points (10) while the 2nd highest will receive 9 and so on

Section IV. Eligibility Submission Forms

Eligibility Documents Submission Form - ANNEX A.....	23
Statement of the Consultant's Nationality - ANNEX B.....	25
Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX C.....	24
Statement of Completed Contracts - ANNEX D	26
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX E	27

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[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]* under *[Reference No.]*, *[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, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; 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.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address
Email Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil Company**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es _____*); and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Email Address: _____

Contact Nos: _____

ANNEX C

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position					
Personal Information					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship		Civil Status	
Work Experience (start from the current employment, add rows if necessary)					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
Relevant Training (start from the most recent, add rows if necessary)					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
Education (start from the most recent, add rows if necessary)					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____

Full name of authorized representative: _____

STATEMENT OF COMPLETED CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

Name and Signature of Authorized Representative

Date

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

Name and Signature of Authorized Representative

Date

