



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

# **PHILIPPINE BIDDING DOCUMENTS**

**Project Title : Rebidding for the Assessment of Jetty Facility  
and Hydrographic Survey**

**REI No. : 2022-10-257**

# **TABLE OF CONTENTS**

## **PART I**

|  |           |
|--|-----------|
| <b>SECTION I. REQUEST FOR EXPRESSION OF INTEREST</b> | <b>7</b>  |
| <b>SECTION II. ELIGIBILITY DOCUMENTS</b>             | <b>10</b> |
| <b>SECTION III. ELIGIBILITY DATA SHEET</b>           | <b>17</b> |
| <b>SECTION IV. ELIGIBILITY SUBMISSION FORMS</b>      | <b>23</b> |

## **PART II**

|   |            |
|---|------------|
| <b>SECTION I. NOTICE OF ELIGIBILITY AND SHORT LISTING</b> | <b>33</b>  |
| <b>SECTION II. INSTRUCTIONS TO BIDDERS</b>                | <b>36</b>  |
| <b>SECTION III. BID DATA SHEET</b>                        | <b>65</b>  |
| <b>SECTION IV. GENERAL CONDITIONS OF CONTRACT</b>         | <b>72</b>  |
| <b>SECTION V. SPECIAL CONDITIONS OF CONTRACT</b>          | <b>97</b>  |
| <b>SECTION VI. TERMS OF REFERENCE</b>                     | <b>104</b> |
| <b>SECTION VII. BIDDING FORMS</b>                         | <b>105</b> |
| <b>SECTION VIII. APPENDICES</b>                           | <b>126</b> |

# **Rebidding for the Assessment of Jetty Facility and Hydrographic Survey**

## **PART I**

# *Checklist of Eligibility Requirements*

1. Eligibility documents Submission Form (Annex A)

## **Class "A" Documents**

### **Legal Documents**

2. PhilGEPS Certificate of Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

### **Technical Documents**

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

## **Class "B" Document**

8. 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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[www.pnoc.com.ph](http://www.pnoc.com.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

## REQUEST FOR EXPRESSION OF INTEREST REI No. 2022-10-257

### REBIDDING FOR THE ASSESSMENT OF JETTY FACILITY AND HYDROGRAPHIC SURVEY

1. The **PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, through the **2022 Approved Corporate Operating Budget** intends to apply the sum of **Four Million Eight Hundred Thousand Pesos (P4,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Rebidding for the Assessment of Jetty Facility and Hydrographic Survey**. 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 Assessment of Jetty Facility and Hydrographic Survey**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 3, 2022 (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 the **PNOC Procurement Management Division** and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **October 27, 2022** 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 **Five Thousand Pesos (PhP5,000.00)**.

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 **November 3, 2022 (2:00 PM)** 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                   | <p>Consultant shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Comprehensive assessment (underwater and above water) of the existing Jetty Facility, to include among others, the lighting system and supports, newly-installed Fiber Reinforced Polymer (FRP);</li> <li>2. Provide a comprehensive and detailed information on the structural integrity of the Jetty;</li> <li>3. Recommend repairs and upgrade works to enable the Jetty to handle the current and additional operational loads.</li> </ol> <p>In particular, the Consultant shall perform the following:</p> <ol style="list-style-type: none"> <li>A. Field Investigation and Damage Mapping</li> <li>B. As-built Survey and As-built Drawings Preparation</li> <li>C. Material Testing (this will include Concrete Coring and Comprehensive Strength Test, Concrete Rebound Hammer Test, Reinforcing Steel Bar Extraction and Tensile Strength Test)</li> <li>D. Underwater Survey</li> <li>E. Hydrographic Survey</li> </ol> <p>Phase 2 – Structural Analysis and Evaluation</p> <ol style="list-style-type: none"> <li>A. 3D Computer Modelling and Analysis               <ol style="list-style-type: none"> <li>1. Structural Evaluation</li> <li>2. Preparation of Technical Report</li> </ol> </li> </ol> <p>Phase 3 – Detailed Engineering Design</p> <ol style="list-style-type: none"> <li>A. Detailed Engineering Analysis and Design               <ol style="list-style-type: none"> <li>1. Detailed Design Documentation                   <ul style="list-style-type: none"> <li>- Detailed Engineering Drawings,</li> <li>- Technical Specifications,</li> <li>- Detailed Cost Estimates,</li> <li>- Design Calculations,</li> <li>- Program of Work / Project Schedule,</li> <li>- Bid / Tender Documents</li> </ul> </li> </ol> </li> </ol> |
| 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 <b>five (5) years</b> prior to the deadline for the submission and receipt of eligibility documents.  |
| 2.1(a)(ii.7)          | <p><i>Acceptable proof of satisfactory completion of completed contracts:</i></p> <ol style="list-style-type: none"> <li>a. <i>Certificate of Completion / Acceptance</i></li> <li>b. <i>Billing Statement / Invoice / Official Receipt</i></li> </ol>  |



|     |   |
|-----|---|
| 4.2 | Each prospective bidder shall submit <b>one (1) original and two (2) copies</b> of its eligibility documents.   |
| (e) | <p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p style="text-align: center;"><b>MS. EVANGELINE B. ALBAYTAR</b><br/> Chairperson<br/> Bids and Awards Committee<br/> PNOC Alternative Fuels Corporation<br/> G/F PNOC Bldg. 6, Energy Center, Rizal Drive,<br/> Bonifacio Global City, Taguig City</p> |
| (f) | <b><i>Rebidding for the Assessment of Jetty Facility and Hydrographic Survey</i></b><br><i>REI No.: 2022-10-257</i>   |
| 5   | <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 <b>November 3, 2022 (10:00 AM)</b></p>   |
| 8.1 | <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 <b>November 3, 2022 (2:00 PM)</b></p>   |
| 9.1 | Similar contracts shall refer to a project that involves structural assessment of jetty port facilities to include above and under water structures   |
| 9.2 | <i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i>  |

**Detailed set of criteria and rating system to be used for the short listing of consultants.**

| Criteria   | Weight | Unit of Measure            | 1                | 2                 | 3                 | 4                 | 5                 |
|--|--------|----------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| I. Applicable years of experience and track record of the Consultancy Management Services/Firm | 40%    | Years                      | 2 to 5           | 6 to 10           | 11 to 15          | 16 to 20          | More than 20      |
| II. Qualification of personnel to be assigned to the project                                   | 30%    |                            |                  |                   |                   |                   |                   |
| a. Education (Bachelor degree with license)  | 10%    | Number of workforce        | Less than 100%   |                   |                   |                   | 100%              |
| b. Training  | 10%    | Hours of training attended | At least 8 hours | At least 20 hours | At least 40 hours | At least 60 hours | At least 80 hours |
| c. Previous engagement in similar project  | 10%    | years                      | At least 2 years | At least 6 years  | At least 10 years | At least 12 years | At least 14 years |
| III. Current Workload relative to Capacity   | 30%    |                            |                  |                   |                   |                   |                   |
| a. Ongoing projects  |        | Number of projects         | More than 20     | 16 to 20          | 11 to 15          | 6 to 10           | 1 to 5            |

# ***Section IV. Eligibility Submission Forms***

|  |    |
|--|----|
| Eligibility Documents Submission Form – ANNEX A.....                                       | 20 |
| Statement of the Consultant's Nationality - ANNEX B.....                                   | 21 |
| Format of Curriculum Vitae 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 -<br>ANNEX E ..... | 27 |

ELIGIBILITY DOCUMENTS SUBMISSION FORM

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[Date]

*Philippine National Oil Company  
PNOC Bldg. 6, Energy Center, Rizal Drive  
BGC, Taguig City*

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  |                               |             |  |   |                          |
|--|-------------------------------|-------------|--|---|--------------------------|
| <b>Personal Information</b>  |                               |             |  |   |                          |
| Name of Staff  |                               |             |  |   |                          |
| Address  |                               |             | Contact No.  |   | Email Address            |
| Date of Birth  |                               | Citizenship |  |   | Civil Status             |
| <b>Work Experience <i>(start from the current employment, add rows if necessary)</i></b> |                               |             |  |   |                          |
| AGENCY / COMPANY NAME<br>(Write in full)   | INCLUSIVE DATES<br>(mm/dd/yy) |             | Total Number of Experience<br>(Number of Years and Months) | POSITION TITLE<br>(Write in full)       | JOB DESCRIPTION          |
|  | From                          | To          |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
| <b>Relevant Training <i>(start from the most recent, add rows if necessary)</i></b>      |                               |             |  |   |                          |
| Course Title   | Inclusive Dates               |             | Location   | No. of Hours                            | Conducted / Sponsored by |
|  | From                          | To          |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
|  |                               |             |  |   |                          |
| <b>Education <i>(start from the most recent, add rows if necessary)</i></b>              |                               |             |  |   |                          |
| 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<br>(including NAME, ADDRESS OF<br>CLIENT, CONTACT NO. ) | DATE OF<br>CONTRACT | TYPE OF<br>CONTRACT | START DATE | COMPLETION<br>DATE | AMOUNT OF<br>CONTRACT | CONSULTANT'S ROLE<br>(DESCRIPTION OF ACTUAL SERVICES<br>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:<br>a. main consultant<br>b. subcontractor<br>c. partner in a JV |
|------------------|-------------------|------------------|------------------|---|--------------------|-------------------------------|--|
|                  |                   |                  |                  |   |                    |                               |  |
|                  |                   |                  |                  |   |                    |                               |  |
|                  |                   |                  |                  |   |                    |                               |  |
|                  |                   |                  |                  |   |                    |                               |  |
|                  |                   |                  |                  |   |                    |                               |  |
|                  |                   |                  |                  |   |                    |                               |  |

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date