

## Format of Curriculum Vitae (CV) for Proposed Professional Staff

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

\_\_\_\_\_

### Education:

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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**Certification:**

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

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]*

Date: \_\_\_\_\_

*Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of** \_\_\_\_.

**(Insert Bidder's Official Letterhead)**

**PROCUREMENT OF CONSTRUCTION OF FIT-OUT AND OTHER WORKS TO COMPLETE OF  
PHILIPPINE STATISTICS AUTHORITY (PSA) 23-STOREY BUILDING  
Public Bidding No. 2022-02 (REBIDDING)**

**LIST OF CONTRACTOR'S KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT IF AWARDED THE CONTRACT**

*Note: These personnel must meet the required minimum requirements for the contract as set in the Bid Data Sheet*

[illegible]

LIST OF CONTRACTOR'S KEY PERSONNEL TO BE ASSIGNED  
TO THE PROJECT IF AWARDED THE CONTRACT

Page \_\_\_\_ of \_\_\_\_

*Name and Signature of Representative*

*Name of Company:*

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*Position*

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*Address*

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*Date Signed*

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*Contact Details*

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(Insert Bidder's Official Letterhead)

**PROCUREMENT OF CONSTRUCTION OF FIT-OUT AND OTHER WORKS TO COMPLETE OF  
PHILIPPINE STATISTICS AUTHORITY (PSA) 23-STOREY BUILDING  
Public Bidding No. 2022-02 (REBIDDING)**

**LIST OF CONTRACTOR'S MAJOR EQUIPMENT TO BE ASSIGNED TO THE PROJECT IF AWARDED THE CONTRACT**

*Note: These equipment must meet the required minimum requirements for the contract as set in the Bid Data Sheet*

<b>LIST OF CONTRACTOR'S MAJOR EQUIPMENT UNITS</b>	<b>OWNED, LEASED, AND/OR UNDER PURCHASE AGREEMENTS?</b>	<b>ATTACHED SUPPORTING DOCUMENTS</b>
Wood Works		
Automatic edge banding		
Beam saw with scouring		
Multi boring machine		
Thickness planer		
Table saw		
Metal Works		
Bending machine		
Spot welding machine		
Electric arc welding		
Others (Please specify)		

LIST OF CONTRACTOR'S MAJOR EQUIPMENT TO BE ASSIGNED  
TO THE PROJECT IF AWARDED THE CONTRACT

Page \_\_\_\_ of \_\_\_\_

***Name and Signature of Representative***

***Name of Company:***

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***Position***

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***Address***

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***Date Signed***

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***Contact Details***

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## Financial Proposal Form

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with GCC Clause 12, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



SUMMARY OF COSTS

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso
<b>Construction of Fit-Out and Other Works-to-Complete:</b> a. General Requirements/Preliminaries b. Architectural Works c. Electrical Works d. Auxiliary and Network/Cabling Works e. Plumbing and Sanitary Works f. Mechanical Works g. Fire Protection Works h. Loose Furniture, Appliances, and Equipment i. Landscape Works  Subtotal  Local Taxes  Total Amount of Financial Proposal		<div></div>

<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.