

**SECTION IV
APPENDICES**

**STATEMENT OF ONGOING AND COMPLETED
GOVERNMENT AND PRIVATE CONTRACTS**

Date: _____

JOSHUA M. BINGCANG

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue
Bonifacio Global City, Taguig City

Dear **Mr. Bingcang:**

In compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee-Consultancy Services for the bidding of the Consulting Services for the Implementation of Acumatica Enterprise Resource Planning (ERP) System on Cloud for the Bases Conversion and Development Authority (BCDA), John Hay Management Corporation (JHMC) & Poro Point Management Corporation (PPMC), we certify that *(insert your company name)* has completed contract/s and ongoing contract/s within the period of **01 January 2007 to 01 January 2017**, the summary of which is attached herewith as **Annex B and Annex C** respectively.

Further, attached are copies of supporting documents as proof that the contract/project has been undertaken by/awarded to our firm.

This is being issued in compliance with the eligibility requirements for the above Consulting Services.

Sincerely,

**Printed name and signature
of authorized representative**

(Handwritten signatures and initials)

ANNEX B

SUMMARY OF ALL COMPLETED CONTRACTS ENUMERATED/LISTED IN THE STATEMENT SUBMITTED

Using the format below, provide a summary of the information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted within the period of **01 January 2007 to 01 January 2017**.

Project Name / Name of Contract	Name of client	Location of the Contract / Client Location	Date of award of the contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor, or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent
A. Acumatica ERP Projects										
1.										
2.										
3.										
4.										
5.										
B. Other ERP Projects										
1.										
2.										

Notes:

Provide extra rows/extra sheets if needed.

1. The **Statement of all completed government and private contracts worth (referred to as Annex A) within the period of 01 January 2007 to 01 January 2017, prior to the deadline for the submission and receipt of eligibility documents.**
2. Classify in two categories the contracts provided as:
 - A. Acumatica ERP Projects
 - B. Other ERP Projects
3. The bidder should have implemented and completed at least one (1) BIR-Registered Acumatica ERP Contract. The bidder should also have contracted at least one (1) Acumatica ERP Project with at least Php3.0 million project cost in the last 3 years. For this purpose, the required supporting documents are:
 - a) Copy of notarized contract
 - b) Certificate of completion or proof of final payment
4. For other completed contracts, supporting documents are: Copy of Certificate of Completion or Proof of Final Payment
5. The data provided in this Form should be consistent with the Statement of all ongoing and completed government and private contracts as stated under 2.1a (iv).

ANNEX C

SUMMARY OF ALL ONGOING CONTRACTS ENUMERATED/LISTED IN THE STATEMENT SUBMITTED

Using the format below, provide a summary of the information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted within the period of **01 January 2007 to 01 January 2017**.

Project Name / Name of Contract	Name of client	Location of the Contract / Client Location	Date of award of the contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor, or partner in JV)	Amount of Contract (in PhP)	Contract Duration	Document presented to validate completion or award to the proponent
1.										
2.										
3.										
4.										
5.										

Notes:

Provide extra rows/extra sheets if needed.

1. The Statement of all ongoing government and private contracts (referred to as Annex A) shall include all such contracts within the period of **01 January 2007 to 01 January 2017**, prior to the deadline for the submission and receipt of eligibility documents.
2. For ongoing contracts, supporting documents are: A Copy of Notice of Award, or Notice to Proceed, or Contract. If a contract is to be submitted, the pages of the contract to be submitted should clearly state the following: a) Name of Parties to the Contract; b) Name of the Project; c) Start date and End date of Contract; d) Contract Amount; e) Signatures of the Parties; f) Acknowledgement Page (to show contract has been notarized).
3. The data provided in this Form should be consistent with the Statement of all ongoing and completed government and private contracts as stated under 2.1a (iv).

ANNEX D

STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date: _____

JOSHUA M. BINGCANG
Chairman
Bids and Awards Committee-Consultancy Services
Bases Conversion and Development Authority
2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue
Bonifacio Global City, Taguig City

Dear **Mr. Bingcang**:

(Insert your company name) is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee-Consultancy Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project are follows:

	Project Manager
	Technical/Functional Support Specialist
	Technical/Functional Support Specialist
	Technical/Functional Support Specialist

Attached for your reference are the Curriculum Vitae (Annexes F to J) of the above-mentioned personnel.

(Insert your company name) issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

**Printed name and signature
of authorized representative**

(Handwritten signatures and initials)

ANNEX E

FORMAT OF CURRICULUM VITAE (CV) FOR FIRM

Name of Firm: _____

Address _____

No. of Years of Operation: _____

Years of Professional Experience in: _____

Provision and Implementation of ERP System: _____

Others (Pls. Specify) _____

Membership in Professional Societies: _____

Major Accounts/Projects Handled: _____

List **all** Major Contracts/Projects completed categorized into *A.) Acumatica ERP Projects; **B.) Other ERP Projects in the past ten (10) years (01 January 2007 to 01 January 2017) giving date and names and address of employing company using the matrix below.]

A.) Acumatica ERP Projects:

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		

*Provide extra rows/extra sheets if needed.

B.) Other ERP Projects:

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		

**Provide extra rows/extra sheets if needed.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe _____ **(Insert your company name)** _____, its qualifications and its experience.

[Full name and signature of the firm's authorized representative] Day/Month/Year

(Handwritten signatures and initials)

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED PROJECT TEAM**

Proposed Position: **Project Manager**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Years of Professional Experience as Project Manager in the Development & Implementation of ERP System: _____

Others (Pls. Specify) _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

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. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
2.			
3.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

[Handwritten signatures and initials at the bottom of the page]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

Accounts/Projects Handled:

List **all** Major Accounts/Projects* handled in the Provision and Implementation of ERP System in the past ten (10) years (01 January 2007 to 01 January 2017) giving date and names and address of employing company using the matrix below.]

Provision and Implementation of ERP System Projects:

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

Accounts/Projects Presently Being Handled:

[List **all** accounts/projects presently being handle using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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

In the event that **(Name of Bidder)** is awarded the contract for the **(Name of the Project)**, I firmly commit to assume the post of **(designation/position)**.

[Full name and signature of Team Member] Date: _____
Day/Month/Year

[Full name and signature of Authorized Representative] Date: _____
Day/Month/Year

(Handwritten signatures and initials)

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED PROJECT TEAM**

Proposed Position: _____
 Name of Firm: _____
 Name of Staff: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Years of Professional Experience as Technical/Functional Support Specialist in the Development & Implementation of ERP System: _____
 Others (Pls. Specify) _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

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. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
2.			
3.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

Accounts/Projects Handled:

List **all** Major Accounts/Projects* handled in the Provision and ERP System in the past ten (10) years (01 January 2007 to 01 January 2017) giving date and names and address of employing company using the matrix below.]

Provision and Implementation of ERP Projects:

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

Accounts/Projects Presently being Handled:

[List **all** accounts/projects presently being handled using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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

In the event that (**Name of Bidder**) is awarded the contract for the (**Name of the Project**), I firmly commit to assume the post of (**designation/position**).

[Full name and signature of Team Member] Date: _____
Day/Month/Year

[Full name and signature of Authorized Representative] Date: _____
Day/Month/Year

(Handwritten signatures and initials)

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED PROJECT TEAM**

Proposed Position: _____
 Name of Firm: _____
 Name of Staff: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Years of Professional Experience as Technical/Functional Support Specialist in the
 Development & Implementation of ERP System: _____
 Others (Pls. Specify) _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

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. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
2.			
3.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

(Handwritten signatures and initials at the bottom of the page)

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

Accounts/Projects Handled:

List **all** Major Accounts/Projects* handled in the Provision and Implementation of ERP System in the past ten (10) years (01 January 2007 to 01 January 2017) giving date and names and address of employing company using the matrix below.]

Provision and Implementation of ERP Projects:

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

Accounts/Projects Presently Being Handled:

[List **all** accounts/projects presently being handled using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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

In the event that **(Name of Bidder)** is awarded the contract for the **(Name of the Project)**, I firmly commit to assume the post of **(designation/position)**.

[Full name and signature of Team Member] Date: _____
Day/Month/Year

[Full name and signature of Authorized Representative] Date: _____
Day/Month/Year

(Handwritten signatures and marks)

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED PROJECT TEAM**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Years of Professional Experience as Technical/Functional Support Specialist in the Development & Implementation of ERP: _____

Others (Pls. Specify) _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

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. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
2.			
3.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

[Handwritten signatures and initials at the bottom of the page]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

Accounts/Projects Handled:

List **all** Major Accounts/Projects* handled in the Provision and Implementation of ERP System in the past ten (10) years (01 January 2007 to 01 January 2017) giving date and names and address of employing company using the matrix below.]

Provision and Implementation of ERP Projects:

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

Accounts/Projects Presently Being Handled:

[List **all** accounts/projects presently being handled using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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

In the event that **(Name of Bidder)** is awarded the contract for the **(Name of the Project)**, I firmly commit to assume the post of **(designation/position)**.

_____	Date: _____
[Full name and signature of Team Member]	Day/Month/Year
_____	Date: _____
[Full name and signature of Authorized Representative]	Day/Month/Year

(Handwritten signatures and initials)

ANNEX J

SUMMARY OF CVS OF THE MEMBERS OF THE PROPOSED PROJECT TEAM

Using the format below, provide a summary of the information on each of your proposed professional staff.

Name	Date of birth	Education Attainment	Professional Society	Members hip in Professional Society	No. of Years with the Firm	Proposed Position in the Project	Task to be Performed in the Project	Relative Experience in Proposed Position/Task	Trainings Related to Proposed Position/Task
1.						Project Manager			
2.						Technical/ Functional Specialist			
3.						Technical/ Functional Specialist			
4.						Technical/ Functional Specialist			

Note: The data provided in this Form should be consistent with those in the Curriculum Vitae of the respective Key Personnel in Annexes F to I.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

BIDDING : Consulting Services for the Implementation of Acumatica Enterprise Resource Planning (ERP) System on Cloud for the Bases Conversion and Development Authority (BCDA), John Hay Management Corporation (JHMC) & Poro Point Management Corporation (PPMC)

Date: _____

JOSHUA M. BINGCANG

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue

Bonifacio Global City, Taguig City

Dear **Mr. Bingcang**:

In connection with your Request for Expression of Interest dated _____ for the Consulting Services for the Consulting Services for the Implementation of ACUMATICA Enterprise Resource Planning (ERP) on Cloud for BCDA, JHMC and PPMC, **(Name of Bidder)** hereby expresses interest in participating in the eligibility and shortlisting for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) **(Name of Bidder)** 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
- b) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- c) It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
- d) The signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;

- e) It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
- f) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
- g) It complies with existing labor laws and standards.
- h) It complies with the minimum qualifications and requirements as indicated in the Request for Expression of Interest (REI), Eligibility Documents and Terms of Reference (TOR).
- i) It is not directly or indirectly associated with any entity which may have a conflict of interest in or bias against the BCDA Group.

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.

Sincerely,

**Printed name and signature
of authorized representative**

(Note: This document should be notarized)

Dr for

Sup [initials]

SECRETARY'S CERTIFICATE

Uncontrolled when printed or emailed

(Note: Certified True Copy)

