

List of Similar Completed Projects of the FIRM

Using the format below, provide information on each completed 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 **August 15 2017 to present**.

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.										

Note:

1. Provide extra rows/extra sheets if needed.
2. The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts within the period **15 August 2017 to present**.
3. Attach supporting documents. These can be copy of Certificate of Completion or Proof of Final Payment. The Proof of Final Payment should have a Certification from the bidder that the receipt is the final payment for the contract. The Certification should be duly signed by the authorized representative on the following:
 - a. That the copy of the Official Receipt is proof of final payment
 - b. The name of the project for which the payment was made
 - c. Total amount of contract

List of Similar Ongoing Projects of the FIRM

Using the format below, provide information on each ongoing 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 **August 15 2017 to present**.

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.										

Note:

1. *Provide extra rows/extra sheets if needed.*
2. *The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts **within the period August 15 2017 to present**.*
3. *Attach supporting documents. These can be copy of the contract, proof of engagement or its equivalent.*

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE CONSULTANT’S KEY ASSIGNED TEAM MEMBERS**

Proposed Position: i.e. **ACCOUNT MANAGER**
 Name of Firm: _____
 Name of the Team Member: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

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

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[The identified members must have at least three (3) years experience in publishing as related to his/her function in the team.]

*Starting with present position, list in reverse order every employment held. List all positions held by staff member to show the length of experience and projects handled in the past **three** (3) years—giving dates, names of employing organizations, titles of positions held, and description of projects. (*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

Major Accounts Handled:

The identified members of the proposed creative team must have handled and completed at least three (3) publication projects similar in nature to the requirement.

List SIMILAR COMPLETED projects awarded **on or after August 15 2017 and completed on or before 15 August 2019.**

Client Name	Name of Project	Period Covered / Inclusive Dates	Value of Contract	Nature of Services as Relevant to His Function in the Team

Accounts Presently Being Handled: (*Continue on separate sheet if necessary)

Client Name	Name of Project	Period Covered / Inclusive Dates	Nature of Services as Relevant to His Function in the Team

Certification:

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

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE CONSULTANT’S KEY ASSIGNED TEAM MEMBERS**

Proposed Position: i.e. **CREATIVE DIRECTOR**
 Name of Firm: _____
 Name of the Team Member: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

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

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[The identified members must have at least three (3) years experience in publishing as related to his/her function in the team.

Starting with present position, list in reverse order every employment held. List all positions held by staff member to show the length of experience and projects handled in the past **three** (3) years—giving dates, names of employing organizations, titles of positions held, and description of projects. (*Continue on separate sheet if necessary.)

Name of Company	From	To	Position Held
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3.			

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Accounts Presently Being Handled: (*Continue on separate sheet if necessary)

Client Name	Name of Project	Period Covered / Inclusive Dates	Nature of Services as Relevant to His Function in the Team

Certification:

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

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE CONSULTANT’S KEY ASSIGNED TEAM MEMBERS**

Proposed Position: i.e. **SENIOR WRITER/MANAGING EDITOR**
 Name of Firm: _____
 Name of the Team Member: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

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

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[The identified members must have at least three (3) years experience in publishing as related to his/her function in the team.

*Starting with present position, list in reverse order every employment held. List all positions held by staff member to show the length of experience and projects handled in the past **three** (3) years—giving dates, names of employing organizations, titles of positions held, and description of projects. (*Continue on separate sheet if necessary.)*

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List SIMILAR COMPLETED projects awarded **on or after August 15 2017 and completed on or before 15 August 2019.**

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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.

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

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE CONSULTANT’S KEY ASSIGNED TEAM MEMBERS**

Proposed Position: i.e. **PHOTOGRAPHER**
 Name of Firm: _____
 Name of the Team Member: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____

 Detailed Tasks Assigned: _____

Education:

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

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[The identified members must have at least three (3) years experience in publishing as related to his/her function in the team.]

*Starting with present position, list in reverse order every employment held. List all positions held by staff member to show the length of experience and projects handled in the past **three** (3) years—giving dates, names of employing organizations, titles of positions held, and description of projects. (*Continue on separate sheet if necessary.)*

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Accounts Presently Being Handled: (*Continue on separate sheet if necessary)

Client Name	Name of Project	Period Covered / Inclusive Dates	Nature of Services as Relevant to His Function in the Team

Certification:

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

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of *[Name of Consultant]* with office address at *[address of Consultant]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Consultant]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Consultant]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. 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;

5. *[Name of Consultant]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Consultant]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

(Note: Should be notarized)
REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.