**ANNEX B**

**ANNEX C**

**FORMAT OF CURRICULUM VITAE (CV) FOR FIRM**

**Name of Firm:**

**Address**

**No. of Years of Operation:**

**Years of Professional Experience in**:   
Communications: \_\_\_\_\_\_\_\_\_\_ Advertising: \_\_\_\_\_\_\_\_\_\_ Graphic Design: \_\_\_\_\_\_\_\_\_\_  
Others (Pls. Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership in Professional Societies**:

**Major Accounts/Projects Handled: (***List all major accounts handled (*for communications, advertising or graphic design services*) from* ***29 November 2015 to 29 November 2017***—*giving the names and address of employing company using the matrix below)*

**Major Accounts Handled:** (continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Name | Name of Project | Period Covered / Inclusive Dates | Value of Contract | Nature of Services as Relevant to His Function in the Creative Team  \*Please indicate if nature is: design, design and printing or printing only |
|  |  |  |  |  |

**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 Creative Team  \*\*Please indicate if nature is: design, design and printing or printing only |
|  |  |  |  |

**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:

[Full name of authorized representative] *Day/Month/Year*

***Note:*** *The CONSULTANT is advised to provide all pertinent information and data required in this Form. Missing information or data may cause the CONSULTANT to get a rating of ZERO (0) in some of the criterion which will be used in the Evaluation of Bids.*

##### Curriculum Vitae (CV) and detailed qualifications

**ANNEX C1**

##### of the member of the proposed CREATIVE team

Proposed Position: i.e. **CREATIVE DIRECTOR**

Name of Firm:

Name of the Creative 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:**

[*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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects 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** |
|  |  |
|  |  |

**Major Accounts Handled:** *List Creative projects from* ***29 November 2015 to 29 November 2017****. Creative projects refer to annual reports, glossy magazines, coffee table book, corporate brochures, corporate calendars and the like.* (continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Name | Name of Project | Period Covered / Inclusive Dates | Value of Contract | Nature of Services as Relevant to His Function in the Creative 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 Creative 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).

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

Full name and signature of Creative Team Member: *Day/Month/Year*

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

Full name and signature of authorized representative: *Day/Month/Year*

##### Curriculum Vitae (CV) and detailed qualifications

##### of the member of the proposeD CREATIVE team

**ANNEX C2**

Proposed Position: i.e. **COPYEDITOR**

Name of Firm:

Name of the Creative 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:**

[*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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects 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** |
|  |  |
|  |  |

**Major Accounts Handled:** *List Creative projects from* ***29 November 2015 to 29 November 2017****. Creative projects refer to annual reports, glossy magazines, coffee table book, corporate brochures, corporate calendars and the like.* (continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Name | Name of Project | Period Covered / Inclusive Dates | Value of Contract | Nature of Services as Relevant to His Function in the Creative 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 Creative 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).

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

Full name and signature of Creative Team Member: *Day/Month/Year*

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

Full name and signature of authorized representative: *Day/Month/Year*

##### Curriculum Vitae (CV) and detailed qualifications

##### of the member of the proposeD CREATIVE team

**ANNEX C3**

Proposed Position: i.e. **PHOTOGRAPHER**

Name of Firm:

Name of the Creative 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:**

[*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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects 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** |
|  |  |
|  |  |

**Major Accounts Handled:** *List Creative projects from* ***29 November 2015 to 29 November 2017****. Creative projects refer to annual reports, glossy magazines, coffee table book, corporate brochures, corporate calendars and the like.* (continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Name | Name of Project | Period Covered / Inclusive Dates | Value of Contract | Nature of Services as Relevant to His Function in the Creative 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 Creative 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).

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

Full name and signature of Creative Team Member: *Day/Month/Year*

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

Full name and signature of authorized representative: *Day/Month/Year*