**ANNEX A**

**SECTION IV**APPENDICES

**STATEMENT OF ONGOING AND COMPLETED**

**ANNEX “A”**

**GOVERNMENT AND PRIVATE CONTRACTS**

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

**ENGR. JOSHUA M. BINGCANG  
Chairman**

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

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

Bonifacio Global City, Taguig City

Dear **ENGR. 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 SPECIALIZED COMMUNICATION PROGRAM: STRATEGIC REGIONAL COMMUNICATION AND INVESTOR RELATIONS CAMPAIGN FOR CLARK, we certify that (insert company name) has the ongoing and completed contracts within the period of ***November 2012 to November 2017***, which summary 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**

***Note:   
S****upporting documents such as Copy of Certificate of Completion or Proof of Final Payment will* ***NOT*** *be required during Eligibility Phase. It will be required during post-qualificatio n phase.*

**ANNEX B**

**Summary of All Completed Contracts Enumerated/Listed in the Statement Submitted   
of the COMMUNICATION FIRM**

**ANNEX B1**

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 the period of ***November 2012 to November 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. |  |  |  |  |  |  |  |  |  |  |

***Note****:*

* + - 1. *Provide extra rows/extra sheets if needed.*

1. *The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts* ***within the period of November 2012 to November 2017****, prior to the deadline for the submission and receipt of eligibility documents.*
2. *At least three (3) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC).*

1. *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).*
2. ***S****upporting documents such as Copy of Certificate of Completion or Proof of Final Payment will* ***NOT*** *be required during Eligibility Phase. It will be required during post-qualification phase.*

**Summary of All Completed Contracts Enumerated /Listed in the Statement Submitted   
of the REGIONAL COMMUNICATION FIRM IN THE ASIA PACIFIC**

**ANNEX B2**

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 the period of ***November 2012 to November 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. |  |  |  |  |  |  |  |  |  |  |

***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 of November 2012 to November 2017****, prior to the deadline for the submission and receipt of eligibility documents.*
3. *Include contracts with the following clients/industries which are* ***similar in nature*** *with the BCDA requirement: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
4. *At least three (3) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC).*

1. *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).*
2. ***S****upporting documents such as Copy of Certificate of Completion or Proof of Final Payment will* ***NOT*** *be required during Eligibility Phase. It will be required during post-qualification phase.*

##### Summary of All Ongoing Contracts Enumerated/Listed in the Statement Submitted of the COMMUNICATION FIRM

**ANNEX C1**

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 ***November 2012 to November 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. |  |  |  |  |  |  |  |  |  |  |

***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 of***

***November 2012 to November 2017,*** *prior to the deadline for the submission and receipt of eligibility documents.*

1. *At least three (3) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC).*
2. *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).*
3. ***S****upporting documents such as Copy of Certificate of Completion or Proof of Final Payment will* ***NOT*** *be required during Eligibility Phase. It will be required during post-qualification phase.*

**ANNEX C2**

##### Summary of All Ongoing Contracts Enumerated/Listed in the Statement Submitted of the REGIONAL COMMUNICATION FIRM IN THE ASIA PACIFIC

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 ***November 2012 to November 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. |  |  |  |  |  |  |  |  |  |  |

***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 of***

***November 2012 to November 2017,*** *prior to the deadline for the submission and receipt of eligibility documents.*

1. *Include contracts with the following clients/industries which are* ***similar in nature*** *with the BCDA requirement: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
2. *At least three (3) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC).*
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).*
4. ***S****upporting documents such as Copy of Certificate of Completion or Proof of Final Payment will* ***NOT*** *be required during Eligibility Phase. It will be required during post-qualification phase.*

**ANNEX D**

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

**ANNEX C**

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

**ENGR. JOSHUA M. BINGCANG  
Chairman**

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

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

Bonifacio Global City, Taguig City

Dear **ENGR. 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 Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Communications Team for the project are follows:

|  |
| --- |
|  |
| **Communication Strategist** |
| **Project Director** |
| **Publicity Management Specialist** |
| **Writer** |

Attached for your reference are the Curriculum Vitae (Annexes F to I) 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**

**ANNEX E**

**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:**

1. *Major accounts refer to contracts with the following clients/industries: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
2. *List all major accounts covering contracts within the period of November 2012 to November 2017.*
3. *Aside from similarity in nature with the BCDA requirement, major accounts should have a contract value of at least half of the Approved Budget for the Contract.*
4. *Provide 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 Communication 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 Communication 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.*

**ANNEX F**

##### CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS

##### OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

Proposed Position: i.e. **COMMUNICATION STRATEGIST**

Name of Firm:

Name of the Communications 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:**

1. *List all major accounts covering contracts within the period of November 2012 to November 2017.*
2. *Major accounts refer to contracts with the following clients/industries: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
3. *Provide the names and address of employing company using the matrix below and 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 Communications 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 Communciations 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 Communications Team Member: *Day/Month/Year*

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

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

**ANNEX G**

##### CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS

##### OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

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

Name of Firm:

Name of the Communications 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: 1**

1. *List all major accounts covering contracts within the period of November 2012 to November 2017.*
2. *Major accounts refer to contracts with the following clients/industries: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
3. *Provide the names and address of employing company using the matrix below and 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 Communications 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 Communications 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 Communications 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 COMMUNICATIONS TEAM

**ANNEX H**

Proposed Position: i.e. **PUBLICITY MANAGEMENT SPECIALIST**

Name of Firm:

Name of the Communications 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:**

1. *List all major accounts covering contracts within the period of November 2012 to November 2017.*
2. *Major accounts refer to contracts with the following clients/industries: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
3. *Provide the names and address of employing company using the matrix below and 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 Communications 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 Communications 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 Communications 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 COMMUNICATIONS TEAM

**ANNEX I**

Proposed Position: i.e. **WRITER**

Name of Firm:

Name of the Communications 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:**

1. *List all major accounts covering contracts within the period of November 2012 to November 2017.*
2. *Major accounts refer to contracts with the following clients/industries: government, multinational, and/or financial institutions, and doing investment promotions, stakeholder and reputation management, strategic communications solutions, cross-market research and /or business advisory services in the Asia Pacific region.*
3. *Provide the names and address of employing company using the matrix below and 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 Communications 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 Communications 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 Communications Team Member: *Day/Month/Year*

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

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

##### SUMMARY OF CVS OF THE MEMBERS OF THE PROPOSED COMMUNICATIONS TEAM

**ANNEX J**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Date of birth | Educational Attainment | Profession | Membership 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. |  |  |  |  |  | **Communication Strategist** |  |  |  |
| 2. |  |  |  |  |  | **Project Director** |  |  |  |
| 3. |  |  |  |  |  | **Publicity Management Specialist** |  |  |  |
| 4. |  |  |  |  |  | **Writer** |  |  |  |

*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****.*

**ANNEX K**

**ELIGIBILITY DOCUMENTS SUBMISSION FORM  
  
*SPECIALIZED COMMUNICATION PROGRAM: STRATEGIC REGIONAL COMMUNICATION AND INVESTOR RELATIONS CAMPAIGN FOR CLARK***

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

**ENGR. JOSHUA M. BINGCANG  
Chairman**

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

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

Bonifacio Global City, Taguig City

Dear **ENGR. BINGCANG:**

In connection with your Request for Expression of Interest dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the SPECIALIZED COMMUNICATION PROGRAM: STRATEGIC REGIONAL COMMUNICATION AND INVESTOR RELATIONS CAMPAIGN FOR CLARK, ***(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:

1. ***(Name of Bidder)*** 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
2. 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;
3. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
4. 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;
5. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
6. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
7. It complies with existing labor laws and standards.
8. 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).
9. 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)****Attachment****:   
Secretary’s Certificate or Affidavit that the person signing the documents is the authorized representative of the firm.*

**ANNEX L**

**SECRETARY’S CERTIFICATE**

(Note: Certified True Copy)