



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

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**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

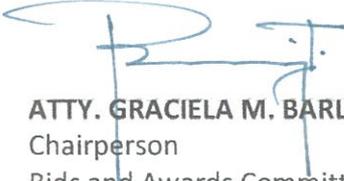
Date : **February 17, 2023**  
Project Title : **Engagement of an Individual Consultant for the Development of Decentralized Energy Systems (DES) – Solar PV Rooftop System in PNOC Energy Supply Base (ESB)**  
Reference No. : 2023-02-058  
Total ABC : **PhP500,000.00**  
Submission Deadline: **February 28, 2023 / 05:00 PM**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [cfc\\_melo@pnoc.com.ph](mailto:cfc_melo@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- BIR Certificate of Registration
- PhilGEPS Registration Number
- Omnibus Sworn Statement – Annex “A” (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Professional License/Curriculum Vitae – Annex “B”
- Statement of All On-Going Contracts and Awarded but not yet Started Contracts – Annex “C”

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

Thank you.



**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee



# PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

## TERMS OF REFERENCE (TOR)

**Project :** Engagement of an Individual Consultant for the Conduct of a Comprehensive Technical Study and Other Activities for the Establishment of a 100kWp Rooftop Solar Photovoltaics (PV) System in PNOC Energy Supply Base

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### 1. BACKGROUND

The Decentralized Energy System (DES) involves the establishment and use of a power generation facility proximal to a demand center. Renewable energy technologies are typically used as DES, especially the intermittent and modular types, to promote energy diversification and use of cleaner and sustainable energy for the country. The main advantage of DES is the immediate access of power by the demand center, where the overall retail electricity price is expected to decrease due to minimal to non-existent transmission and distribution costs.

The Philippine National Oil Company (PNOC) plans to develop its proposed DES project at any of its existing properties/facilities. Three (3) renewable technologies were compared for suitability, based on technical, financial, and socio-economic aspects, through a Pre-Feasibility Study (Pre-FS) conducted in-house: solar photovoltaic (solar PV), onshore wind, and waste-to-energy (WTE). The results indicated that the installation of solar PV technology as a DES proposed project in PNOC ESB is recommended for consideration.

PNOC ESB has an available rooftop area for development of 22,854.83 m<sup>2</sup>, with high average annual potential Solar PV Power Output and Global Horizontal Irradiation of 1,449.9 kWh/kWp and 1,821.1 kWh/m<sup>2</sup>, respectively. Moreover, there are no structures that would obstruct the sunlight from the available rooftop area. Thus, PNOC ESB is suitable for the development of the solar PV.

Further discussion had also been included in the Pre-FS on the envisioned installation of solar PV technology in PNOC ESB, where two (2) installed capacity considerations are identified – 83kWp and 2MWp. The Pre-FS recommended to establish a solar PV system initially for own-use, and increase the envisioned installed capacity to 100kWp to maximize the annual electricity savings to be gained from the net-metering arrangement with DU.

## 2. OBJECTIVES OF THE STUDY

A Detailed Feasibility Study (DFS) is necessary to determine the viability of a 100kWp solar PV system, and produce the corresponding basic engineering design, which is a critical deliverable for the Engineering, Procurement, Construction, and Commissioning (EPCC) activity. Technical, financial, socio-economic, and environmental aspects of the project will also be included to justify the project feasibility.

PNOG will spearhead the preparation of DFS, with the hired Individual Consultant supplying the necessary technical inputs for the DFS, such as but not limited to, the site assessment, conceptual engineering design, and detailed project costing.

## 3. SCOPE OF WORKS

The scope of work of the Individual Consultant shall include, but not limited to the following:

### 3.1. Assist in the conduct of Detailed Feasibility Study (DFS) through provision of the following services and inputs:

#### 3.1.1. Site Assessment in PNOG ESB

##### 3.1.1.1. Measurement of Solar Access

- a. Solar Potential of the PNOG Energy Supply Base (ESB) Facility, which includes but not limited to the following:
  - ✓ Solar Irradiation Data, in annual measurement (e.g., Direct Normal, Global Horizontal, Diffuse Horizontal, Global Tilted Irradiation at Optimum Tilt, etc.)
  - ✓ Total Estimated Annual Photovoltaic Power Output and Average Hourly Profile
- b. Information on Cloud Cover, Atmospheric Water Vapor, Amount of Aerosols in the Atmosphere, and Shadowing Influence
- c. Evaluation of Influence from Surroundings (e.g., High-Altitude Buildings and Cell Towers)

- d. Identification of Pollution Sources (e.g., Climate, Fog, Rain, Altitude, and Air Pollution)
  - e. Rooftop Site of Installation Assessment (e.g., Roof Pitch, and Tilt and Azimuth of Installable Roof)
- 3.1.2. Load Profile Detailed Study and Analysis of PNOC ESB Facility, which includes but not limited to the following:
- 3.1.2.1. Estimated total annual load requirement of PNOC ESB
  - 3.1.2.2. Effect of the installation of the 100kWp solar PV system
  - 3.1.2.3. Transition to a 2MWp solar PV system
  - 3.1.2.4. Effect of the expansion to a 2MWp solar PV system
  - 3.1.2.5. Other necessary components of this section
- 3.1.3. Basic conceptual design for the development of the rooftop solar PV system at PNOC ESB Facility, which includes but not limited to the following:
- 3.1.3.1. Balance of system
    - a. Solar PV Panel
      - ✓ Solar PV panel specifications (i.e., dimensions, weight, peak capacity, efficiency, etc.)
      - ✓ Total number of solar PV panels required to form the 100kWp system
      - ✓ Total number of solar PV panels required to form the 2MWp system
    - b. Inverter
      - ✓ Recommended Inverter Loading Ratio (ILR); ideal if between 1.13 to 1.30
      - ✓ Inverter specifications

- c. Cables and Switches
  - ✓ Wiring specifications (i.e., diameter, length, etc.)
  - ✓ Switch and electrical wiring diagram, showing the connection of components of balance of system
- d. Other Necessary Components

3.1.3.2. Estimated annual power generation of the 100kWp system and the expansion to 2MWp system

3.1.3.3. Estimated detailed cost of construction and cost of operation and maintenance of the 100kWp system and the expansion to 2MWp system

3.1.4. Other information that may be determined to be necessary to complete the DFS.

**3.2. Prepare the Terms of Reference (TOR) for the Bidding of an Engineering, Procurement, Construction, and Commissioning (EPCC) Contractor, which will conduct the Detailed Engineering Design (DED), Procurement of Materials, Construction of 100kWp Solar PV Systems, and Testing and Commissioning Works; and**

**3.3. Act as the Owner's Engineer during the implementation of the EPCC contract, with the following tasks:**

3.3.1. Assist in Quality Assurance/Quality Control

3.3.2. Assist in Testing and Commissioning Works

3.3.3. Facilitate net-metering arrangement with Distribution Utility

3.3.4. Assist in securing relevant permits and licenses

3.3.5. Other tasks as may be necessary to ensure delivery of intended results.

#### **4. DELIVERABLES**

##### **4.1. Commencement Date and Period of Implementation**

The commencement date of the engagement period shall be upon the issuance of Notice to Proceed. The duration of contract shall be for ten (10) months or until completion of the EPCC contract whichever comes later. The Individual Consultant shall accomplish the required inputs for the DFS and the TOR for bidding of an EPCC contractor within three (3) months from the commencement date. Meanwhile, the activities related to the designation as the Owner’s Engineer will only be accomplished after the completion of testing and commissioning works.

**4.2. Table of Deliverables**

The deliverables for the engagement, as enumerated in the table below, shall be submitted by the Individual Consultant in both hard and electronic copies to PNOC.

Deliverable	Timeline
Draft Technical Study, as Input to the PNOC’s Draft DFS	end of Week 8
Presentation of Draft DFS to PNOC Management	Week 9 to Week 10
Final Technical Study, as Input to the PNOC’s Final DFS	end of Week 12
Final TOR for the hiring of EPCC contractor	end of Week 12
Owner’s Engineer’s Report during EPCC implementation	End of every month during EPCC implementation
Final Engagement Report	1 week after the completion of all activities under the Owner’s Engineer

The Consultant shall provide the necessary technical assistance/support during presentation of draft and final study and EPCC TOR to the PNOC Management, Board Committees and PNOC Board of Directors, for the final approval of project for implementation. Technical assistance/support shall likewise be provided during the procurement process of the EPCC, particularly in the evaluation of bids.

**5. EXPERTISE REQUIREMENTS**

The Individual Consultant for this engagement shall have, at the minimum, the following qualifications:

Item	Minimum Requirement
Education	<ul style="list-style-type: none"> <li>Graduate of Electrical Engineering course</li> </ul>
Experience	<ul style="list-style-type: none"> <li><b>Number of Projects Completed:</b> Has been primarily involved in the development and successful completion of at least 10 solar PV projects; which involvement should be in any or combination of site/facility assessment, engineering design, and EPCC of solar PV systems within the last 10 years.</li> <li><b>Years of Experience:</b> Has at least 10 years of demonstrated experience in any or combination of providing technical analysis in the solar potential of project sites, engineering design and detailed cost estimations for the construction of solar PV systems/rooftop systems and financial and cost-benefit analysis.</li> </ul>
Language	<ul style="list-style-type: none"> <li>Must be fluent in English – both oral and written</li> </ul>

## 6. EVALUATION OF PROPOSALS

The technical and financial proposals of the eligible bidders shall be evaluated using the Quality-Cost Based Evaluation pursuant to pertinent provisions of RA 9184. The rating breakdown shall be as follows:

Area	Maximum number of points that could be awarded to a bid
<b>Technical Proposal Evaluation</b>	<b>80</b>
Consultant qualification (Educational attainment, experience)	40
Technical proposal (Approach and methodology, workplan)	40
<b>Financial Proposal Evaluation</b>	<b>20</b>
<b>Total</b>	<b>100</b>

### 6.1. Technical Evaluation

#### a. Consultant Qualification

Prospective bidders shall be rated in three (3) qualification criteria: **Education, Experience, and Current Workload**. The breakdown is as follows:

Area	Maximum Points that could be Awarded to a Bid
Education	8
Experience	24
Number of Projects Completed	12
Years of Experience	12
Current Workload	8
<b>Total</b>	<b>40</b>

A rating of 0 points in any of the criteria means the automatic disqualification of the bidder.

✓ Education

The highest level of educational attainment shall be in the Degree of Electrical Engineering for the prospective bidders to gain the highest points possible. Bidders that do not have an Electrical Engineering Degree shall be given 0 points.

Criteria	Unit of measure	Points		
		6	7	8
Educational Attainment	Highest Level of Educational Attainment	BS	MS	PhD

✓ Experience

This criterion is further split into two (2) sub-criteria.

The first sub-criteria pertains to the number of projects completed by the Individual Consultant in any solar PV project, including the conduct of technical studies and engineering design and EPCC, within the last 10 years only.

Criteria	Unit of measure	Points			
		0	6	9	12

Experience in solar PV projects	Number of completed projects	< 10	10-12	13-15	>15
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The second sub-criteria pertains to the cumulative experience, in years, of the Individual Consultant in any solar PV project, including the conduct of detailed feasibility studies and engineering design and EPCC.

Criteria	Unit of measure	Points			
		0	6	9	12
Years of experience in solar PV projects	Number of years	< 10	10 - 12	13 - 15	>15

✓ Current Workload

This pertains to the number of on-going projects (i.e., regardless of nature) being undertaken by the Individual Consultant. This also includes the contracts that are awarded but not yet started.

Criteria	Unit of measure	Points			
		0	6	7	8
Any ongoing projects	Number of projects	>= 5	4	3	0-2

b. *Technical Proposal*

✓ Approach and Methodology

This section includes the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the required outputs, and the degree of detail of said outputs.

In this component, the bidder shall highlight the problems being addressed and their importance, and explain the technical approach that they would adopt to address them. As to the technical approach, they are to explain the methodologies that they would adopt and highlight the compatibility of the same to the technical approach that they are adopting.

Criteria	Points	Description/Characteristics
Approach and Methodology:	25	<b>Very Good.</b> In addition to the requirements listed under "Good,"

Criteria	Points	Description/Characteristics
Adequacy and clarity of the technical approach and methodology		important issues are approached in an innovative and efficient way, indicating that the bidder has understood the overall and detailed issues and problems of the assignment. The bidder has outstanding knowledge of the project conditions and a deep grasp of solutions depicted through state-of-the-art approaches and knowledge. The proposal details ways to improve the results and the quality of assignment by using advanced approaches, methodologies, and knowledge.
	12.5	<b>Good.</b> The proposed approach is discussed in detail and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow it to adapt to changes that may occur during the execution of the Services.
	7.5	<b>Fair.</b> The way to carry out the different activities in the TOR is discussed generically by the bidder. The discussion of the methodology is general and not specifically tailored to the projects. Although suitable, the methodology does not include a discussion on how the bidder proposes to deal with critical site-specific characteristics of the project. No new insights or deep appreciation of the interrelationships of problems and solutions to be provided for the project are added. The discussion indicates an average perception of the project conditions and does not reflect the specific features of the assignment.
	2.5	<b>Poor.</b> The methodology to carry out important activities indicated in the TOR is inappropriate or poorly presented, indicating that the bidder has misunderstood important aspects of the scope of work. The required

Criteria	Points	Description/Characteristics
		contents of the TOR are missing or superficially discussed.

✓ Work Plan

This section contains the proposed main activities, their content and duration, phasing and interrelations, milestones (including interim approvals from PNOC), and delivery dates of the reports.

The proposed work plan should be consistent with the approach and methodology, showing an understanding of the TOR and ability to translate the same into a feasible work plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included in this component.

Criteria	Points	Description/Characteristics
Work Plan:  Understanding of the scope of work based on the appropriateness of the work plan	15	<b>Very Good.</b> In addition to the requirements listed above under "Good," decision points and sequence and timing of activities are very well defined, indicating that the bidder has optimized the use of resources.
	7.5	<b>Good.</b> The work plan responds well to the TOR. All the important activities are indicated in the activity schedule, and their timing is appropriate and consistent with the assignment outputs. The interrelation among the various activities is realistic and consistent with the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.
	4.5	<b>Fair.</b> All key activities are included but are not detailed. There are minor inconsistencies among timing, assignment outputs, and proposed approach.
	1.5	<b>Poor.</b> The activity schedule excludes important tasks. The timing of activities and correlation among them are inconsistent with the approach

Criteria	Points	Description/Characteristics
		and methodology. The TOR are missing or superficially discussed.

## 6.2. Financial Proposal Evaluation

Bids exceeding the identified Approved Budget for the Contract (ABC) will automatically be disqualified.

All ABC-compliant bids shall be ranked, with the lowest bid ranking first and getting the full rating of 20. Rating for other bids (Bidder N) shall be determined using the following formula:

$$\frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Bidder N}} \times 20$$

PNOC shall not be bound to accept the lowest or any other Bid or to assign any reason for non-acceptance or rejection of a bid. PNOC reserves the right to accept any bid in respect of the whole or any portion of the work specified in the submitted bid.

## 7. APPROVED BUDGET FOR THE CONTRACT (ABC)

PNOC has an approved corporate budget in the amount of five hundred thousand pesos (PHP500,000.00) for the acquisition of an Individual Consultant for the envisioned development of the 100kWp solar PV system.

## 8. PAYMENT SCHEDULE

Milestone payments will be adopted, as presented in the table below, where the payment shall be released upon approval of PNOC of the deliverables – ensuring that these conform to the requirements set for the purpose.

Milestone Payment	Percentage of Payment
Mobilization	10%
Acceptance of the Draft Inputs for the DFS	35%
Acceptance of the Final Inputs for the DFS and TOR for the hiring of EPCC contractor	15%
Award of EPCC Contract	10%

Acceptance of Owner’s Engineer Post-EPCC Report	20%
Acceptance of Final Engagement Report	10%

The payments are subject to the usual government accounting and auditing requirements. Hence, the Individual Consultant is expected to be familiar with the Government Accounting and Auditing Manual (GAAM).

Lot No.	QTY	UOM	Technical Specifications	Total Price (Php)
1	1	lot	<b>Engagement of an Individual Consultant for the Development of Decentralized Energy Systems (DES) – Solar PV Rooftop System in PNOC Energy Supply Base (ESB)</b>	
Total ABC			PhP 500,000.00	
Project Site/Location			PNOC Energy Supply Base, Brgy. Maynaga, Mabini, Batangas	
Project Duration			Ten (10) months issuance/receipt of the Notice to Proceed, or until completion of the EPCC	

#### TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name :

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Designation/Position :

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Name of Organization :

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Organization Address :

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Tel No. / Mobile No. and Email

Address :

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## 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 or authorized representative of [Name of Bidder] with office address at [address of Bidder];

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

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder]* 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 Bidder]* 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:]* The owner or sole proprietor is 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 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**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. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_.

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 \_\_\_\_\_

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

Proposed Position					
<b>Personal Information</b>					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship		Civil Status	
<i>Work Experience (start from the current employment, add rows if necessary)</i>					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
<i>Relevant Training (start from the most recent, add rows if necessary)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
<i>Education (start from the most recent, add rows if necessary)</i>					
	Inclusive Dates				

School	From	To	Degree Course	Scholarships / Academic Honors Received
<b>Technical Expertise</b>				
Database				
Operating Systems				
Application Software				
<b>Professional Licenses, Certificates, Other Credentials</b>				
Title			Date Received	

**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: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

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

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

