



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**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 : **April 18, 2023**  
Project Title : **Engagement of a Consultancy Firm for the Preparation of Engineering Geological and Geohazard Assessment Report (EGGAR)**  
Reference No. : 2023-04-130  
Total ABC : **PhP200,000.00**  
Submission Deadline: **April 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:

- Mayor's/Business Permit
- 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"

**Additional Requirements**

- Signed Technical Proposal
- Statement of All On-Going Contracts and Awarded but not yet Started Contracts – Annex "C"
- Statement of Completed Contracts – Annex "D"

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 : **Preparation of Engineering Geological and Geohazard Assessment Report (EGGAR) for the PNOC ESB Port Development Project**

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### I. INTRODUCTION

This Terms of Reference (TOR) specifies the requirements for the Consultancy Services for the Preparation of Engineering Geological and Geohazard Assessment Report (EGGAR). The engagement is part of compliance with the conditions specified in the Environmental Compliance Certificate (ECC) and requirements for the issuance of Area Clearance essential for the Philippine National Oil Company (PNOC) – Energy Supply Base (ESB) Port Development in Mabini, Batangas funded under FY 2023.

On February 9, 2022, ESB secured its Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources for the PNOC Energy Supply Base Port Development Project located at Barangay Mainaga, Mabini, Batangas subject to Terms and Conditions prior to the project implementation, during and after the completion of the project. Terms of Conditions of the ECC particularly item number 12 states that, prior to project implementation, *the proponent shall coordinate with the Mines and Geosciences Bureau (MGB) CALABARZON Region regarding the conduct of a detailed geological assessment within the project area. All recommendations and mitigating measures on geological, volcanic and hydrological hazards identified in the geological assessment report must be appropriately accomplished by the proponent.*

The engagement is deemed necessary for the fulfillment of the terms and conditions of the said ECC and to support the application of the proponent for the issuance of required permits, certifications, clearances and licenses from oversight agencies.

The Philippines Department of Environment and Natural Resources (DENR) issued Administrative Order No. 28 series of 2000 (DENR AO 2000-28) on March 2000 as an institutional planning tool to safeguard development projects from the hazards caused by geological phenomena. DENR AO 2000-28 which requires all land development projects to undertake an Engineering Geological and Geohazard Assessment (EGGA) as and additional requirement for Environmental Compliance Certificate (ECC) applications, was designed to strengthen the geological component of the Philippine Environmental Impact Assessment (EIA) system. The Philippine Mines and Geosciences Bureau (MGB), as the implementing agency, issued Memorandum Circular (MC) 2000-33 to describe in detail the guidelines and checklist in the conduct of an EGGA and the preparation of the corresponding report (EGGAR). Subsequent orders and memoranda were issued to clarify and modify certain provisions of DENR 2000-28 in response to development in government policies and to address concerns raised by the general public. On 24 October 2000, a DENR MC was issued to clarify the coverage of EGGA and the qualifications of an EGGAR preparer.

A Geological Site Scoping Report (GSSR) for the Port Development Project of the PNOC was issued to PNOC ESB on 16 August 2022 prepared by the technical personnel of the DENR Mines and Geosciences Bureau Mr Fidel R. Zepeda and Mr Byron V. Baldivicio. In the said report, it was recommended that an Engineering Geological and Geohazard Assessment Report be submitted to the DENR-MGB for discussion of the behavior of the underlying materials in response to ground acceleration. The peak ground acceleration or “g” factor must also be computed using the Fukushima and Tanaka equation (1990). Relatedly, the EGGAR should contain recommendations that are necessary and appropriate to mitigate the hazards that could possibly affect the proposed structures and facilities that would be built. Further, the EGGAR should conform to the format stipulated in MGB Memorandum Circular No. 2000-33 and be presented to the same for technical review.

## **II. PURPOSE OF THE ENGAGEMENT**

The PNOC will engage the services of a consultancy firm to prepare an Engineering Geological and Geohazard Assessment Report (EGGAR) as part of the requirements for securing Area Clearance and fulfilment of the conditions set forth in the issued Environmental Compliance Certificate (ECC) for the PNOC Energy Supply Base Port Development Project located at Barangay Mainaga, Mabini, Batangas.

The services shall include the conduct of a detailed geological assessment within the project area, provide recommendations and measures to mitigate identified geological, volcanic, and hydrological hazards.

## **III. SCOPE OF SERVICES**

The Consultancy Firm shall prepare an Engineering Geological and Geohazard Assessment Report (EGGAR) duly signed and sealed by a Licensed Geologist subject to qualifications in accordance with the issued DENR Administrative Order No. 2000-28 and Mines and Geosciences Bureau (MGB) Memorandum Circular (MC) No. 2000-33. The completed EGGAR is part of the compliance with the conditions of the ECC issued for the Proposed Development of the PNOC Energy Supply Base Project located at Barangay Mainaga, Mabini, Batangas. It shall be presented to the DENR MGB for technical review and approval.

The principal tasks, duties and responsibilities of the Consultant are outlined below.

Task 1      Preparation of EGGAR

### **Sub-Tasks**

1-1 Review and conduct field investigations and prepare technical reports

- a. Conduct detailed engineering geological, structural geological and geohazard assessment and geotechnical engineering tests, including specialized studies;
- b. Conduct independent geologic mapping of the project area at an appropriate scale and in sufficient detail and extend mapping into adjacent areas as applicable;
- c. Determine exposures or outcrops within or near the vicinity of the project site or the geologic characterization of the soil profile and underlying bedrock through representative test pits or test boreholes for stratigraphic/ lithologic sampling and observations;
- d. Review all existing geologic information/ data relevant to the project;
- e. Conduct site inspection and verify the geotechnical reports based on the completed detailed feasibility study and detailed engineering design;
- f. Delineate and identify geological structure, especially active faults and potential mass movement areas that might traverse the project area including analysis for liquefaction potential during earthquake and consolidation due to ground characteristics;
- g. Secure certification from the Philippine Institute of Volcanology and Seismology (PHIVOLCS) to re-check consistency of data generated;
- h. Determine applicable significant alteration of the morphology of the coastline/ beach or the bathymetry of the foreshore area;
- i. Prepare Grading Plan and Map as required under the Engineering Geology Report (Geologic Grading Report) as applicable;
- j. Conduct further assessment work or specialized studies such as geophysical characterization of bedrock for sinkholes/ caverns, microseismic zoning or seismic risk assessment, flood frequency assessment, slope stability/ liquefaction potential studies, geotechnical evaluation & engineering tests, erosion and sediment transport/ budget, hydrologic modelling, etc.;
- k. Determine and provide recommendations and mitigating measures (for site planning/ realignment of structures, during construction, excavation/ earthworks, for the design of engineered structure, drainage and slope stabilization controls, selection and rehabilitation of spoils disposal/ dump sites, etc.;

## Task 2 Presentation of EGGAR to DENR MGB

- 2.1 Submit duly signed and sealed Engineering Geological and Geohazard Assessment Report (EGGAR) containing the minimum requirements such as Regional Geologic Map (with regional cross section), Site Geologic Map (with representative cross sections and Index Map), Stratigraphic Column, Relevant Hazard Map and Engineering Geologic Map to the DENR Mines and Geosciences Bureau (DENR-MGB);

For the EGGAR, it should specifically contain the following information:

**1. General Information**

- A. Project Description (with site plan that is properly located on a topographic;
- B. Location with inclusive coordinates (longitude, latitude), size of project area and its general setting with respect to major landmarks (e.g., major highway, volcano, lake, etc);
- C. Methodology;
- D. Nature and source of information. Suitable explanations for assessing the probable reliability of the data.

**2. Regional Setting**

- A. Geologic setting (with map of 1:50, 000 scale and representative cross-sections passing through the project site);
- B. Geomorphology;
- C. Climate;
- D. Abundance, distribution and general nature of exposures within the area.

**3. Site Geology (with geologic map of project site and immediate vicinity in the scale range of 1:100 to 1:10, 000 showing all the features that can have impact on the project, with corresponding sections, drawn to scale)**

- A. Topography (with appropriate index map and base map showing existing topography, slopes, elevation, drainages, roads, etc.);
- B. Hydrology
  - 1. Distribution and occurrence;
  - 2. Relationship to topography;
  - 3. Relationship to geologic features (e.g., previous strata, fractures, faults);
  - 4. Sources and permanence of water (e.g., permanent streams and rivers, canals, floods);
  - 5. Evidence for previous occurrence of water at the site (e.g., buried stream channel, diverted channel);
  - 6. Effect of water on the materials;
  - 7. Depth to water table
- C. Bedrock lithology
  - 1. Identification as to rock type;
  - 2. Relative age, and where possible, formational name;
  - 3. Distribution;
  - 4. Dimension features, where applicable (e.g., thickness, outcrop breadth, vertical extent);
  - 5. Physical characteristics (e.g., color, grain size\*, nature of stratification, hardness\*, coherence\*, calcareous or siliceous

- cement, concretions, mineral deposits, alteration other than weathering);
  - 6. Degree of weathering;
  - 7. Response to surface and near surface processes (e.g., gullyng, erosion, mass movement)
- D. Surficial deposits (e.g., topsoil, artificial fill, stream-laid alluvium, swamp accumulations, etc.)
- 1. Identification of material as to general type;
  - 2. Distribution, occurrence and stratigraphic position;
  - 3. Relationship with present topography;
  - 4. Dimensional characteristics, where applicable (e.g., thickness, variations in thickness)
  - 5. Physical characteristics\* (e.g., color, alteration, presence of moisture, cracks and fissures, mineral deposits, evidence of expansible clays and/or free draining soil);
  - 6. Response to surface and near surface processes (e.g., gullyng, erosion, mass movement)
- E. Structural features
- 1. Types of structures;
  - 2. Occurrence;
  - 3. Relative ages (where pertinent)
  - 4. Characteristics\* (e.g., orientation, dimension, spacing, continuity, persistency, roughness, thickness and nature of in-fill);
  - 5. Specific features of faults (e.g., nature and timing of movement, zones of gouge and breccia, activity)

#### 4. Hazard Assessment

##### A. Geologic Hazard

##### 1. Fault related/ Seismic hazards

- a. Ground acceleration
- b. Ground rupture
- c. Liquefaction
- d. Differential settlement
- e. Landslides
- f. Fault creep
- g. Lateral spread
- h. Tsunami
- i. Seiche

##### 2. Mass Movements

- a. Landslides
  - a.1 Fall
  - a.2 Topple
  - a.3 Slump
  - a.4 Slide
  - a.5 Spread
  - a.6 Flow
  - a.7 Complex
- b. Creep
- c. Subsidence
- d. Settlement
- 3. Volcanic Hazards
  - a. Lava flow
  - b. Debris flow
  - c. Pyroclastic flow
  - d. Debris avalanche
  - e. Lahar
  - f. Lateral blast and pyroclastic surge
  - g. Bombs and ballistic projectiles\Ash fall
  - h. Tsunami
  - i. Flooding
  - j. Volcanic gases
  - k. Volcanic earthquakes

**B. Hydrologic Hazard**

- 1. Fluvial
- 2. Coastal Hazards (to be referred to the Marine geological Survey Division – C. O. in cases of major infrastructure and coastal projects)
  - a. Flooding
  - b. Coastal erosion
  - c. Tsunami
  - d. Storm surge
  - e. Coastal subsidence/ sea level rise
  - f. Submarine landslide

2.2 Present the completed EGGAR to the DENR MGB;

2.3 Coordinate with PNOG and DENR for the post requirements of the DENR MGB.

**IV. TIME SCHEDULE, REMUNERATION AND BUDGET ALLOCATION**



The Consultant shall commence work within five (5) working days upon receipt of Notice to Proceed (NTP) from PNOC. It is expected that the services described herein shall require a total of not more than six (6) months of assignment.

The payment shall be paid in full after approval and acceptance of EGGAR by the DENR Mines and Geosciences Bureau (MGB).

The budgetary allocation of the consulting services shall not exceed the amount of (ABC amount), inclusive of VAT and other taxes.

**V. OUTPUTS/ REPORTS AND DEADLINES**

The Consultant shall submit the following reports and documents to PNOC:

- a. Draft Engineering Geological and Geohazard Report;
- b. Final EGGAR reviewed and approved by the DENR Mines and Geosciences Bureau

**VI. STAFF REQUIREMENTS AND QUALIFICATION**

The minimum required expertise for the engagement of the Consultancy Firm that will work on the proposed Project is as follow:

Expertise	Qualification	Experience
1. Geologist	<sup>1</sup> Licensed Professional Geologist or a <sup>2</sup> Licensed Engineer	<sup>1</sup> With a minimum of twenty (20) years of experience (infrastructure/ land development) or <sup>2</sup> with the same number of years of experience and with training or post-graduate diploma in Engineering Geology/ Structural Geology

The winning bidder shall define the organization of the Project in terms of specific positions and tasks including the above-mentioned profile. This information will be provided as a description (indicating the name, profile and position in the proposed Project organization) supported by a schematic sheet with a clear indication of the functions and dependencies.

Curriculum vitae detailing the educational background, work experiences (highlighting the experiences set in the TOR) and other qualifications. The prospective bidder-firm shall present proof to support the credentials such as list of related studies conducted. Any misrepresentation made, orally or in writing, in any of the credentials and its supporting

documents submitted, whether pertaining to the firm or to any of its members, shall be a ground for disqualification of the prospective bidder-firm.

To ensure transparency and fairness in the conduct of the selection process, as well as to assure prospective bidders of PNOC's adherence to the highest standards of professionalism and accountability, persons or entities, whose ownership or top management thereof is composed of persons who were former employees, officers, directors, winning bidders or in any other manner formerly affiliated with PNOC are hereby declared not eligible to participate in the selection process.

## **VII. CRITERIA FOR SELECTION**

The interested winning bidders shall be evaluated in accordance with the Implementing Rules and Regulations of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1 (b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and financial proposals, which shall serve the bases of selection. The technical and financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

### **A. Technical Proposal (85%)**

The Winning bidder shall provide the technical experience, approach and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

#### **a. Technical Proposal (30%)**

The technical proposal will be evaluated in the following aspects:

- The coordination and project management procedures and tools
- The specific methodology for EGGAR development
- The social preparation approach and work plan

#### **b. Technical Personnel (55%)**

The technical personnel will be evaluated based on experience and qualification according to the profile requirements.

#### **c. Company Qualifications (15%)**

With comprehensive knowledge and extensive experience on port development and related engineering geological reports in the Philippines.

## B. Financial Proposal (15%)

PNOC shall require a detailed financial proposal with indicative program and milestones, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remunerations, technical surveys and out-of-pocket expenses.

## VIII. DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY THE PNOC

The PNOC shall provide the Consultant data line plans, preliminary survey designs, feasibility study, and other relevant information required for the projects.

In connection with the work of the consultant that may require the cooperation of other government agencies, the PNOC shall assist the consultant to facilitate access to all information/ data required for the projects as may be allowed by law.

## IX. INSTITUTIONAL SET-UP/ RESPONSIBILITIES

### PNOC

- a. Shall be the Executing Agency and will serve as representative of the Government in the Contract Agreement with consultant;
- b. Shall, through Bids and Awards Committee (BAC), be responsible for facilitating the bidding and tendering of the consultancy services in compliance with Republic Act 9184 and its Implementing Rules and Regulations (IRR);
- c. Shall be the beneficiary and end-user of the consultancy services;
- d. Shall be responsible for contract implementation and management, including ensuring quality of outputs. Further, the PNOC shall be responsible for the monitoring, evaluation, and approval of the reports;
- e. Shall provide the necessary point person or representative for coordination with the Consultant;
- f. Shall provide assistance in coordination with other agencies related to the study;
- g. Shall provide all available previous studies, reports, documents, maps drawings, photographs, statistics and other information related to the project.

### CONSULTANT

- a. Shall be responsible for the conduct of the project and the timely delivery of results and reports as indicated in this TOR;
- b. Shall provide the necessary office equipment including computers, printers, paper, etc. for the conduct of the project/report;

- c. Shall shoulder any travel and lodging costs required in the conduct of the project/report;
- d. Shall be responsible for the accuracy and adequacy of the data to be used in the project/report.

**X. OTHER EQUIPMENT AND FACILITIES**

The Consultant shall be responsible for providing its own supplies and other materials, equipment, transportation, telephone, and other communication facilities, that shall be required in the performance of the services described in these Terms of Reference.

Lot No.	QTY	UOM	Technical Specifications	Total Price (Php)
1	1	lot	<b>Engagement of a Consultancy Firm for the Preparation of Engineering Geological and Geohazard Assessment Report (EGGAR)</b>	
Total ABC			PhP 200,000.00	
Project Site/Location			PNOC Energy Supply Base, Brgy. Maynaga, Mabini, Batangas	
Project Duration			Six (6) months from the fifth working days of the receipt of the Notice to Proceed.	

**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>				
<b>Title</b>			<b>Date Received</b>	

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



