



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR PROPOSAL
No. 23-036A

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Proposal (RFP). Submit your proposal duly signed by your authorized representative **no later than, July 25, 2023, 2:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Proposals may also be submitted through email at the address and contact numbers indicated below.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project, Attached as **Annex "C"**. In accordance with Section 24 of R.A. 9184 and its IRR, the criteria and rating system shall be based on eligibility documents submitted, considering the criteria and rating system below:

Criteria		Points
i. Length of experience	3 to 5	10 points (<i>minimum</i>)
	6 to 9	20 points
	10 or more	30 points (<i>maximum</i>)
ii. Government Contracts/Projects Completed	1 or more	5 points (<i>minimum</i>)
	3 or more	10 points
	5 or more	15 points (<i>maximum</i>)
iii. Private Contracts/Projects Completed	3 to 5	10 points (<i>minimum</i>)
	6 to 9	20 points
	10 or more	30 points (<i>maximum</i>)
iv. Number of Employees	5 to 9	15 points (<i>minimum</i>)
	10 to 15	20 points
	16 or more	25 points (<i>maximum</i>)

The DBM shall evaluate the bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of proposals are provided in detail in the Eligibility Data Sheet.

Interested consultants are required to submit the following eligibility requirements during the submission of the offer/proposal:

1. A copy of your 2023 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit. Statement of all Government and Private Contracts completed which are similar in nature (**Annex "D"**).
2. The Attached format of the **Curriculum Vitae (Annex "E")** must be submitted together with the following documentary requirements to evidence educational attainment, work experience, and professional certifications:
 - 2.1 Diploma
 - 2.2 Certificate of Employment
 - 2.3 Professional Certifications and/or Licenses
 - 2.4 Portfolio
3. The Consultant/s with the Highest rated offer shall submit its **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Highest rated offer.⁴

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mdavid@dbm.gov.ph.



AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹In case of a recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of an Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

⁴Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Proposal (RFP) correctly and accurately.
- (2) This RFP is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFP, the proposal shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

If a prospective consultant/s submits a filled-out RFP with a supporting document (i.e., price proposal in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFP shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your proposal.
- (4) Failure to follow these instructions will disqualify your entire proposal.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Proposal, hereunder is our proposal for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance - Please state "Comply"	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
A.	Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines	One (1) Lot			

<p><u>Deliverables:</u></p> <ul style="list-style-type: none"> ➤ <u>Brand Assessment Report</u> <ul style="list-style-type: none"> - in accordance with the detailed Terms of Reference (TOR) attached as Annex "C" ➤ <u>The DBM Brand Book</u> <ul style="list-style-type: none"> - in accordance with the detailed TOR attached as Annex "C" ➤ <u>Templates</u> <ul style="list-style-type: none"> - in accordance with the detailed TOR attached as Annex "C" ➤ <u>Thirty (30) pieces print copies</u> <ul style="list-style-type: none"> - in accordance with the detailed TOR attached as Annex "C" 				
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<u>SCHEDULE OF REQUIREMENTS</u>	<u>BIDDER'S STATEMENT OF COMPLIANCE - Please state "COMPLY"</u>																		
<p>Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines - The DBM requires that the deliverables are completed within four (4) months after the date stipulated in the Notice to Proceed (NTP)</p> <table border="1" data-bbox="183 1137 1139 1720"> <thead> <tr> <th>Bidder Deliverable</th> <th>Calendar Days (CD)</th> <th>DBM Deliverable</th> </tr> </thead> <tbody> <tr> <td>Design Research / Alignment Meeting</td> <td>15 CD</td> <td>Inputs and Preferences of DBM's Stakeholders</td> </tr> <tr> <td>Preliminary Brand Book</td> <td>30 CD</td> <td>Consolidated Comments</td> </tr> <tr> <td>Completed Brand Book</td> <td>70 CD</td> <td>Consolidated Comments</td> </tr> <tr> <td>Final Brand Book</td> <td>85 CD</td> <td>Consolidated Comments</td> </tr> <tr> <td>Final Artworks (Print-Ready)</td> <td>100</td> <td></td> </tr> </tbody> </table>	Bidder Deliverable	Calendar Days (CD)	DBM Deliverable	Design Research / Alignment Meeting	15 CD	Inputs and Preferences of DBM's Stakeholders	Preliminary Brand Book	30 CD	Consolidated Comments	Completed Brand Book	70 CD	Consolidated Comments	Final Brand Book	85 CD	Consolidated Comments	Final Artworks (Print-Ready)	100		
Bidder Deliverable	Calendar Days (CD)	DBM Deliverable																	
Design Research / Alignment Meeting	15 CD	Inputs and Preferences of DBM's Stakeholders																	
Preliminary Brand Book	30 CD	Consolidated Comments																	
Completed Brand Book	70 CD	Consolidated Comments																	
Final Brand Book	85 CD	Consolidated Comments																	
Final Artworks (Print-Ready)	100																		

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Proposal
<p>Seven Hundred Three Thousand Seven Hundred Thirty-Three Pesos (P703,733.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p>

	<hr/> <hr/> In figures: <hr/> <hr/> <hr/> <hr/> <hr/>
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<i>Payment Details:</i>	
<i>Payment Terms:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ/RFP.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/proposal must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation/proposal.
3. Price quotation/proposal, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation/Proposal exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation / Highest Rated Bid the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ/RFP.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 4.3 of Appendix 33 of 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) The approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

**CONSULTANCY, DEVELOPMENT, PRINTING, AND DELIVERY
OF THE DBM BRAND GUIDELINES**

TERMS OF REFERENCE (TOR)

This TOR solicits vendor proposals for one (1) lot of supply, conceptualization, and development of the DBM Brand Guidelines.

The TOR is principally directed to vendors with a proven track record for creative excellence in brand development and execution.

I. BACKGROUND

The Department of Budget and Management, created under Executive Order No. 25 dated April 25, 1936, is mandated under this Order and by subsequent issuances to promote the sound, efficient and effective management and utilization of government resources (i.e., technological, manpower, physical and financial) as an instrument in the achievement of national socioeconomic and political development goals.

The DBM Branding and Identity Manual has been in place for almost a decade and has not been updated to suit the current needs of the Department. Ideally, the DBM should have a comprehensive brand book that will serve as a guide in the application and use of visual elements that represent the institution and improve the stakeholder's recognition of it.

II. SCOPE OF WORK

This project includes the conceptualization and development of the DBM Brand Book. As such, the vendor shall:

1. Conduct a **design research and submit a report of brand assessment** that will:
 - a. review and assess the existing branding and design applications of DBM; b. survey the identity systems of similar or related organizations, and c. appraise the perception and preferences of DBM's internal and external stakeholders.
2. Develop a **brand and visual identity guidebook** which will encapsulate the visual branding of the DBM including the use of its official seal and other branding designs to produce a final product that details all its possible applications; a collection of allowed graphics, recommended Pantone, typography, and iconography; design templates and platform guidelines; and proposed photo and video editorial policy.
3. Develop **template designs (provide at least four design options)** for key branding instruments, specifically for:

Final

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- a. **Printed institutional materials** such as posters, primers, brochures, media kits, advertisements in color and black and white, circular letters and official announcements, slide presentations, official forms, watermarks, etc.
- b. **Publication design** (template/guide for book covers, placement of design mandatories in consideration of the proposed brand and visual identity guidebook, i. e., fonts/typography, iconography, etc.)
- c. **Stationery** (Business cards, envelopes, letterheads, folders, notepads, etc.)
- d. **Online/digital media** (1. Homepage layout and design of the DBM website; and 2. Social media templates and art cards, i.e., placement of logo, social media link, header, footer, etc.)
- e. **Corporate gifts and office items** (lanyards, shirts, jackets, caps, and other contemporary gift items)
- f. **Physical space** (Outdoor advertisements, vehicle signages, etc.)
- g. **Event visual identity guides** for DBM-hosted local, international, and bilateral events, i.e. logo arrangements, and neutral footer design that easily blends with the changing visual identity.
- h. Others as may be agreed upon

III. DELIVERABLES, PROJECT DURATION, AND OTHER ARRANGEMENTS

A. DELIVERABLES

1. Brand Assessment Report

The winning bidder shall submit the report in digital form.

2. The DBM Brand Book

The winning bidder shall submit two (2) sets of proposals, in hard copy, and print-ready and editable electronic format, that must include the following:

- Cover Page
- Introduction
- Mandate, Vision, Mission, and General Functions
- DBM Brand Identifiers
- Pantone, typography, and iconography guide
- Design templates and application guides for print institutional materials, publication design, stationery, online/digital media (website and social media), corporate gifts and office items, physical space, event visual identity, and others as may be agreed upon.
- Photo and video editorial policy
- Closing

3. Templates

- In AI, PSD, JPG, PDF, and EPS formats

4. 30 print copies of the final approved version of the DBM Brand Book

*The Brand Assessment presentation of the technical evaluation will be conducted at DBM's site. During the presentation, the winning bidder must conduct an oral presentation of selected key components of their technical proposal for the DBM's evaluation panel, and be able to respond. The purpose of the oral presentation is to validate the winning bidder's understanding of the work that will be performed under the prospective contract. The winning bidder will also be asked to discuss their assumptions for successful project implementation, and the implementation plan itself, including strategies using best practices and benchmark tools.

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*The bidder shall submit the breakdown of costs including any travel and incidental costs associated with the brand audit and other project activities.

B. LEVELS OF APPROVAL

The winning bidder must note that the Department is entitled to a total of three (3) revisions for each deliverable throughout the project.

Level 1 - Undersecretary for Communications, Advocacy, and Stakeholder Relations

- Preliminary Brand Book and Templates

*The first round of revision is expected at this level.

Level 2 - Undersecretary for Communications, Advocacy, and Stakeholder Relations, DBM Secretary

- Complete Brand Book and Templates

*The second round of revision is expected at this level.

Level 3 - Undersecretary for Advocacy, Communications, and Stakeholder Relations, DBM Secretary

- Revised and completed Brand Book and Templates

*The last round of revision is expected at this level.

C. PROJECT DURATION

The DBM requires that the deliverables are completed within four (4) months after the date stipulated in the Notice to Proceed.

Working Timeline/Schedule:

Bidder Deliverable	Calendar days	DBM Deliverable
Design Research/Alignment Meeting	15	Inputs and preferences of DBM's stakeholders
Preliminary Brand Book *To	30	Consolidated comments

<i>be presented to principals, with 3 printed copies</i>		
Completed Brand Book	70	Consolidated comments
Final Brand Book	85	Consolidated comments
Final Artworks (Print-ready)	100	

Payment Schedule:

Final

% per Phase	Milestones	Notes
15	Signing of Contract/Delivery of Notice to Proceed	
25	Brand Assessment, Preliminary Brand Book, and Templates	
20	Completed Brand Book and Templates	
40	Approval of Brand Book and Templates	Upon turnover of final artworks

IV. APPROVED BUDGET OF CONTRACT (ABC)

The approved budget for this project's contract is Seven Hundred Three Thousand Seven Hundred Thirty-Three Pesos (Php 703,733.00).

The project shall be charged against available DBM funds under the 2023 GAA or continuing 2022 appropriations, whichever is available upon determination by DBM - Finance Service.

V. NON-DISCLOSURE AGREEMENT (NDA)

Bidders must not disclose any documents, materials, project manuals, solutions used, or any information that would compromise the position of DBM, and must maintain the information obtained from DBM in strict confidence.

VI. INTELLECTUAL PROPERTY AND COPYRIGHT

The winning bidder shall warrant that in the performance of the DBM Branding and Visual Identity Project, it shall not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

The copyright of the final submitted output shall belong to the DBM.

VII. DESIRED QUALIFICATIONS

1. The winning bidder shall have a respectable experience (minimum of ten years) in brand and institutional identity development, design, strategic communications, multimedia production, public relations, advertising, and/or other related fields with a portfolio of previous works that demonstrates their capacity to carry out the project.

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Criteria		Points
Length of experience	3 to 5	10
	6 to 9	20
	10 or more	30
Government projects	1 or more	5
	3 or more	10
	5 or more	15
Private projects	3 to 5	10
	6 to 9	20
	10 or more	30
Number of employees	5 to 9	15
	10 to 15	20
	16 or more	25

2. The winning bidder must have previously worked on branding and institutional identity projects in government or international development institutions, civil society organizations, and non-government sectors, among others.
3. The team to handle the project must have at least the following qualifications:

GENERAL:

- Bachelor’s Degree
- Has or had involvement in a brand development project, either government or private institutions
- Have at least 3 years of work experience

INDIVIDUAL:

One (1) Account Director

Criteria		Points
Length of experience	5 to 6	10
	7 to 9	20
	10 or more	30
Government projects	1 or more	20

handled	3 or more	30
	5 or more	40
Private projects	7 to 9	10
	10 to 12	20
	13 or more	30

One (1) Account Manager/Executive

Criteria		Points
Length of experience	3 years	10
	4 years	20
	5 years	30
Government projects handled	1 or more	20
	3 or more	30
	5 or more	40
Private projects	5 to 6	10
	7 to 9	20
	10 or more	30

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One (1) Art Director

Criteria		Points
Length of experience	3 years	10
	4 years	20
	5 years	30
Government projects handled	1 or more	20
	3 or more	30
	5 or more	40
Private projects	5 to 6	10
	7 to 9	20
	10 or more	30

Two (2) Graphic Designers

Criteria		Points
Length of experience	3 or more	10
	5 or more	20
	7 or more	30
Government projects handled	1 or more	20
	3 or more	30
	5 or more	40
Private projects	5 to 6	10

	7 to 9 10 or more	20 30
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4. Other supplementary information:

- Subcontracting will NOT be allowed, no third-party outsourcing shall be hired by the bidder for any deliverable or the design phase.
- The project lead in contact with the DBM must not be changed while the project is ongoing.
- Files, data, and source code of all design phases shall be submitted by the bidder in both hard copy and electronic format as applicable, to the Advocacy, Communications, and Training Service (ACTS) for implementation (AI, PSD, JPG, PDF, and EPS).
- All soft copies and templates shall be owned by the DBM and under the custody of the Advocacy, Communications, and Training Service (ACTS).
- No part of the deliverables shall be uploaded to any social media platform unless with the permission of the DBM.

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ELIGIBILITY DATA SHEET

The Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted see (Annex "D") for format.

The proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects to their client's expectations. This particular requirement of submitting certification or equivalent documents shall only apply to contracts that are similar in nature to the project at hand.

Each prospective bidder shall submit one (1) original eligibility document.

DBM-BAC Secretariat
Department of Budget and Management
Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila
Telephone No. 8657-3300 local 3115 / 3117
Email address: mdavid@dbm.gov.ph

The name of the Project is, Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines.

The place of opening of eligibility documents is the same as the above-mentioned address.
 The date and time of opening of eligibility documents will be on **July 25, 2023, at 2:00 PM.**

Similar contracts shall refer to Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines.

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below. Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

Criteria		Points
i. Length of experience	3 to 5	10 points (minimum)
	6 to 9	20 points
	10 or more	30 points (maximum)
ii. Government Contracts/Projects Completed	1 or more	5 points (minimum)
	3 or more	10 points
	5 or more	15 points (maximum)
iii. Private Contracts/Projects Completed	3 to 5	10 points (minimum)
	6 to 9	20 points
	10 or more	30 points (maximum)
iv. Number of Employees	5 to 9	15 points (minimum)

	10 to 15	20 points
	16 or more	25 points (maximum)

Evaluation Criteria			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Length of Experience (related)		30	10
2. Government Contracts/Projects Completed		15	5
3. Private Contracts/Projects Completed		30	10
4. Number of Employees		25	15
Total		100.00	40.00

**Statement of all Government and Private Contracts Completed
which are Similar in Nature**
[shall be submitted with the Bid]

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End-User's Acceptance or Official Receipt(s) Issued for the Contract
Government						
Private						

Please use separate sheet if necessary.

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Projects should be completed within Five (5) years immediately preceding December 31, 2022.
- b. Completed Contract:
 - 1) Similar Contract shall refer to Consultancy, Development, Printing, and Delivery of the DBM Brand Guidelines
 - 2) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Experience related (Start from the most recent)							
Company	Project	Date		Position	Location	Area of Expertise	Actual Duties and Responsibilities
		From	To				
1.							
2.							
3.							

Signature of Authorized Signatory: _____

Education:

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

Education (start from the most recent)			
School	Inclusive Date		Degree Course
	From	To	
1.			
2.			
3.			

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Work Experience (Start from the most recent)					
Company	Inclusive Date		Total (Years, months)	Position Title	Actual Duties and Responsibilities
	From	To			
1.					
2.					
3.					

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience, and professional certifications:

Signature of Authorized Signatory: _____

1. Certificate of Employment and similar documents (e.g., certificate of engagement)
2. Training programs attended
3. Diploma
4. Professional Certifications and Licenses

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year
Full name of staff member: _____
Full name of authorized representative: _____

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. _____.

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 _____.