



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2

This SBB No. 2 dated August 6, 2024, for **Project ID No. DBM-2024-62, “Consultancy Services for the Engagement of a Certification Body for the Re-Certification/Reassessment and Surveillance Audits of the DBM Quality Management System (QMS) per ISO 9001:2015 Standard,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)																																																		
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	<p>Note:</p> <p>Attached is the TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (Revised) which should be used as part of the Bidding Documents to be submitted by the bidders.</p>																																																		

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective August 13, 2024, right after the opening of bids.

- For guidance and information of all concerned.

GERARDO E. MAULA

Assistant Secretary

Chairperson, DBM-BAC

**TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF
(REVISED)**

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 as an Auditor and/or Lead Auditor (Start from the most recent)							
Company	Project	Date		Position	Location	Area of Expertise (e.g. Relevant ISO QMS)	Actual Duties and Responsibilities
		From	To				
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Signature of Authorized Signatory: _____

Relevant Trainings (Start from the most recent)- please attach training certificate					
Course Title	Date		Location	No of Hours.	Conducted/ Sponsored by
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Relevant Certifications (Start from the most recent)- please attach copy of certificates			
Certification	Valid Date		Certification Issued by
	From	To	
1.			
2.			
3.			
4.			

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 member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in 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.					

Signature of Authorized Signatory: _____

Note:

Photocopy of the following documents may be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications. If the documents were not submitted during the submission of eligibility documents, the same may be requested to be submitted within the shortlisting period.

Likewise, if the documents were not submitted during the submission of the technical proposals, the same may be requested to be submitted within the technical rating period:

1. Certificate of Employment and similar documents (e.g., certificate of engagement)
2. Certificates of training programs attended or a similar document indicating the name of the personnel, training/event attended, period/inclusive dates, place, number of hours, and signature of the authorized personnel of the training institution;
3. Diploma or Transcript of Records indicating the degree or certificate earned, or Letter of Verification from educational institution confirming completion of course; and
4. Professional Certifications and/or Licenses.

The evaluation score for key personnel shall be based on the submitted supporting documents. Failure to submit the supporting documents will impact the evaluation score.

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.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *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.

[Select one of the two following paragraphs and delete the other]

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 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 ____.