



REPUBLIC OF THE PHILIPPINES

Bureau of Local Government Finance  
8<sup>th</sup> Floor EDPF Building, BSP Complex  
Roxas Boulevard, Manila

## ELIGIBILITY REQUIREMENTS for the

**DELIVERY OF CONSULTANCY SERVICES FOR THE  
DESIGN, DEVELOPMENT/ENHANCEMENT AND  
IMPLEMENTATION OF INFORMATION SYSTEMS FOR  
THE LOCAL FINANCE MANAGEMENT  
MODERNIZATION PROJECT OF THE BUREAU OF  
LOCAL GOVERNMENT FINANCE (BLGF)**



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**DEPARTMENT OF FINANCE**  
8th Floor EDPB Building, Bangko Sentral ng Pilipinas Complex  
Roxas Boulevard, Manila 1004 \* Telefax Nos. 527-2780 / 527-2790  
Email: blgf@blgf.gov.ph Official Website: www.blgf.gov.ph

## **REQUEST FOR EXPRESSION OF INTEREST FOR THE DELIVERY OF CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT/ENHANCEMENT AND IMPLEMENTATION OF INFORMATION SYSTEMS FOR THE LOCAL FINANCE MODERNIZATION PROJECT OF THE BUREAU OF LOCAL GOVERNMENT FINANCE**

1. The Bureau of Local Government Finance (BLGF) through its approved National Expenditure Program for FY 2016, intends to apply the sum of Nine Million (Php 9,000,000.00) inclusive of 12% VAT, to payments under the contract for the "Delivery of Consulting Services for the Design and Development/ and Implementation of Information Systems for the Local Finance Management Modernization Project of the BLGF :

- LGU Financial Information System
- Valuation Database Information System
- Human Resource Management Information System

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The BLGF now calls for the submission of eligibility documents for the Consultancy Services to handle the Project. Interested consultants must submit their eligibility documents on or before November 27, 2015 at 2:00 P.M at the 8<sup>th</sup> Floor, EDPB Building, BSP Complex, Roxas Boulevard, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. Eligibility Requirements for the Consulting Services, Eligibility Data Sheets and Description of the Project are available beginning November 18, 2015 at the foregoing address, or download from the BLGF website at [www.blgf.gov.ph](http://www.blgf.gov.ph) .
3. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and other required documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR).
4. The criteria and rating system for short listing are:

Criteria	Percent Distribution	Minimum Score
a. Applicable experience of consulting firm and associates in case of joint ventures;	10%	5%

b. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking;	50%	40%
c. Current workload relative to capacity;	40%	30%

5. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

6. The BLGF shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE) procedure. The weights allocated are eighty percent (80%) for the Technical Proposal and twenty percent (20%) for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within ten (10) months.
8. The BLGF reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

BLGF-Secretariat  
Bureau of Local Government Finance  
8<sup>th</sup> Floor, EDPC Building, Bangko Sentral Ng Pilipinas Complex  
Roxas Boulevard, Manila  
Telephone No. 524-6124, Facsimile No.527-27-80

November 14, 2015

  
**JOSE ARNOLD M. TAN, CESO V**  
*Co - Chairman, BAC*

## Section II – Eligibility Requirements

### 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

## 2. Eligibility Requirements

2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

### Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

### Technical Documents

- (iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (iii.1) the name and location of the contract;
  - (iii.2) date of award of the contract;
  - (iii.3) type and brief description of consulting services;
  - (iii.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)
  - (iii.5) amount of contract;
  - (iii.6) contract duration; and
  - (iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.



### Financial Document

- (v) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

#### (b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

#### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC specified in the EDS;
  - (d) bear the specific identification of this Project indicated in the EDS; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

#### **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

## **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The Procuring Entity’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.
- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility



documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

### Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions
1.3	No further instructions
2.1 (a)(i)	For Corporations/partnerships: the following may also be submitted: latest articles of incorporation/partnership or by-laws, or amendments thereto, duly approved by the Securities and Exchange Commission
2.1 (a)	<p>Submit the following pertinent documents in addition to the list provided in the eligibility requirements;</p> <ul style="list-style-type: none"> <li>a) Company Profile</li> <li>b) PhilGEPS Registration Certificate</li> <li>c) BIR Registration</li> <li>d) SEC Registration</li> <li>e) Tax Clearance Certificate</li> <li>f) Sworn affidavit that the company or any of its affiliates/sister company/integrated services is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGU's, including non-inclusion in the Consolidated Blacklisting Report issued by the GOP.</li> <li>g) Sworn affidavit of the Consultant that it is not related to the head of procuring entity, members of the BAC, TWG and Secretariat, by consanguinity or affinity up to the third civil degree.</li> <li>h) Sworn affidavit that each of document submitted is in satisfaction of the eligibility requirement, is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statement and information provided therein are true and correct.</li> <li>i) Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check.</li> <li>j) Authority of the person designated by the company to sign documents (Notarized Secretary's Certificate or Board Resolution)</li> <li>k) A valid affidavit accepting the eligibility terms and conditions set by the BAC and thereby waiving any right to stop the eligibility and procurement</li> </ul>

	<p>process.</p> <p>l) Vicinity map or location map of the business</p>
2.1 (a)(iii)	The statement of all on-going and completed government and private contracts shall include all such contracts (related) within the past two (2) years prior to the deadline for the submission and receipt of eligibility documents.
2.1 (a)(iii)	<p>Statement on the prospective Consultants' technical competence, experience and staff capabilities. The Information Systems Specialist and the Project Manager must show experience in developing "national or local" government financial and property systems. List the dedicated and full time management team for project with at least the following years qualification experience as:</p> <ul style="list-style-type: none"> <li>• Information Systems Specialist (7 years)</li> <li>• Project Manager (7 years)</li> <li>• Systems &amp; Network &amp; Database Administrator (5 years)</li> <li>• Senior Programmer (5 years)</li> </ul>
2.1 (a) (iii.7)	In addition, prospective bidder may submit certificate of acceptance or official receipt issued to client as evidence of contract completion.
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	<p>BLGF Bids and Awards Committee Bureau of Local Government Finance 8<sup>th</sup> Floor, EDPC Building, BSP Complex Roxas Boulevard, Manila</p>
4.3(d)	The name of the Project is <b>"Delivery of Consulting Services for the Design, Development/Enhancement and Implementation of Information Systems for the Local Finance Modernization Project of the Bureau of Local Government Finance"</b>
5	<p>The address for submission of eligibility documents is : 8<sup>th</sup> Floor EDPC Building, BSP Complex, Roxas Boulevard, Manila</p> <p>The deadline for submission of eligibility documents is November 27, 2015, 2:00 P.M.</p>
8.1	<p>The place of opening of eligibility documents is 8th Floor EDPC Building, BSP Complex, Roxas Boulevard, Manila.</p> <p>The date and time of opening of eligibility documents is November 27, 2015, 2:00 P.M.</p>
9.1	"No further instructions"

9.2	<p>Multi-level weighted scoring shall be used for the short listing of consultants. The number of short listed consultants shall consist of 3 to 5 prospective bidders who meet the minimum score for each criterion. The evaluation criteria are as follows:</p> <table> <tr> <td>Consultant's Capacity/Qualifications</td><td>- 50%</td></tr> <tr> <td>Current Workload relative to job capacity</td><td>- 40%</td></tr> <tr> <td>Applicable Experience of the Consulting Firm/Group</td><td>- 10%</td></tr> <tr> <td></td><td>-----</td></tr> <tr> <td>TOTAL</td><td>100%</td></tr> </table> <p>The minimum required for each criterion is as follows:</p> <table> <tr> <td>Consultant's Capacity/Qualifications</td><td>- 40%</td></tr> <tr> <td>Current Workload relative to job capacity</td><td>- 30%</td></tr> <tr> <td>Applicable Experience of the Consulting Firm/Group</td><td>- 5%</td></tr> <tr> <td></td><td>-----</td></tr> <tr> <td></td><td>75%</td></tr> </table> <p>Scoring shall be based on eligibility documents submitted. The BAC shall then rank the consultants in descending order based on the total score and identify the top three (3) or five (5) potential bidders. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.</p>	Consultant's Capacity/Qualifications	- 50%	Current Workload relative to job capacity	- 40%	Applicable Experience of the Consulting Firm/Group	- 10%		-----	TOTAL	100%	Consultant's Capacity/Qualifications	- 40%	Current Workload relative to job capacity	- 30%	Applicable Experience of the Consulting Firm/Group	- 5%		-----		75%
Consultant's Capacity/Qualifications	- 50%																				
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Applicable Experience of the Consulting Firm/Group	- 10%																				
	-----																				
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Applicable Experience of the Consulting Firm/Group	- 5%																				
	-----																				
	75%																				



ELIGIBILITY DOCUMENTS SUBMISSION  
Form 1

[Date]

The Chairperson:  
BLGF-Bids and Awards Committee  
Bureau of Local Government Finance  
8<sup>th</sup> Floor EDPC Building, BSP Complex  
Roxas Boulevard, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated November 14, 2015 for, Delivery of Consulting Services for the Design, Development/Enhancement and Implementation of Information Systems for the Local Finance Management Modernization Project of the Bureau of Local Government Finance, [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a. [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
- b. Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.
- c. That the company owners, stockholders and key officers are not related to the head of procuring entity, members of the BAC, TWG and BAC Secretariat, by consanguinity or affinity up to the third civil degree.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,  
Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**CERTIFICATE OF AUTHORIZED SIGNATORY**

Form 2

Date:

The Chairman

**BIDS AND AWARDS COMMITTEE**

Bureau of Local Government Finance

Sir/Madame:

In compliance with the eligibility requirements for the project, the undersigned, having been duly authorized by the Board of Directors as certified by the Corporate Secretary (attached hereto), for and on behalf of the company \_\_\_\_\_, hereby submits one (1) copy of Original and two (2) Duplicate copies of its Eligibility Documents.

Very Truly Yours,

Company Name

Address

By:

Authorized Representative

Designation

## AFFIDAVIT OF WAIVER

### Form 3

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) S.S.

#### WAIVER

I, [Authorized Representative], [Designation], a company/corporation duly registered in the Securities and Exchange Commission (SEC) with address at [address] after having been duly sworn in accordance with law, depose and say:

1. That I am duly authorized by the company I represent to enter into agreement with the Government of the Republic of the Philippines, through the BLGF in the eligibility and bidding for the project;
2. That pursuant to the Implementing Rules and Regulations of R.A 9184, I hereby submit this WAIVER:
  - a. I accept the eligibility criteria established by BAC;
  - b. I waive any right to seek a writ of injunction or prohibition or restraining order against the BLGF or its BAC to prevent or restrain the eligibility process or any proceedings related thereto, the holding of a bidding or any proceedings related thereto, the negotiation of and award of the contract to the successful bidder, and the execution and implementation of the awarded contract. This waiver, however, shall be without prejudice to the right of a disqualified or losing bidder to question the lawfulness of its disqualification or the rejection of its bid by appropriate administrative or judicial process not involving the issuance of a writ of injunction or prohibition or restraining order.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

Signature over printed Name  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, affiant having exhibited to me his Community Tax Certificate with No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

#### NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2016 \_\_\_\_\_

**BAC Letter of Authorization**  
Form 4

LETTERHEAD OF BIDDER

Date:

The Chairman  
**BIDS AND AWARDS COMMITTEE**  
Bureau of Local Government Finance

Sir/ Madam:

This is to authorize the Bids and Awards Committee (BAC) of the BLGF or its duly authorized representative to VERIFY any or all of the documents submitted or attached in the bidders eligibility document.

Very truly yours,

Name :  
Designation :  
Company :  
Tel. No. :  
(Bidder)

**CURRENT AND COMPLETED PROJECT**

**Form 5**

Proponent:		Address:		
No. Of Years in the Business:		Total Amount of Contract & Value of Outstanding Contract (Balance Unpaid) (Php)		Contract Status Completed Ongoing Awarded
Name & Location of the Contract	Date of Award	Types of Services / Kinds of Goods Sold	Contract Duration	Participation: As Lead or as Sub-Contractor or as JV/Partner

I hereby certify that the above statement of on-going and completed contract, contract awarded but not yet started is true and correct to the best of my knowledge and belief.

<u>Name / Position of Authorized Representative</u>	Date: _____
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**STATEMENT ON PROFESSIONAL**  
Form 6

(That the allied profession/professionals are authorized by appropriate regulatory body)

Date:

The Chairman  
BIDS AND AWARDS COMMITTEE  
Bureau of Local Government Finance

Dear Sir/Madame:

In compliance with the eligibility requirements Clause 1.2 of the **project**, we hereby submit this document specifying nationality and certify that the following owners/partners/principals and key consultants of *(Name of Company)* possess the required professional licenses issued by the Professional Regulation Commission or other appropriate regulatory body.

Name and Title	Degree/Profession	PRC #	Nationality
Owners/Principals			
1...			
Key Staffs			
1...			

Very Truly Yours,

Name of Authorized Representative  
Position  
Company Name

## STATEMENT ON TECHNICAL COMPETENCE

Form 7

Date:

The Chairman

**BIDS AND AWARDS COMMITTEE**

Bureau of Local Government Finance

Dear Sir/Madame:

In compliance with the eligibility requirements of the *project*, we certify that (Company Name) has the technical competence, relevant experience and qualified key staff to successfully implement the project, if awarded the contract.

Please find herewith attached curriculum vitae of key consultants.

Very Truly Yours,

Name of Authorized Representative

Position

Company Name

## CURRICULUM VITAE

### Form 8

(Format of CV's for Proposed Professional Staff)

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth and Place of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Society: \_\_\_\_\_

Detailed Task Assigned: \_\_\_\_\_

Key Qualification: \_\_\_\_\_

(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 location. Limit to one page only)

Education: \_\_\_\_\_

(Summarize college/university and other specialization education of staff members, giving names of schools, dates attended, and degrees obtained. Limit to one quarter page only)

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 position held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Limit to two pages only)

Languages: \_\_\_\_\_

(For each language, indicate proficiency, excellent, good, fair, or poor in speaking, reading, and writing.)

Certification: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of staff member and authorized representative of the firm)

Date: \_\_\_\_\_  
(Day/Month/Year)

Full Name of Staff Member: \_\_\_\_\_

Full Name of Authorized Representative: \_\_\_\_\_