

SUMMARY OF CVs OF CONSULTANT'S TEAM MEMBERS

Each CV should show the length of experience and a list of completed projects handled from January 2019 until the present

ANNEX G

No.	Name of Key Staff	Nominated Position	Registered Profession¹	Highest Educational Attainment²	Overall Work Experience³	Number of Projects undertaken related to creative projects such as annual reports, glossy magazine, corporate brochure, corporate calendar, etc.⁴
1		Account Manager				
2		Creative Director				
3		Managing Editor				

4		Photographer				
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Certified by:

[Signature over printed name of Authorized Representative]

[Title]

[Name of Bidding Firm]

Note:

¹ Provide proof of professional registration during the submission of Technical Proposal.

² Provide proof of highest educational attainment during the submission of Technical Proposal.

³State number of years.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM MEMBERS

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Registered Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm: _____ Current Position in the Firm: _____

Education

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]

College/University	Degree/Title Obtained	Inclusive Dates

Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

*Such as participant, speaker or trainer

Projects Undertaken Related to Creative Projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc.

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Start Date	End Date

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position	Start Date	End Date

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

[Starting with the present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]

Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

I Further commit that I shall work for the Consulting Services for the Production of the BCDA 2021 Annual Report as *[nominated position]* of *[name of bidding firm]* once awarded the contract.

_____ Date: _____
[Signature over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the firm]

Important Note: *Applicable documents to substantiate professional registration, educational attainment and trainings undertaken shall be provided during the submission of Technical Proposal. Only those attainments and undertakings with supporting documents will be considered for evaluation*

**STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT
THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED
PROFESSIONALS**

[Date]

The Bids and Awards Committee – Consultancy Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

[Name of bidding firm] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee – Consulting Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment
	Account Manager
	Creative Director
	Managing Editor/Senior Writer
	Photographer

[Name of bidding firm] issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory]

[Title]