Annex F

ANNEX F

CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

Proposed Position: i.e. ACCOUNT MANAGER
Name of Firm: _____
Name of the Creative Team Member: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
_____
Detailed Tasks Assigned: _____
_____

Education:
[*Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate.* (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
2.			

Trainings:
[*Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below]* (continue on separate sheet if necessary)

Training	Date Attended

Annex G

ANNEX G

CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

Proposed Position: i.e. CREATIVE DIRECTOR
Name of Firm: _____
Name of the Creative Team Member: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
_____
Detailed Tasks Assigned: _____
_____

Education:
[*Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate.* (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
2.			

Trainings:
[*Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below]* (continue on separate sheet if necessary)

Training	Date Attended

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Annex H

ANNEX H

CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

Proposed Position: i.e. MANAGING EDITOR/SENIOR WRITER
Name of Firm: _____
Name of the Creative Team Member: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
_____
Detailed Tasks Assigned: _____
_____

Education:
[*Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate.* (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
2.			

Trainings:
[*Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below]* (continue on separate sheet if necessary)

Training	Date Attended

Annex I

ANNEX I

CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM

Proposed Position: i.e. PHOTOGRAPHER
Name of Firm: _____
Name of the Creative Team Member: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
_____
Detailed Tasks Assigned: _____
_____

Education:
[*Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

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 description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate.* (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
3.			

Trainings:
[*Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below]* (continue on separate sheet if necessary)

Training	Date Attended

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Annex J

ANNEX J

SUMMARY OF CVS OF THE MEMBERS OF THE PROPOSED COMMUNICATIONS TEAM

Using the format below, provide a summary of the information on each of your proposed professional staff.

Name	Date of birth	Educational Attainment	Profession	Membership in Professional Society	No. of Years with the Firm	Proposed Position in the Project	Task to be Performed in the Project	Relative Experience in Proposed Position/Task	Trainings Related to Proposed Position/Task
1.						**Account Manager**			
						Creative Director			
2.						**Managing Editor/ Senior Writer**			
3.						**Photographer**			

*Note: The data provided in this Form should be consistent with those in the Curriculum Vitae of the respective Key Personnel in **Annexes F to I**.*

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Annex K

ANNEX K

ELIGIBILITY DOCUMENTS SUBMISSION FORM

CONSULTING SERVICES FOR THE BCDA 2018 ANNUAL REPORT

Date: _____

ENGR. JOSHUA M. BINGCANG
Chairman
Bids and Awards Committee-Consultancy Services
Bases Conversion and Development Authority
2/F, Bonifacio Technology Center, 31st Street, corner Second Avenue
Bonifacio Global City, Taguig City

Dear ENGR. BINGCANG:

In connection with your Request for Expression of Interest dated _____ for the CONSULTING SERVICES FOR THE BCDA 2018 ANNUAL REPORT, ***(Name of Bidder)*** hereby expresses interest in participating in the eligibility and shortlisting 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 Bidder)*** 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; and that

b) 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;

c) It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;

d) The signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;

e) It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;

f) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and

g) It complies with existing labor laws and standards.

h) It complies with the minimum qualifications and requirements as indicated in the Request for Expression of Interest (REI), Eligibility Documents and Terms of Reference (TOR).

i) It is not directly or indirectly associated with any entity which may have a conflict of interest in or bias against the BCDA Group.

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.

Sincerely,

_____
Printed name and signature of authorized representative

(Note: This document should be notarized)

Attachment:
Secretary's Certificate or Affidavit that the person signing the documents is the authorized representative of the firm.

Annex L

ANNEX L

SECRETARY'S CERTIFICATE

(Note: Certified True Copy)

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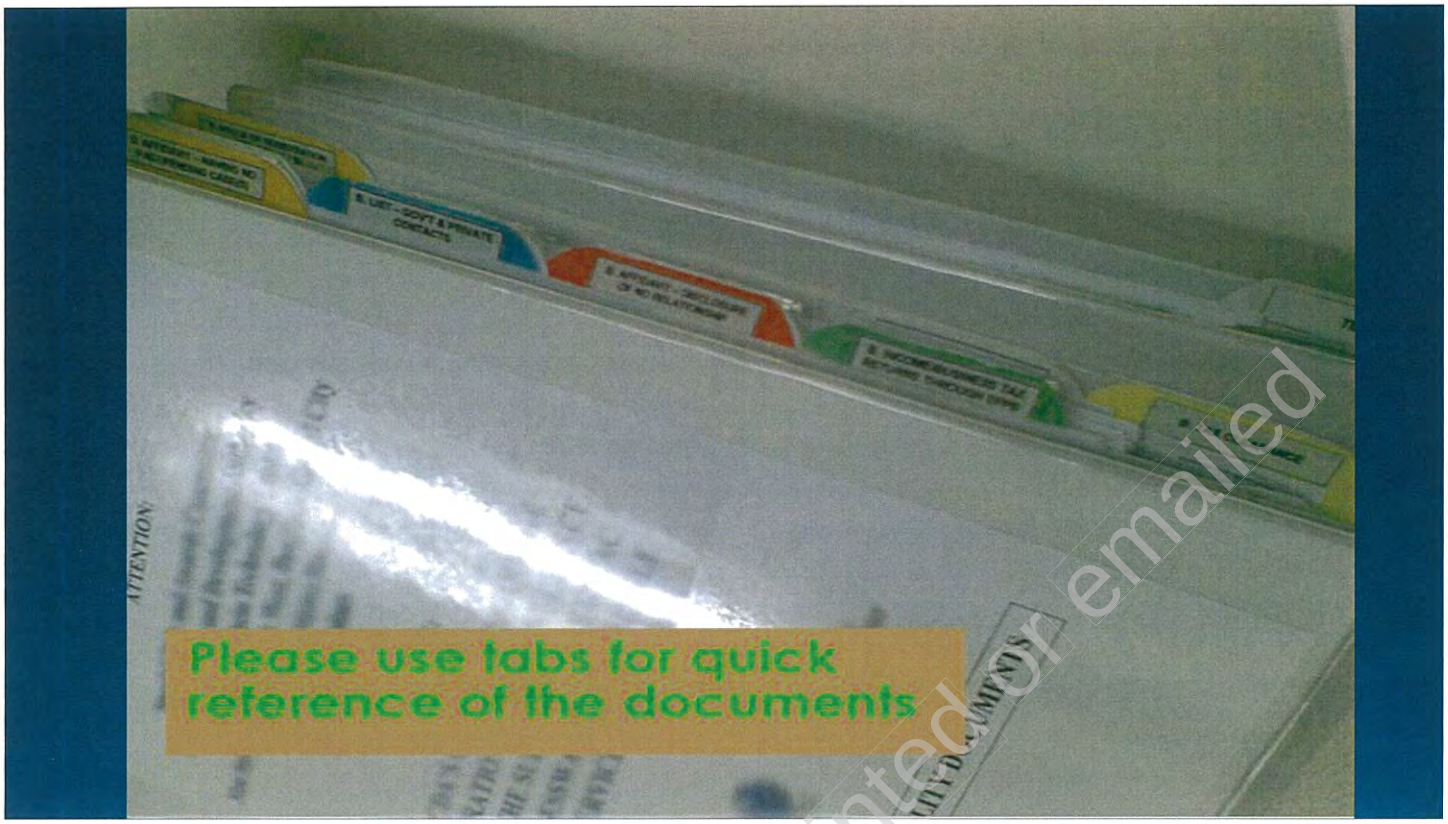
ENVELOPE LABELING



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ORIGINAL: ELIGIBILITY DOCUMENTS

LABEL:
ORIGINAL

BASES CONVERSION AND DEVELOPMENT AUTHORITY
BCDA Corporate Center
2/F Bonifacio Technology Center 31st St. cor. 2nd Ave.
Bonifacio Global City Taguig City

Bid for: Consulting Services for Production of the BCDA 2018 Annual Report

Submitted by: ABC Creative Minds
123 DEF St., Makati City
Tel. No.: 987-6543

Attention: Engr. Joshua M. Bingcang
Chairman, Bids and Awards Committee-Consultancy

DO NOT OPEN BEFORE: 10:30 AM, March 13, 2019 (Wednesday)

BCDA
Bases Conversion and Development Authority

COPY: ELIGIBILITY DOCUMENTS

LABEL: ORIGINAL

BASES CONVERSION AND DEVELOPMENT AUTHORITY
BCDA Corporate Center
2/F Bonifacio Technology Center 31st St. cor. 2nd Ave.
Bonifacio Global City Taguig City

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DO NOT OPEN BEFORE: 10:30 AM, March 13, 2019 (Wednesday)

BCDA Bases Conversion and Development Authority

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ORIGINAL: ELIGIBILITY DOCUMENTS

BCDA'S ADDRESS

BASES CONVERSION AND DEVELOPMENT AUTHORITY
BCDA Corporate Center
2/F Bonifacio Technology Center 31st St. cor. 2nd Ave.
Bonifacio Global City Taguig City

Bid for: Consulting Services for Production of the BCDA 2018 Annual Report

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