
Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

In connection with your Request for Expression of Interest (REI) dated _____
_____ for the Preparation of the Terms of Reference for the Hiring of the
Master Development Planning Services of Old Bilibid Compound Property. [Name of
Consultant] hereby expresses interest in participating in said undertaking and submits the
documents stated in the REI.

Very truly yours,

Printed name and signature of
Authorized representative

BAC Form C-3 (Statement of Ongoing Projects)

Name of Consultant : _____
Business Address : _____

List of Ongoing Government and Private Contracts including awarded but not yet started.

Name& Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

- Attachments:**
- 1. Notice of Award and/or Contract.**
 - 2. Notice to Proceed issued by the Owner**

Submitted by

(Name of Representative of Bidder)

(Position)

BAC Form C-3a (Certificate of Satisfactory Completion of Completed Contracts)

Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

In compliance with the requirements of the HGC-BAC for the bidding of _____, I hereby certify that _____ (Bidder) _____ has satisfactorily completed its engagement with our company on the following projects:

Name of Project		
Location of the Project		
Participation of the Bidder		
Amount of Contract		
Duration of Contract		
Start Date		
Completion Date		

Very truly yours,

(Name of Issuer)

(Position)

BAC Form C-4 (Statement of Similar Completed Projects)

Name of Consultant : _____
Business Address : _____

List of Completed Government and Private Contracts

Name& Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

- Attachments:**
- 1. Certificate of satisfactory completion issued by the client.**

Submitted by

(Name of Representative of Bidder)

(Position)

BAC Form C-5 (Statement of Place of Business and Equipment of Consultant)

Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

In compliance with the requirements of the HGC-BAC for the bidding of _____, we certify that _____ (Bidder) _____ owns / has under purchase agreement / has under lease its principal place of business.

We further certify that the _____ (Bidder) _____ owns, under lease or under purchase agreements the following equipments:

Type of Equipment	Number of Equipment	Owned/Under Lease/ Purchase Agreements	Date of Purchase / Lease
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Very truly yours,

(Name of Representative of Bidder)

(Position)

Name of the Bidder

BAC Form C-6 (Statement on Ownership/Principals/Partners and Key Staff)

Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

In compliance with the requirements of the HGC-BAC for the bidding of _____, we certify that _____ (Bidder) _____, is a registered Corporation / Partnership / Single Proprietorship authorized to operate in the Philippines and has the following owners/principals/partners/key staff:

Name and Title	Degree	Years with the Firm	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9			
N			

Attached are their curriculum vitae (BAC Form C-6a).

Very truly yours,

(Name of Representative of Bidder)

(Position)

Name of the Bidder

BAC Form C-6a (Curriculum Vitae)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____Nationality: _____

Membership in Professional Societies: (attach proof of membership) _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

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 assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

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.

[Signature of staff member and authorized representative of the firm]

Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

BAC Form C-7 (Statement of Consultant confirming that those who will actually perform the services are registered professionals)

Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

This is to certify that the following personnel who will perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions:

Name of Personnel	Assignment
1.	Team Leader/Consultant/Planner
2.	Member
3.	Member
4.	Member
5.	Member
6.	Member

Attach for reference are the Curriculum Vitae (BAC Form C-6a) of the above-mentioned personnel.

Very truly yours,

Printed name and signature of
Authorized representative

AFFIANT

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Affiant having exhibited to me his/her any competent evidence of identity issued at _____ on _____.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____ .

BAC Form C-8 (Statement on Technical Competence)

Date

HONORABLE MANUEL R. SANCHEZ
President
HOME GUARANTY CORPORATION (HGC)
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

Attention : THE CHAIRMAN
Bids and Awards Committee (BAC)

Gentlemen:

In compliance with the requirements of the HGC-BAC for the bidding of _____, we certify that _____ **(Bidder)** _____ has the technical competence, relevant experience and qualified key staff to successfully implement the project if awarded the Contract.

Very truly yours,

(Name of Representative of Bidder)

(Position)

Name of the Bidder