

**Department of Public Works and Highways (DPWH)**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**CONTRACTOR’S LETTER-CERTIFICATE TO PROCURING ENTITY**

*Date of Issuance*

*Name of the Head of the Procuring Entity*

*Position of the Head of the Procuring Entity*

*Name of the Procuring Entity*

*Address of the Procuring Entity*

Dear Sir / Madame:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of \_\_\_\_\_, to be the \_\_\_\_\_ of the \_\_\_\_\_, who is a \_\_\_\_\_ with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form \_\_\_\_;
2. The said Engineer shall be designated by us as our \_\_\_\_\_ to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as \_\_\_\_\_, all the time;
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance from the Procuring Entity’s Representative at the end of every month;
6. That, in the event that I/we elect or choose to replace said \_\_\_\_\_ with another \_\_\_\_\_

**Department of Public Works and Highways (DPWH)**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----  
Engineer, we shall accordingly notify the Procuring Entity in writing at least twenty one (21) days before making the replacement and that I/we shall submit to the Procuring Entity, for prior approval, the name of the proposed new \_\_\_\_\_, his qualifications, experience, list of projects undertaken and other relevant information; and  
*Designation*

- 7. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

\_\_\_\_\_  
Authorized Representative of Bidder

CONCURRED IN:

\_\_\_\_\_  
Name of Engineer

\_\_\_\_\_  
Address