



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**TARLAC 1<sup>st</sup>**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE III  
Parsolingan, Gerona, Tarlac

**25CSCJ01**

**Consulting Services for the Conduct  
of Sub-surface Soil Exploration and  
Geotechnical Investigation  
for Bridge Project in Tarlac City,  
Tarlac  
Application for Eligibility and Shortlisting**

# Eligibility Documents (EDs)

## 1. Eligibility Criteria

1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- (a) Duly licensed Filipino citizen/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; or
- (e) Persons/entities forming themselves into a JV, *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**.

In accordance with DPWH Department Order No. 195 series of 1992, pursuant to the provisions of R.A. 544, procurement and employment of corporations as consultants for the practice of civil engineering under locally-funded project is not allowed. For Feasibility Studies and Non-Civil Engineering Services involving multi-disciplinary services, corporations, partnerships, and sole proprietorship shall be allowed, but licensing requirements on regulated professions shall be applied.

1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.

1.4. Government owned or –controlled corporations (GOCCs) 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 attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. If a consultant intends to participate in the bidding for this contract in response to the Procuring Entity's **Request for Expression of Interest (REI)**, the consultant must submit its **Expression of Interest (EOI)**, using **Form DPWH CONS-05**, together with the following required **Eligibility Documents** on or before the date of the Eligibility Check specified in the **REI** and Clause 5 of these **EDs**, for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC) in the case of a Partnership or Corporation, Department of Trade and Industry (DTI) in the case of a sole proprietorship, or Cooperative Development Authority (CDA) in the case of a cooperative, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

For an individual consultant participating in the exercise of a profession and not under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of the DTI registration and the Mayor's Business Permit.

- (iii) Tax Clearance per Executive Order (EO) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (iv) 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 consultant shall use **Form DPWH-CONS-06(TPF2A)** and **Form DPWH-CONS-07(TPF2B)** for this purpose. The statement shall include, for each contract, the following:
  - (iv.1) the name and location of the contract;
  - (iv.2) date of award of the contract;
  - (iv.3) type and brief description of consulting services;

- (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV) and description of specific services it provided;
- (iv.5) amount of contract;
- (iv.6) contract duration; and
- (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (v) 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 of these **EDs**.

*Financial Document*

- (vi) 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.

To facilitate determination of eligibility, however, the BAC of a Procuring Entity shall use the contents of the PhilGEPS electronic registry of consultants, in accordance with Section 8.5.2. However, foreign consultants participating in the procurement by a Philippine Foreign Service or Post shall be allowed to submit their eligibility documents under Section 24.1, in lieu of the PhilGEPS Certificate of Registration required in Section 8.5.2; provided that the winning bidder should register with the PhilGEPS in accordance with Section 37.1.4 (**IRR Section 24.4.3**).

All bidders shall maintain a current and updated file of their Class "A" Documents, and shall submit the PhilGEPS Certificate of Registration and Membership to the Procuring Entity, in lieu of the said Documents. For foreign bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. These documents shall be accompanied by a Sworn Statement in a form prescribed by the GPPB stating that the documents submitted are complete and authentic copies of the original, and all statements and information provided therein are true and correct (**IRR Section 8.5.2**).

- (b) Class "B" Documents -

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential

joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. 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, sub-consultants 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.
- 2.6. The prospective bidders shall be guided by the Checklist of Required Eligibility Documents in **Form DPWH-CONSL-05**.
- 2.7. If, as indicated in the **EDS**, Electronic Bidding is adopted for this procurement pursuant to GPPB Resolution No. 23-2013, dated 30 July 2013, the following procedure shall be observed with regard to the registry with the PhilGEPS:
  - (a) To facilitate determination of eligibility and subject to the Government Official Merchants (OMR) guidelines, a Procuring Entity may use the registry system of the PhilGEPS that allows submission and/or recording/entry of eligibility requirements simultaneously with registration, as mentioned in Clause 2.1(a) above.
  - (b) Only a Certified Member with the appropriate classification can avail of the PhilGEPS advance eligibility submission by uploading their electronic documents to the PhilGEPS document library, which can be accessed for current or future procurements.
  - (c) Submission of eligibility requirements to the PhilGEPS document library is not tantamount to a finding of eligibility.

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

- 3.1. Prospective bidders shall submit their Eligibility Documents, together with its EOI, 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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the duly authorized representative/s of the prospective bidder.

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

- 4.1. 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 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. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its 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. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

## **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 that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents 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

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

- 8.1. The Procuring Entity’s BAC shall 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. Shortlisting 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 number of consultants to comprise the short list shall be specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



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**TARLAC 1<sup>st</sup>**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE III  
Parsolingan, Gerona, Tarlac

**25CSCJ01**

**Consulting Services for the Conduct  
of Sub-surface Soil Exploration and  
Geotechnical Investigation  
for Bridge Project in Tarlac City,  
Tarlac**

**ELIGIBILITY DATA SHEET**

## Eligibility Data Sheet

Eligibility Documents	
1.2	Sub-surface Soil Exploration and Geotechnical Investigation  The procurement and employment of Corporation(s) as consultant(s) for this project is <b>ALLOWED</b> .
1.3	No further instructions.
2.1(a)(ii)	The statement of all on-going and completed government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of eligibility documents
2.1(a)(ii)(ii.7)	Certificate of Satisfactory Completion of the Service Rendered
2.7	Electronic Bidding will <b>NOT</b> be adopted.
4.2	Each prospective bidder shall submit <b>one (1) <i>original</i></b> and <b>two (2) <i>copies of its eligibility documents</i></b> .
4.3(c)	<b>Bids and Awards Committee Office, DPWH Tarlac 1<sup>st</sup> District Engineering Office, Brgy. Parsolingan, Gerona, Tarlac</b>
4.3(d)	<b>Consulting Services for the Conduct of Sub-surface Soil Exploration and Geotechnical Investigation for Bridge Project in Tarlac City, Tarlac</b>
5	The address for submission of eligibility documents is:  Office of the BAC for Consulting Services, <b>Bids and Awards Committee Office, DPWH Tarlac 1<sup>st</sup> District Engineering Office, Brgy. Parsolingan, Gerona, Tarlac</b>  The deadline for submission of eligibility documents is on <b>March 31 2025</b> at <b>10:00 A.M.</b>
8.1	The place of opening of eligibility documents is:  <b>TDEO-Conference Room, Tarlac 1<sup>st</sup> District Engineering Office, Brgy. Parsolingan, Gerona, Tarlac</b>  The date and time of opening of eligibility documents is on <b>March 31, 2025</b> at <b>10:00 A.M.</b>
9.1	No further instructions.
9.2	The Number of Eligible Bidders that shall comprise the shortlist is <b>five (5)</b>
9.5	Not Applicable

9.7	<p>In the evaluation of the eligibility of the bidders, the following weights of the key personnel required shall be used to reflect the relative importance of their responsibilities and inputs in the contract being procured:</p> <table><tr><th>Position</th><th>Number of Personnel</th><th>Weights per Personnel</th><th>Total Weights</th></tr><tr><td><i>Project Manager</i></td><td><i>1</i></td><td><i>50%</i></td><td><i>50%</i></td></tr><tr><td><i>Geotechnical Engineer</i></td><td><i>1</i></td><td><i>30%</i></td><td><i>30%</i></td></tr><tr><td><i>Field Engineer</i></td><td><i>1</i></td><td><i>20%</i></td><td><i>20%</i></td></tr><tr><td></td><td></td><td><b><i>Total</i></b></td><td><b><i>100%</i></b></td></tr></table>	Position	Number of Personnel	Weights per Personnel	Total Weights	<i>Project Manager</i>	<i>1</i>	<i>50%</i>	<i>50%</i>	<i>Geotechnical Engineer</i>	<i>1</i>	<i>30%</i>	<i>30%</i>	<i>Field Engineer</i>	<i>1</i>	<i>20%</i>	<i>20%</i>			<b><i>Total</i></b>	<b><i>100%</i></b>
Position	Number of Personnel	Weights per Personnel	Total Weights																		
<i>Project Manager</i>	<i>1</i>	<i>50%</i>	<i>50%</i>																		
<i>Geotechnical Engineer</i>	<i>1</i>	<i>30%</i>	<i>30%</i>																		
<i>Field Engineer</i>	<i>1</i>	<i>20%</i>	<i>20%</i>																		
		<b><i>Total</i></b>	<b><i>100%</i></b>																		



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**25CSCJ01**

**Consulting Services for the Conduct  
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Tarlac**

**ELIGIBILITY SCREENING FORMS**



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**TARLAC 1<sup>st</sup>**  
**DISTRICT ENGINEERING OFFICE**  
 REGIONAL OFFICE III  
 Parsolingan, Gerona, Tarlac

Form Title: Eligibility Screening Form

**Consulting Services for the Conduct of Sub-surface Soil Exploration and  
 Geotechnical Investigation for Bridge Project in Tarlac City, Tarlac**

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**TARLAC 1<sup>st</sup>**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE III  
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Form Title: Expression of Interest (EOI) and Application for Eligibility

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**EXPRESSION OF INTEREST (EOI)**

[Insert Letterhead of Bidder]

[Date]

[Name of Chairman of BAC]

[Designation]

[Name of DPWH Procuring Entity]

[Address]

Dear Sir / Madame:

In response to your Request for Expression of Interest (REI) for the [insert Project Name] which was advertised/posted at the [Name of newspaper and/or websites of DPWH and PhilGEPS] on [insert date], we hereby submit this Expression of Interest (EOI) to participate in the said bidding.

We, therefore, likewise submit the attached required Eligibility Documents for the Project.

If found eligible and subsequently shortlisted for the Project by your Bids and Awards Committee, we commit to submit a bid for the Project.

Very truly yours,

(Name of the Bidder's representative)

(Designation)

(Name of Bidder)

Received by the BAC Secretariat:

[Name and designation of receiving official]

Date: \_\_\_\_\_



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Parsolingan, Gerona, Tarlac

DPWH-CONSL-05-2016

Form Title: Checklist of Eligibility Requirements for Consulting Services

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The Eligibility Envelope shall contain the following:

**Class "A" Documents:**

**LEGAL DOCUMENTS**

- ☐ DTI, SEC or CDA Registration, or any proof of such registration as stated in the Bidding Documents.
- ☐ Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, valid until \_\_\_\_\_.
- ☐ Tax Clearance per Executive Order 398, series of 2008, as finally reviewed and approved by the BIR.

**TECHNICAL DOCUMENTS**

- ☐ Statement of Completed projects.
- ☐ Statement of On-going projects
- ☐ Statement of the Consultant specifying nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

**FINANCIAL DOCUMENTS**

- ☐ Consultant's Audited Financial Statements, showing 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.

**Class "B" Documents:**

- ☐ Joint Venture Agreement (JVA) or statement from all potential joint Venture Partners that they will enter into and abide by the provisions of the JVA in case the bid is successful.



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Form Title: Certificate of Registration of Business Name

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Republic of the Philippines  
Department of Trade & Industry (REGION)  
Or SEC Registration

**COPY OF CERTIFICATE OF REGISTRATION OF BUSINESS**

THIS IS TO CERTIFY THAT

\_\_\_\_\_

As a business name, or firm or style was registered in this office on  
\_\_\_\_\_ by:

\_\_\_\_\_

Which will expire on \_\_\_\_\_, in accordance with the provisions of Act No. 3883 of the Philippines Legislature approved on November 14, 1931 as amended by Act No. 4147, approved November 28, 1934 and Republic Act No. 863, approved June 16, 1953, and in compliance with the rules and regulations prescribed by the Department of Trade and Industry/SEC.

**(Name of the Director)**  
Director, DTI Or  
SEC Certificatio



Republic of the Philippines  
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**TARLAC 1<sup>st</sup>**  
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Form Title: Mayor's Business Permit

Republic of the Philippines  
Name of the City or Municipality  
Address  
Telephone and Fax Numbers  
Website address  
E-mail address

**PAHINTULOT SA PANGANGALAKAL**  
**(Business Permit)**

MATALASTAS NG LAHAT  
(KNOW ALL MEN BY THESE PRESENT)

Na Si/Ang:  
(That: )

\_\_\_\_\_ (Name of Bidder)  
Na matatagpuan at may pahatirang sulat sa  
(with postal address at )

\_\_\_\_\_ (address of the Bidder)  
Na itinatag ng may buong karapatan at umiiral sa ilalim ng mga batas ng  
(duly organized and existing under the law of the)

Bagong Republika ng Pilipinas, ay pinagkaloob ng pahintulot na mangangalakal bilang  
(New Republic of the Philippines, is hereby granted the permit to operate as)

\_\_\_\_\_

Ngayon ika - \_\_\_\_\_ ng \_\_\_\_\_  
(on this) (day of)

Ang pahintulot na ito ay matatapos sa ika - \_\_\_\_\_ ng \_\_\_\_\_  
(this permit expires on)

Malibang ito'y maagang bawiin at walaing bias  
(unless sooner revoked)

O.R. Bilang \_\_\_\_\_  
(O.R. No.)

Halaga

(Amount)

(Name of Head of Office)

(Name of Mayor)

Petsa

(Pangalan ng Punong-Tanggapan)

(Pangalan ng Punong-Lungsod

(Date)

Business Permit Office

o Bayan)

ITO AT DAPAT IPASKEL SA HAYAG NA POOK NG KALAKALAN DAPAT  
(This must be posted on conspicuous place and)  
IPAKITA SA SANDALING HINGIN NG MGA KINAUKULANG MAYKAPANGYARIHAN  
(To be presented upon demand by proper authorities)



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Form Title: Tax Clearance

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
TASK FORCE ON TAX CLEARANCE  
National Office  
(Office Address)

# TAX CLEARANCE

... FOR BIDDING PURPOSES ...  
(Under Executive Order No. 398)

..[NAME OF FIRM]..

*Name of Taxpayer*

[OFFICE ADDRESS OF THE FIRM]

*Address*

**[TAXPAYER IDENTIFICATION NUMBER]**

*Taxpayer Identification Number*

THIS IS TO CERTIFY THAT THE ABOVE MENTIONED TAXPAYER HAS NO LISTED TAX LIABILITY BASED ON THE AVAILABLE RECORDS OF THE COLLECTION ENFORCEMENT DIVISION AND RECORDS OF THE REVENUE DISTRICT OFFICE NO. [NUMBER] AS OF [DATE] AND [DATE] RESPECTIVELY. HOWEVER, ANY TAX LIABILITIES RECORDED OUTSIDE THE JURISDICTION OF THIS OFFICE IS NOT COVERED BY THIS CLEARANCE

ISSUED THIS [DAY] DAY OF [MONTH YEAR].

[NAME]  
HEAD, TASK FORCE ON TAX CLEARANCE

TFTC NO. ## - ## - ###-#####-###

NOT VALID  
WITHOUT BIR  
DRY SEAL

By:  
[NAME]  
(Designation)  
(Office)

Note: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM [DATE] UNTIL [DATE] ONLY, AND THIS SHALL NOT BE USED ON SALE TRANSFER OF REAL PROPERTY/IES. CERTIFICATION FEE OF P100.00 WAS PAID ON [DATE] UNDER eFPS PAYMENT TRANSACTION NO. [NUMBER]. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**TARLAC 1<sup>st</sup>**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE III  
Parsolingan, Gerona, Tarlac

Department of Public Works and Highways  
Name of Procuring Entity:  
Address:  
Contract ID:  
Contract Name:  
Contract Location"

TECHNICAL ASPECTS: EXPERIENCE ON **COMPLETED PROJECTS**, GOVERNMENT AND PRIVATE

Name of Consultant: \_\_\_\_\_

As of: \_\_\_\_\_

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Project Cost (Cost of Services only of your Firm)	Project Duration		Consultants Role and Specific Services
						Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**Form No.: DPWH-CONSL-06(TPF2A)-2016**

**Attachments:**

- 1) Certificate of Completion
- 2) Notice of Award
- 3) Notice to Proceed
- 4) Joint Venture or Association Agreement

**Project Category:**

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control
- 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

**Type of Consulting Services:**

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services
- 6) Others-Please Indicate



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REGIONAL OFFICE III  
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Department of Public Works and Highways  
Name of Procuring Entity:  
Address:  
Contract ID:  
Contract Name:  
Contract Location"

TECHNICAL ASPECTS: EXPERIENCE ON **ON-GOING PROJECTS**, GOVERNMENT AND PRIVATE

Name of Consultant: \_\_\_\_\_  
As of: \_\_\_\_\_

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Project Cost ( <i>Cost of Services only of your Firm</i> )	Project Duration		Consultants Role and Specific Services
						Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**Form No.: DPWH-CONSL-07(TPF2B)-2016**

**Attachments:**

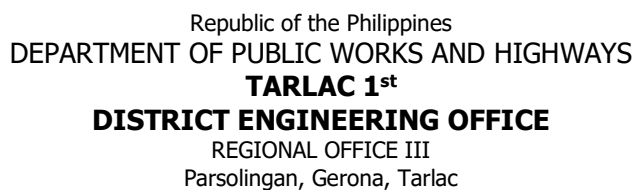
- 1) Certificate of Completion
- 2) Notice of Award
- 3) Notice to Proceed
- 4) Joint Venture or Association Agreement

**Type of Consulting Services:**

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services

**Project Category:**

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control
- 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate



Date of Issuance

## Name of Chair

Position

Name of Procuring Entity

Address of Procuring Entity

Dear Sir/Madame:

In compliance with the requirement of the \_\_\_\_\_ (Name of the Procuring Entity) - BAC for the Bidding of the \_\_\_\_\_ (Name of the Project), we certify that all of the owner/principals/partners and key staff of \_\_\_\_\_ (Name of the Bidder) possess the required professional licenses issued by the Professional Regulation Commission or other regulatory body.

Name and Title	Degree	Years with Firm	Age	Nationality
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Attached are their curriculum vitae.

Very truly yours,

**Name of Authorized Representative**

## Position

Name of the Bidder



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Form Title: Financial Documents for Eligibility Check

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Name of Consultant : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Summary of the Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Attachment:

- a. Income tax return and audited financial statement

Submitted by:

Name of Representative of Bidder  
Position  
Name of Bidder  
Date: \_\_\_\_\_

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.



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Form Title: Joint Venture or Association Agreement

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE or ASSOCIATION AGREEMENT exclusively for this Project, is entered into By and Between \_\_\_\_\_, of legal age, (civil status) \_\_\_\_\_, (name of owner/proprietor/partner) of \_\_\_\_\_ and a resident of \_\_\_\_\_ (OR name of consulting proprietorship/partnership, Address, Authorized Representative under a Resolution No. (to be attached))

And

\_\_\_\_\_, of legal age, \_\_\_\_\_ (civil status) \_\_\_\_\_, owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_ (or name of Consulting Firm, Address, Authorized Representative under a Board Resolution No. (to be attached))

That the Parties agree to join together their resources, equipment, and what is need to facilitate the Joint Venture or Association to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the \_\_\_\_\_ (Name of the Procuring Entity)

**NAME OF PROJECT**

That the share and nationality of each party in this agreement is as follows:

	Nationality	Share
Consultant A	_____	_____
Consultant B	_____	_____

That the Parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the official Authorized Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture or Association in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture or Association Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

Authorized Representative

Authorized Representative

\_\_\_\_\_  
Firm A

\_\_\_\_\_  
Firm B



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Form Title: Curriculum Vitae

**KEY PERSONNEL**

(FORMAT OF CURRICULUM VITAE)

Give the detailed information of the following personnel who are schedule to be assigned as full time staff for the project. Fill up Form on the DETAILED CURRICULUM VITAE INFORMATION FOR KEY PERSONNEL for each person.

1. Name of Firm: \_\_\_\_\_
2. Name of Staff: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Education:

School	Course	Degree	Year Graduated	Year Attended	
				From (mm/yy)	To (mm/yy)

6. Profession: \_\_\_\_\_
7. PRC Registration No.: \_\_\_\_\_
8. Membership in Professional Societies: \_\_\_\_\_
9. Length of Service with the Firm: \_\_\_\_\_
10. Current Position in the Firm: \_\_\_\_\_
11. Years of Experience: \_\_\_\_\_
12. Employment Record: *[Recent to Previous]*

Company / Agency	Position	Employment Status	From (mm/yy)	To (mm/yy)

13. Training: *[Recent to Previous]*

Training Course	From (mm/dd/yy)	To (mm/dd/yy)	Location

14. Experience: *[Recent to Previous]*

<b>Name of Project:</b>	
<b>Project Cost:</b>	
<b>Position:</b>	
<b>Types of Service:</b>	
<b>Duration of Assignment:</b>	<i>Start to Completion [mm/yy]</i>
<b>Client:</b>	
<b>Location:</b>	
<b>Detailed Task Assignment:</b>	

**Language:**

*[For each language, indicate proficiency: Excellent, Good, Fair and 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 qualification and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member] Month/Day/Year*

**SUBSCRIBED AND SWORN** to before me this *[Date]* at *[Place]* affiant having exhibited to me his  
Community Tax No. \_\_\_\_\_ issued on *[Date]* at *[Place]*.

Doc. No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series \_\_\_\_\_