**ANNEX “L”**

Sample Form (Key Personnel)

Date

*Chairperson*

Joint Venture Selection Committee

TIEZA

JVSC Secretariat Office

7TH Floor Tower I

Double Dragon Plaza, DD Meridian Park

Macapagal Avenue corner EDSA Extension

Bay Area, Pasay City

**Subject: Key Personnel**

***Reference:***

* + - 1. ***Key Personnel***

*The Interested Proponent, Consortium Members, their Affiliates must have on its rolls the personnel with following qualifications and experience. The Interested Proponent has to submit at least one and a maximum of two (2) CVs of personnel in each of the following categories, containing Education Qualification/ relevant certifications, is to be submitted. The relevant experience of the professional staffs mentioned above is also required to be submitted.**Further,**it is clarified that one person’s CV cannot be submitted for two different positions.*

Name of Interested Proponent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [•Name of Nominated Key Personnel for *(mention position)*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer |  |
| Position |  |
| Nationality |  |
| Date of Birth |  |

1. Key Experience (add columns as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  |  |  |
| Position |  |  |  |
| Start Date |  |  |  |
| End Date |  |  |  |
| Description of Projects Undertaken |  |  |  |

Note: Provide additional columns as may be necessary.

1. Educational Background

|  |  |  |
| --- | --- | --- |
| College Degree: | School: | Year Graduated: |
| Graduate Studies: | School: | Year Graduated: |
| Professional License: | Year: |  |

1. [•Name of Nominated Key Personnel for *(mention position)*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer |  |
| Position |  |
| Nationality |  |
| Date of Birth |  |

1. Key Experience (add columns as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  |  |  |
| Position |  |  |  |
| Start Date |  |  |  |
| End Date |  |  |  |
| Description of Projects Undertaken |  |  |  |

Note: Provide additional columns as may be necessary.

1. Educational Background

|  |  |  |
| --- | --- | --- |
| College Degree: | School: | Year Graduated: |
| Graduate Studies: | School: | Year Graduated: |
| Professional License: | Year: |  |

1. [•Name of Nominated Key Personnel for *(mention position)*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer |  |
| Position |  |
| Nationality |  |
| Date of Birth |  |

1. Key Experience (add columns as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  |  |  |
| Position |  |  |  |
| Start Date |  |  |  |
| End Date |  |  |  |
| Description of Projects Undertaken |  |  |  |

Note: Provide additional columns as may be necessary.

1. Educational Background

|  |  |  |
| --- | --- | --- |
| College Degree: | School: | Year Graduated: |
| Graduate Studies: | School: | Year Graduated: |
| Professional License: | Year: |  |

1. [•Name of Nominated Key Personnel for *(mention position)*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer |  |
| Position |  |
| Nationality |  |
| Date of Birth |  |

a. Key Experience (add columns as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  |  |  |
| Position |  |  |  |
| Start Date |  |  |  |
| End Date |  |  |  |
| Description of Projects Undertaken |  |  |  |

Note: Provide additional columns as may be necessary.

b. Educational Background

|  |  |  |
| --- | --- | --- |
| College Degree: | School: | Year Graduated: |
| Graduate Studies: | School: | Year Graduated: |
| Professional License: | Year: |  |

1. [•Name of Nominated Key Personnel for *(mention position)*]
2. [•Name of Nominated Key Personnel for *(mention position)*]
3. *Add as needed*

|  |  |
| --- | --- |
|  | For and on behalf of  (Name of Interested Proponent/ if Consortium, Name of Consortium and Lead Member)  (Signature of Authorized Representative)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name, Title and Date) |

**Undertaking by Key Personnel**

Name of Interested Proponent/ Consortium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Key Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Republic of the Philippines )

) s.s.

Notarized Statement of Willingness to Participate in, and Capacity to Undertake the Requirements of the Project as Nominated Key Personnel

I, (*insert name), (insert citizenship)*, of legal age, with office address at *(insert address),* as the *(nominated Key Personnel - position) of (insert name of Interested Proponent*), hereby declare that:

1. I am willing to participate in and assume all the attendant liabilities as the Key Personnel for (*position/designation*) of (*Name of Interested Proponent)* in the bid for the Regional Prison Facilities Project in accordance with the Instructions to Interested Proponents.
2. I have the required qualifications and experience to qualify as the nominated Key Personnel for (*position/designation*) to undertake the requirements of the Project in accordance with the provisions of the Invitation Documents.
3. Based on my personal knowledge, all information provided in Annex L with regard to my qualifications, experience and background are true and correct.
4. If selected by (*Name of Interested Proponent)*, I shall formally enter into a contract with the Project Proponent to perform the obligations and assume the attendant liabilities as Key Personnel for (*position/designation*) for Development and Management of the Balicasag Island Dive resort.

*Date and Place of Execution.*

|  |  |
| --- | --- |
| (Name of Key Personnel)  (Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name)  (Designation) | For and on behalf of (Name of Interested Proponent/ Consortium)  (Signature of Authorized Representative)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name)  (Designation) |
|  |  |

SUBSCRIBED AND SWORN TO before me this (\_\_\_\_) day of (*month and year)* at (*place)*, affiant exhibiting to me his/her (*proof of identity acceptable under Philippine notarial regulations*), issued at (*city*) on (*date*).

Notary Public

Doc. No.: \_\_\_\_\_\_\_\_\_

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Book No.: \_\_\_\_\_\_\_\_

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