**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 *General Manager*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer | *Note: ED Kit requires that the Key Personnel should be currently employed by the Interested Proponent, which can include consultants, but not probationary employees. If the engagement of the consultant is dependent on the result of the bidding, a sworn document issued by the Interested Proponent must be submitted to prove that it shall undertake to hire the said Key Personnel with confirmation from the latter.*  |
| 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 *Golf Course Supervisor*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer | *Note: ED Kit requires that the Key Personnel should be currently employed by the Interested Proponent, which can include consultants, but not probationary employees. If the engagement of the consultant is dependent on the result of the bidding, a sworn document issued by the Interested Proponent must be submitted to prove that it shall undertake to hire the said Key Personnel with confirmation from the latter.* |
| 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 *Sales/Marketing Manager*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer | *Note: ED Kit requires that the Key Personnel should be currently employed by the Interested Proponent, which can include consultants, but not probationary employees. If the engagement of the consultant is dependent on the result of the bidding, a sworn document issued by the Interested Proponent must be submitted to prove that it shall undertake to hire the said Key Personnel with confirmation from the latter.* |
| 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 *Civil Engineer*]

|  |  |
| --- | --- |
| Name |  |
| Current Employer | *Note: ED Kit requires that the Key Personnel should be currently employed by the Interested Proponent, which can include consultants, but not probationary employees. If the engagement of the consultant is dependent on the result of the bidding, a sworn document issued by the Interested Proponent must be submitted to prove that it shall undertake to hire the said Key Personnel with confirmation from the latter.* |
| 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: |  |

|  |  |
| --- | --- |
|  | 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 Development and Management of Club Intramuros Golf Course Project in accordance with the Eligibility Documents Kit.
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 Eligibility Documents Kit.
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 Club Intramuros Golf Course.

*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.: \_\_\_\_\_\_\_\_\_

Page No.: \_\_\_\_\_\_\_\_\_

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

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