SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefor.

In line with this submission, we certify that:

a) *[Name of Consultant*] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government or foreign or international financing institution; and

b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short-listed or not.

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

NAME OF BIDDER: _____

LIST OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

PROJECT NAME	LOCATION	TYPE	BRIEF DESCRIPTION	CONSULTANT'S ROLE	CONTRACT		
					AWARD DATE	AMOUNT	DURATION

LIST OF ALL AWARDED BUT NOT YET STARTED GOVERNMENT AND PRIVATE CONTRACTS WHETHER SIMILAR OR NOT SIMILAR

PROJECT NAME	LOCATION	TYPE	BRIEF DESCRIPTION	CONSULTANT'S ROLE	CONTRACT		
					AWARD DATE	AMOUNT	DURATION

NOTE: PLEASE USE THE OFFICIAL FORM/PRO FORMA ISSUED BY THE BAC-INFRASTRUCTURE AND CONSULTANCY

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NAME OF BIDDER: _____

LIST OF <u>COMPLETED</u> GOVERNMENT AND PRIVATE CONTRACTS WITHIN THE LAST TEN (10) YEARS

PROJECT NAME	LOCATION	TYPE	BRIEF DESCRIPTION	CONSULTANT'S ROLE	CONTRACT		
					AWARD DATE	AMOUNT	DURATION

Attachments:

1. **Certificate of satisfactory completion issued by the client**

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STATEMENT ON CITIZENSHIP AND PROFESSIONAL REGISTRATION

Date of Issuance

Ma. Josefina G. Belmonte
Mayor
City of Quezon
Quezon City, Philippines

Attention : **The Chairperson**
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirement of the *(Name of the Procuring Entity)* Bids and Awards Committee for the bidding of the *(Name of the Project)*, I hereby certify that:

- ☐ I am *(Nationality)* citizen wishing to participate in the bidding.
- ☐ I have the technical and financial capabilities to satisfactorily render the required services.
- ☐ I possess the required professional license issued by the Professional Regulation Commission or other appropriate regulatory body *(name of other regulatory body)*.

Very truly yours,

Name of Authorized Representative
Position
Name of the Bidder