

APPENDIX A.

2.1 a(iii.7). Summary of All Contracts Enumerated/Listed in the Statement Submitted

Using the format below, provide a summary of the information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name	Country	Location within the Country	Name of Client	Address	Start Date (Month/Year)	Completion Date (Month/Year)	Name of Associated Consultants, if any:	Name of Senior Staff	Narrative Description of Project:	Description of Actual Services Provided by Your Staff	Professional Staff Provided by Your Firm (profiles)	No. Of Staff	No. of Staff-Months; Duration of Project	Approximate Value of Services (in Php)	No. of Months of Professional Staff Provided by Associated Consultants
1.															
2.															
3.															
4.															
5.															

Note: The data provided in this Form should be consistent with the Statement of all ongoing and completed government and private contracts as stated under 2.1a (iii).

APPENDIX B.

9.2a) Format of Curriculum Vitae (CV) for the Members of the Creative Team To Be Assigned To The Project

Proposed Position: i.e. **Photographer**

Name of Firm: _____

Name of the Creative Team Member: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of the Creative Team Member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by the Member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by the Creative Team Member since graduation, giving dates, names of employing organizations, titles of positions held, description of projects(to include location and area size (in hectares)). For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects and photos taken.)

Languages:

[For each language, indicate proficiency: excellent, good, fair, or 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 qualifications, and my experience.

In the event that (Name of Bidder) is awarded the contract for the (Name of the Project), I firmly commit to assume the post of (designation/position).

Date: _____

[Signature of Creative Team Member and authorized representative of the firm] Day/Month/Year

Full name of Creative Team Member: _____

Full name of authorized representative: _____

APPENDIX C.

9.2 b) Summary of Proposed Creative Team Members To Be Assigned To The Project

Using the format below, provide a summary of the information on each of your proposed professional staff.

Name	Date of birth	Educational Attainment	Profession	Membership in Professional Society	No. of Years with the Firm	Proposed Position in the Project	Task to be Performed in the Project	Relative Experience in Proposed Position/Task	Trainings Related to Proposed Position/Task
1.						Account Director/Manager			
2.						Creative/Art Director			
3.						Copywriter/Editor			
4.						Photographer			
5.									

Note: The data provided in this Form should be consistent with those in the Curriculum Vitae of the respective Key Personnel in 9.2a.