



Republic of the Philippines
Department of Education
Cordillera Administrative Region

REQUEST FOR QUOTATION

(RFQ No. 2025-07-440)

**PROJECT: REPAIR AND IMPROVEMENT OF DEPED-CAR REGIONAL
OFFICE BUILDING (COA OFFICE)**

INVITATION

July 28, 2025

To All Prospective Suppliers:

The DepED-CAR Regional Office through its Bids and Awards Committee (BAC), invites suppliers to quote for the PROJECT: **REPAIR AND IMPROVEMENT OF DEPED-CAR REGIONAL OFFICE BUILDING (COA OFFICE)**.

This RFQ is composed of one (1) lot and shall be awarded as one project. The quotations should be *inclusive* of tax. The total approved Budget for the project is *Seven Hundred Fifty Seven Thousand Four Hundred Fifty Nine Pesos and 06/100 Only* (Php 757,459.06). *Completion of the works, as indicated in the Program of Works (POW), is required within one hundred twenty (120) Calendar days after seven (7) calendar days from the receipt of the NTP.*

Submission of the original quotation with the eligibility requirements duly signed by the owner/proprietor or his/her authorized representative should be made in a sealed envelope on or before **9:00 AM of August 7, 2025**. Submission should be through courier or hand-delivery to the address below:

RONALD B. CASTILLO, CESO V

BAC Chairperson

Procurement Unit Office (BAC Secretariat Office)

DepED-CAR Regional Office, Wangal, La Trinidad, Benguet

For inquiries, kindly contact any of the BAC Secretariat: Atty. Edward, Randolph Flyn, or Edralyn at DepED-CAR RO, Wangal, La Trinidad, Benguet with telephone number (074) 422-1318 / mobile number 0920-793-0509, and email address car.procurement@deped.gov.ph. Upon receipt of the quotation/s on the submission deadline, the BAC shall open the quotations.

Very truly yours,

RONALD B. CASTILLO, CESO V
BAC Chairperson



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera <https://depedcar.p>

Doc. Ref. Code	RO-ASD-F055	Rev	00
Effectivity	01/10/2024	Page	1 of 1

I. QUOTATION FORM
(RFQ No. 2025-07-440)
PROJECT: REPAIR AND IMPROVEMENT OF DEPED-CAR REGIONAL OFFICE BUILDING (COA OFFICE)

Approved Budget for the Contract: Php 757,459.06

BILL OF QUANTITIES

Office	DepEd-CAR Regional Office	Date	JUNE, 2025				
Region	Cordillera Administrative Region	Budget Allocation					
Division	Regional Office	Engineering and Administrative Overhead					
Plan No.	-	Approved Budget for the Contract					
Project Title		Completion Period	120 CD				
REPAIR OF THE COA OFFICE		Minimum Required Manpower					
		1-Project Engineer	1-Skilled Painter	1-Electrician	1-Skilled Tinsmith		
		1-Safety Officer	1-Skilled Tile Setter	1-Skilled Mason	1-Skilled Plumber		
		1-General Foreman	5-Helpers/ Laborer	1-Skilled Welder			
		Minimum Required Equipment					
Location	Truck		H-frame & Scaffoldings	Jack Hammer Drill	Plate Compactor		
DepEd CAR Compound, Wengal, La Trinidad, Benguet							
Assorted Power Hand tools (Electric Hand drill, Grinder, etc)							
Item No.	Description	% of Total	Unit	Quantity	Total Cost	Adjusted Unit Cost	Adjusted Total Cost
B. General Requirements							
B.1	Fire Safety Inspection Certificate (FSIC)		lot	1.00			
SPL 1	Project Billboard (8' x 8' Tarpulin)		each	1.00			
SPL 2	Construction Safety and Health		month	4.00			
C. Mobilization and Demobilization							
C.1	Mobilization and Demobilization		Ls	1.00			
1 Earthworks							
1 (a)	Clearing and Grubbing		sq.m	47.79			
1 (b)	Structural Excavation		cu.m	6.78			
1 (c)	Backfilling of Excavated Materials		cu.m	4.02			
1 (d)	Gravel Bedding G-1		cu.m	0.65			
Termite Control Works							
1 of							

Item No.	Description	% of Total	Unit	Quantity	Direct Cost		Adjusted Unit Cost	Adjusted Total Cost
					Total Cost	Unit Cost		
1 (f)	Soil Poisoning		L	30.42				
2	Concreting Works							
2(a)	Structural Concrete (Footling, Grade Beam, Column, Slab and Canal)		cu m	2.43				
3	Rebar Works							
3(a)	Reinforcing Steel bar, Grade 40		kg	1261.97				
4	Form Works							
4(a)	Installation and Removal of Formworks		sq.m	10.22				
5	Masonry Works							
5 (a)	Demolition of Masonry Wall		sq.m.	9.66				
5 (b)	Masonry (100mm CHB)		sq.m.	19.96				
5 (c)	Plain Cement Plaster Finish		sq.m.	35.64				
6	Fabricated Materials and Hardware							
6 (a)	Removal of Window with Jamb		sq.m	1.12				
6 (b)	Sliding Analoc Window with 1/4" Ink Clear Glass		sq.m	0.99				
7	Steel Works							
7(a)	Hot-Dipped Galva Steel Gratings		lot	1.00				
7(b)	Roof Beam and Framing		kgs	443.63				
8	Roofing Works							
8(a)	Pre - painted Metal Sheets (Corrugated, Short Span/ Long Span, below 0.427 BMT/ above 0.427 BMT		sq.m	5.80				
9	Ceiling and Carpentry Works							
9(a)	Woodgrained PVC Ceiling		sq.m	9.00				
9(b)	Lavatory Counter Cabinets		sq.m	2.96				
10	Electrical Works							
10(a)	Conduit, Boxes & Fittings		Ls	1.00				
10(b)	Wires and Wiring Devices		Ls	1.00				
10(c)	Lighting Fixtures		Ls	1.00				
10(d)	Cicuit Protection, Panel Board		Ls	1.00				
11	Plumbing Works							
11(a)	Waterline Works		Ls	1.00				
12	Sanitary Works							
12(a)	Sewer Line Works		Ls	1.00				
12(b)	Sanitary and Plumbing Fixtures		Ls	1.00				

Item No.	Description	% of Total	Unit	Quantity	Direct Cost		Adjusted Unit Cost	Adjusted Total Cost
					Total Cost	Unit Cost		
13	Painting Works							
13 (a)	Masonry Painting		sq.m.	37.32				
14	Tile Works							
14(a)	Removal of Existing Tiles (including chipping works)		sq.m	23.74				
14(b)	30cm x 30cm Non Skid Vitrified Floor Tiles		sq.m	9.38				
14(c)	30cm x 60cm Glazed Wall Tiles		sq.m	14.36				
14(d)	Granite Tiles 60cm x 120cm (Polished)		sq.m	2.59				
15.0000	Waterproofing							
15 (a)	Waterproofing Cement Base		sq.m	28.00				
							Total Construction Cost	

Prepared by:

Contractor or Authorized Representative
Printed name and signature

Item No.	DESCRIPTION	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT (5%)	TOTAL INDIRECT COST	ADJUSTED TOTAL COST	ADJUSTED UNIT COST
					OCM	PROFIT	%	VALUE				
8	Roofing Works											
8(a)	Pre - painted Metal Sheets (Corrugated, Short Span/ Long Span, below 0.427 BMT/ above 0.427 BMT	5.80	sq.m									
9	Ceiling AND Carpentry Works											
9(a)	Woodgrained PVC Ceiling	9.00	sq.m									
9(b)	Lavatory Counter Cabinets	2.98	sq.m									
10	Electrical Works											
10(a)	Conduit, Boxes & Fittings	1.00	Ls									
10(b)	Wires and Wiring Devices	1.00	Ls									
10(c)	Lighting Fixtures	1.00	Ls									
10(d)	Circuit Protection, Panel Board	1.00	Ls									
11	Plumbing Works											
11(a)	Waterline Works	1.00	Ls									
12	Sanitary Works											
12(a)	Sewer Line Works	1.00	Ls									
12(b)	Sanitary and Plumbing Fixtures	1.00	Ls									
13	Painting Works											
13(a)	Masonry Painting	37.32	sq.m.									
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14(a)	Removal of Existing Tiles (including chipping works)	23.74	sq.m									
14(b)	30cm x 30cm Non Skid Vitrified Floor Tiles	9.38	sq.m									
14(c)	30cm x 60cm Glazed Wall Tiles	14.36	sq.m									
14(d)	19mm Quartz	2.59	sq.m									
15.0000	Waterproofing											
15 (a)	Waterproofing Cement Base	28.00	sq.m									
	TOTAL CONSTRUCTION COST											

NOTE: See attached Annex A for Summary of Materials (Technical specifications, Annex B for drawings, Annex C for Key Personnel required, Annex D for Minimum major equipment required

Respectfully returned to the Chairman of the BAC, DepEd-CAR RO, with prices (inclusive of tax) herein quoted. All requirements/terms/conditions specified by that Office in this RFQ (Section I and Section II) are hereby accepted.

 Name of Business and Signature of Supplier
 Contact No. _____

II. TERMS AND CONDITIONS

(RFQ No. 2025-07-440)

**PROJECT: REPAIR AND IMPROVEMENT OF DEPED-CAR
REGIONAL OFFICE BUILDING (COA OFFICE)**

A. Submission of Quotations

The Requests for Quotation documents can be emailed upon request. Copies are also available at the Procurement Unit of the DepEd-CAR Regional Office from Mondays to Fridays, from 8:00 AM to 5:00 PM.

Quotations and other requirements stated below should be submitted **on or before 9:00 AM of August 7, 2025**, at DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet.

B. Documentary Requirements

The supplier should submit the following:

B.1 Duly accomplished and signed **Request for Quotation (RFQ)** of **Sections I and II**, and **its attachments**:

B.1.1. Duly Accomplished and Signed **Program of Work and Bill of Quantities** (see *section I*)

B.1.2. Duly Accomplished and Signed **Detailed Estimates/Detailed Unit Price Analysis (DUPA)** (see Annex E) and **Summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals**

B.1.3. **Functional Organizational chart** for the contract to be bid (see Annex F)

B.1.4. Duly accomplished and Signed **List of the contractor's key personnel on Key Personnel** (e.g. Project Engineers, Foreman, etc.), to be assigned to the contract to be bid, with an attachment of their Biodata/resume (see Annex G)

B.1.5. Duly Accomplished and Signed **List of Equipment, Owned or Lease and/or Under Purchase Agreement, Pledged to the Proposed Contract** (see Annex H)

B.1.6. *To be included in the Technical Documents is a Site Inspection Certificate signed by the **DepEd-CAR Regional Engineer or their authorized representative**. Site Inspection Certificate is to be accompanied by a picture of either the **project engineer or owner** if he or she is a **technical person or any technical employee (Civil or***

Architect) of the construction firm with the DepEd-CAR Regional Engineer or their authorized representative with the site as background. Absence of the above-mentioned document shall be a ground for DISQUALIFICATION of the Bid. (see Annex I)

B.2 Eligibility Requirements:

B.2.1. Certificate of Valid PhilGEPS Registration - Platinum Membership (all pages)

B.2.2 Latest Income/Business Tax Return

B.2.3 Notarized Revised Omnibus Sworn Statement

B.3 The Lowest Calculated Responsive Bidder (LCRB) shall submit the following documents after issuance of a Notice of Award (NOA):

B.3.1 Performance Security Bond;

B.3.2 Certificate of Construction Safety and Health Program (CSHP) approved by DOLE;

B.3.3 Construction Methods;

B.3.4 Construction Schedule in the form of PERT or CPM Diagram;

B.3.5 Bar Chart / S-Curve;

B.3.6 Manpower Utilization Schedule;

B.3.7 Equipment Utilization Schedule; and

B.3.8 Updated POW and DUPA reflecting the discount offered (if applicable)

(RFQ No. 2025-07-440)

**PROJECT: REPAIR AND IMPROVEMENT OF DEPED-CAR
REGIONAL OFFICE BUILDING (COA OFFICE)**

C. Bid Evaluation and Post Qualification

A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances

A notice to the Single/Lowest Calculated Bidder shall be issued after determining the Single/Lowest Calculated Bidder. **During the Post Qualification (Site Inspection), the LCB shall present the following:**

- a. All licenses, permits, and other documents submitted, such as SEC registration, DTI business name registration, Mayor's permit, TIN, audited financial statements, etc.

NOTE: Failure to submit/present any of the post-qualification requirements on time, or finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

D. Award/Contract

1. DepEd-CAR RO shall award the Notice of Award and Purchase Order/Contract to the supplier whose offer is determined to be the lowest calculated and responsive quotation.
2. The quotation of the supplier and his acceptance of the Notice of Award and Purchase Order/Contract shall constitute a binding contract between DepEd-CAR RO and the Supplier.

E. Delivery and Inspection

Completion of the project shall be one hundred twenty (120) calendar days, seven (7) days after the receipt of the Notice to Proceed. The Project shall be subject to inspection and acceptance by the DepED CAR Regional Office Inspection Team and the End User.

F. Liquidated Damages - Under Section 68 of the 2016 Revised IRR of RA 9184.

All contracts executed in accordance with the Act and this IRR shall contain a provision on liquidated damages which shall be payable by the contractor in case of breach thereof. For the procurement of Goods, Infrastructure Projects and Consulting Services, the amount of the liquidated damages shall be at least equal to one-tenth of one

percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

G. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier upon completion of services per Contractual agreement/Purchase Order, Certificate of Acceptance provided by the End-user, and submission of the needed documents.

G. DepEd-CAR RO reserves the right to accept or reject any quotation, to annul or cancel the process, and to reject all quotations at any time prior to the award of the Purchase Order/Contract, without thereby incurring any liability to the affected Supplier(s). It has no responsibility whatsoever to compensate the supplier for any expense incurred in the preparation of the quotation nor does it have any obligation to inform the affected Supplier(s) of the reasons for its decision.

I hereby concur/certified to comply with the above terms/conditions/specifications:

_____	_____	_____
Name of supplier	Signature Over Printed Name of Representative	Date

SUMMARY OF MATERIALS

(Technical Specifications)

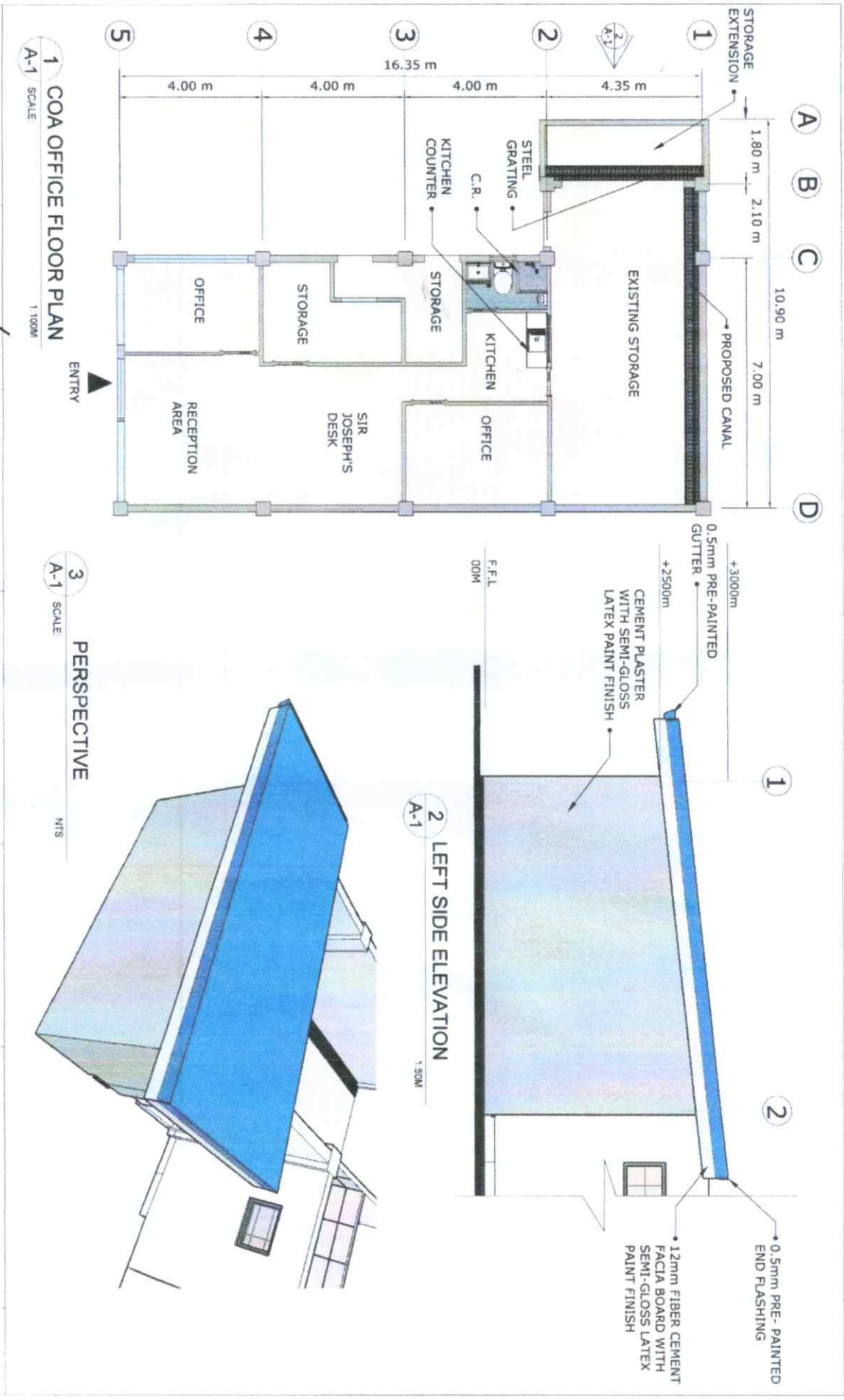
Project: REPAIR OF THE COA OFFICE

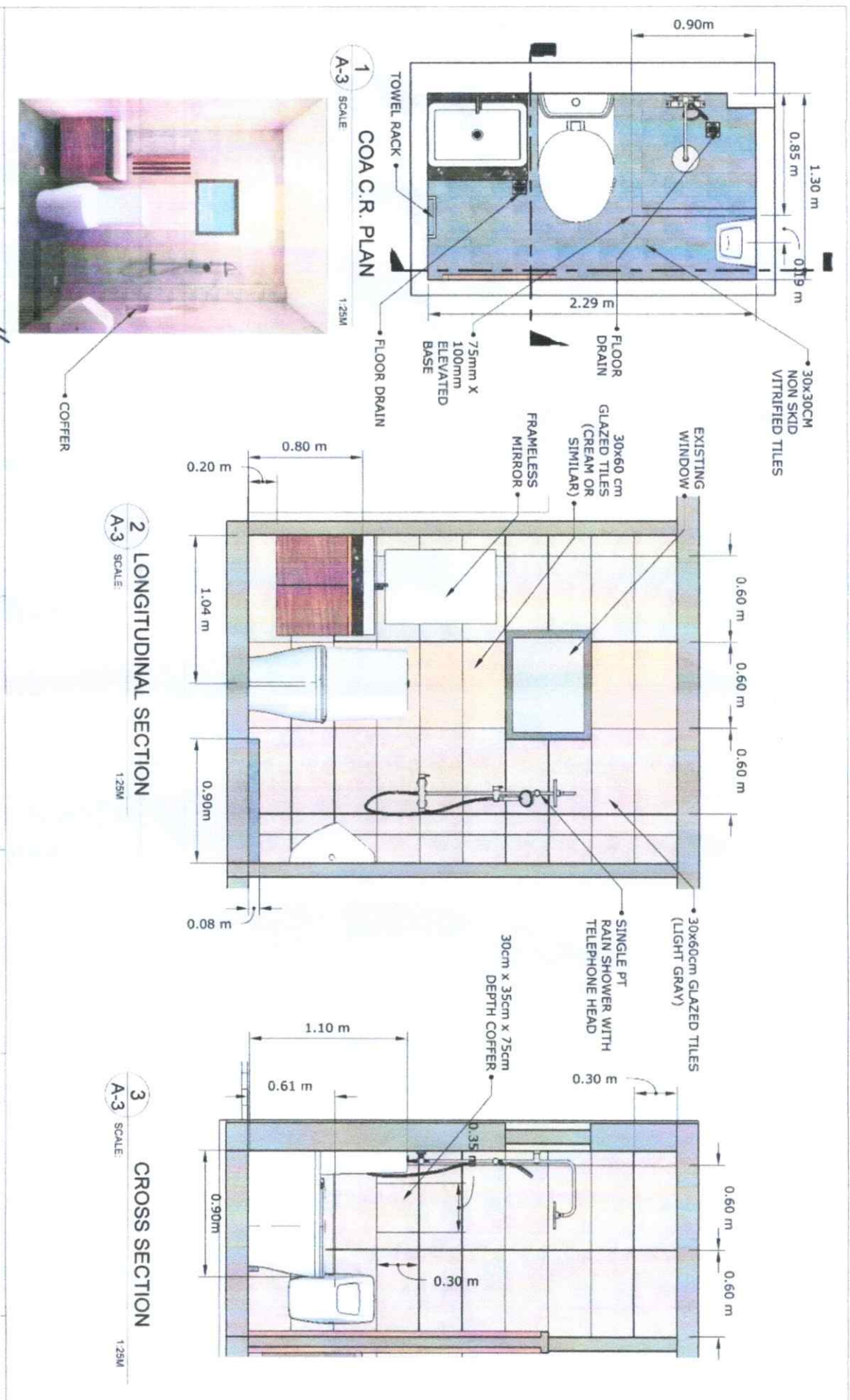
Location: DepED CAR Regional Office, Wangal La Trinidad, Benguet

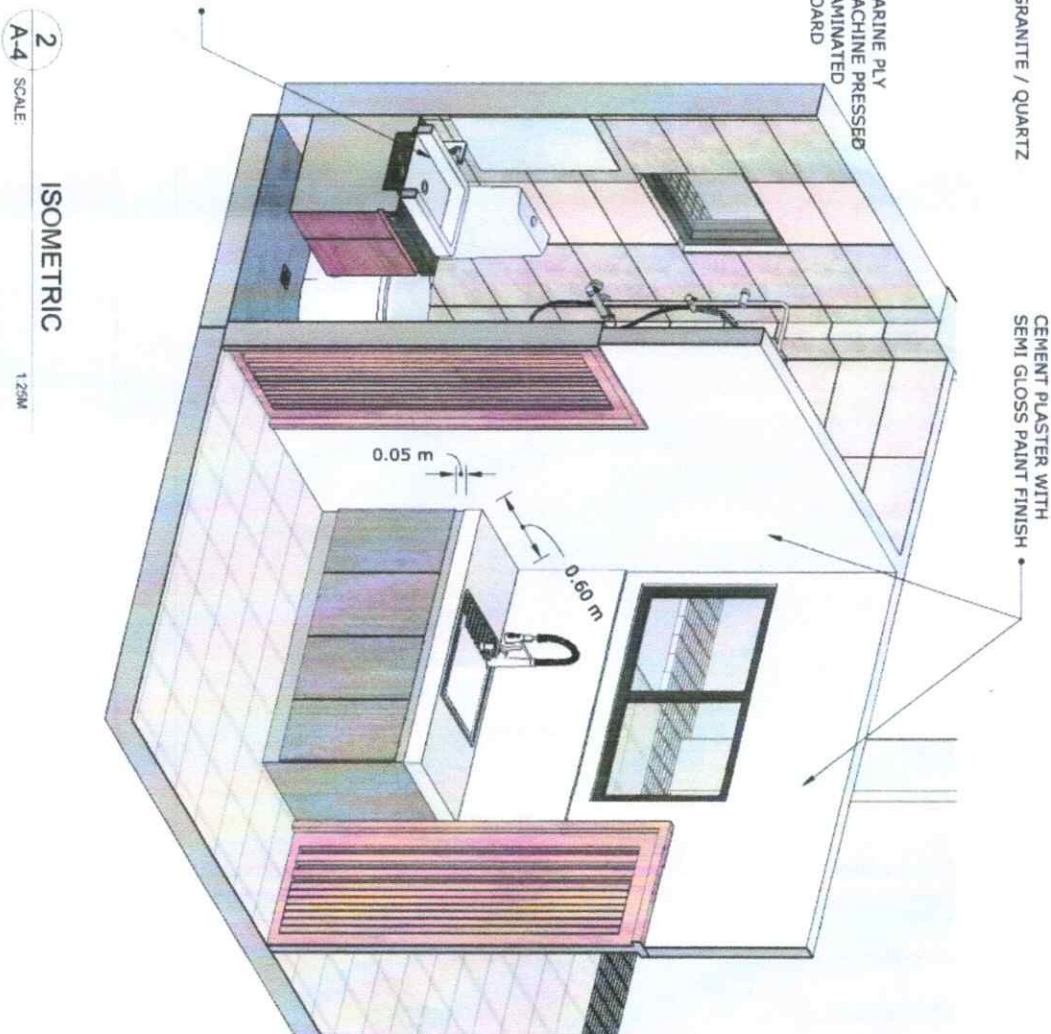
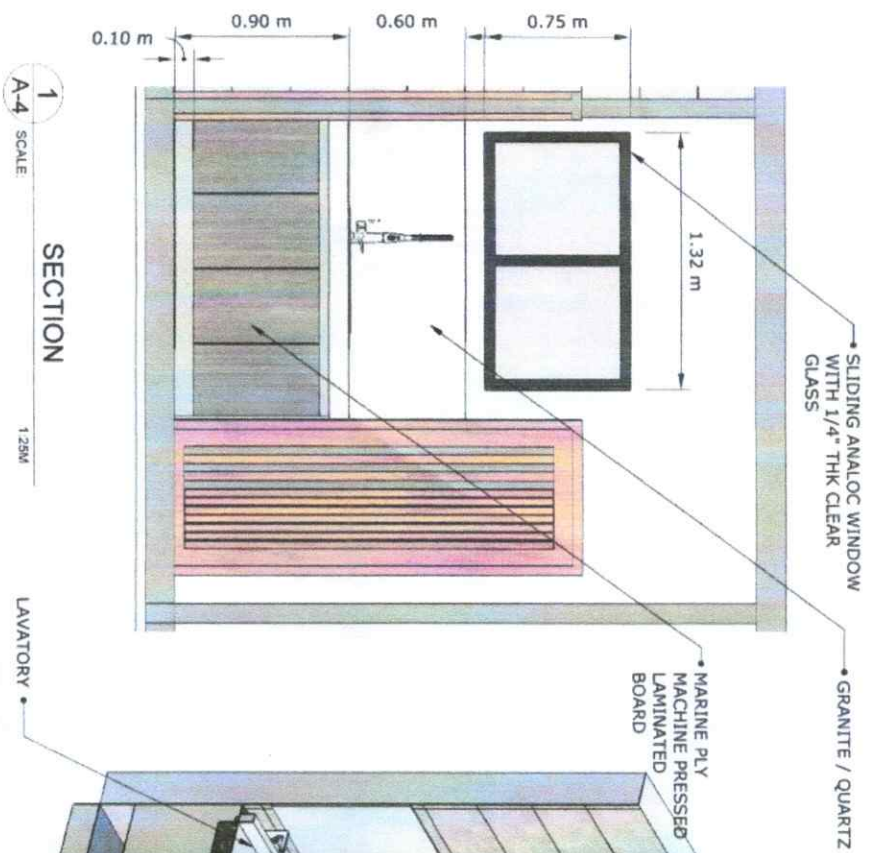
ITEM/ MATERIAL	TECHNICAL SPECIFICATION
Other General Requirements	
Project Billboard	8' x 8' Tarpaulin, 1 set with wood framing
Safety and Health	
Safety Harness	complying to ANSI/ASSP Z359.11-2021 Safety Requirements For Full Body Harnesses
Earthworks	
Gravel	G-1
Soil Poisoning	synthetic pyrethroid like alphacypermethrin, or fipronil
Concreting	
Cement	Portland, PNS7:2005
Gravel	crushed, max size shall not be larger than 1/5 of the narrowest dimension b/n sides of the forms nor larger than 20mm (3/4") of the max clear spacing b/n reinforcing bars, & in no case larger than 38mm (1-1/2").
Sand	clean riversand, free from organic & other deleterious matter
Fabricated Materials & Carpentry Works	
Sliding Window	1.32m x 0.75m in analoc framing with 1/4" thick clear glass, complete with accessories
PVC ceiling panel	250mm width x 8mm thick laminated PVC Panel
lumber	kiln dried
marine plywood	3/4" machine pressed laminated
edgeband	
cabinet hinges	hydraulic concealed
Masonry Works	
6" CHB	non-load bearing
Steel Works	
structural steel (C-purlins, C-channel)	PNS26:199, standard sizes as per specified, primer painted.
steel grating	hot-dipped galva steel (30cmx100cmx3mm)
Formworks	
Plywood	1/4" thk., PNS 196:2000
Lumber	coco lumber
Reinforcing Steel Bars	
rebars	steel bars, PNS 49:2000, grade 40
tie wires	GI gauge 16
Roofing	
long span roofing	GI corrugated, pre-painted, 1220mm x 0.5mm BMT
ridge roll	GI preformed, pre-painted, 0.5mm BMT
flashing	pre-painted, 0.4m thk
gutter	pre-painted, 0.4m thk

Electrical	
electrical conduit	uPVC, 25mmØ
boxes	4x4" GI junction box & 2x4" GI utility box
electrical wires	3.5mm ² THHN wire, stranded, red & black
	8.0mm ² THHN wire, stranded for main
switches	2-gang in 1-switch plate (10A, 230V)
	3-gang in 1-switch plate (10A, 230V)
exhaust fan	ceiling mounted, duct, 12", 38W w/ 304 S/S exhaust hood ventilation, vent exhaust cap range pipe external air outlet, exhaust cover & w/aluminum flexible duct hose vent
convenience outlet	duplex, grounding type, 20A, 250V
panel lights	1 pc-LED high powered 12W square, color temperature daylight lumen 4000 voltage 220-240. Dimension: 165 x165 x12 mm. Life hours: 2000
	10 pcs- 48W LED Panel Light (120x30cm), AC 180-265V 50/60Hz 6500K ,Surface Mounted, Slim Type
panel box	4 Holes Centermain Bolt-on PANEL BOX, 1- 40A Circuit Breaker, 1-30A Circuit Breaker, 3-20A Circuit Breaker
Plumbing & Sanitary	
waterlines	PN20 PP-R pipes, elbows tee, plug & coupling
gatevalve	PP-R 1/2"Ø
sanitary lines	series 1000 PVC pipes & fittings (all coonections shall be solvent-cement joined)
water closet	1.6gpf complete with accessories (includes bidet) & with flange
urinal	0.8gpf
lavatory-1	Rectangular Vessel Type Sink, 24" - Modern Style White, Complete with Accessories
lavatory-2	S.S. Sink with Strainer and P-Trap, with SS gooseneck lavatory faucet
floor drain cover	SS 4x4"
towel rack & tissue holder	SS wall mounted
mirror	±500x800mm Frameless Mirror
Painting Works	
Red Oxide Primer	for metal / steel surface
Latex Paints	flat & semi-gloss with acri color for neutralized & puttied masonry wall
Tile Works	
floor tiles	30cm x 30cm non-skid vitrified floor tiles
wall tiles	30cm x 60cm glazed wall tiles
counter tops	granite tiles, polished
waterproofing	cement-based

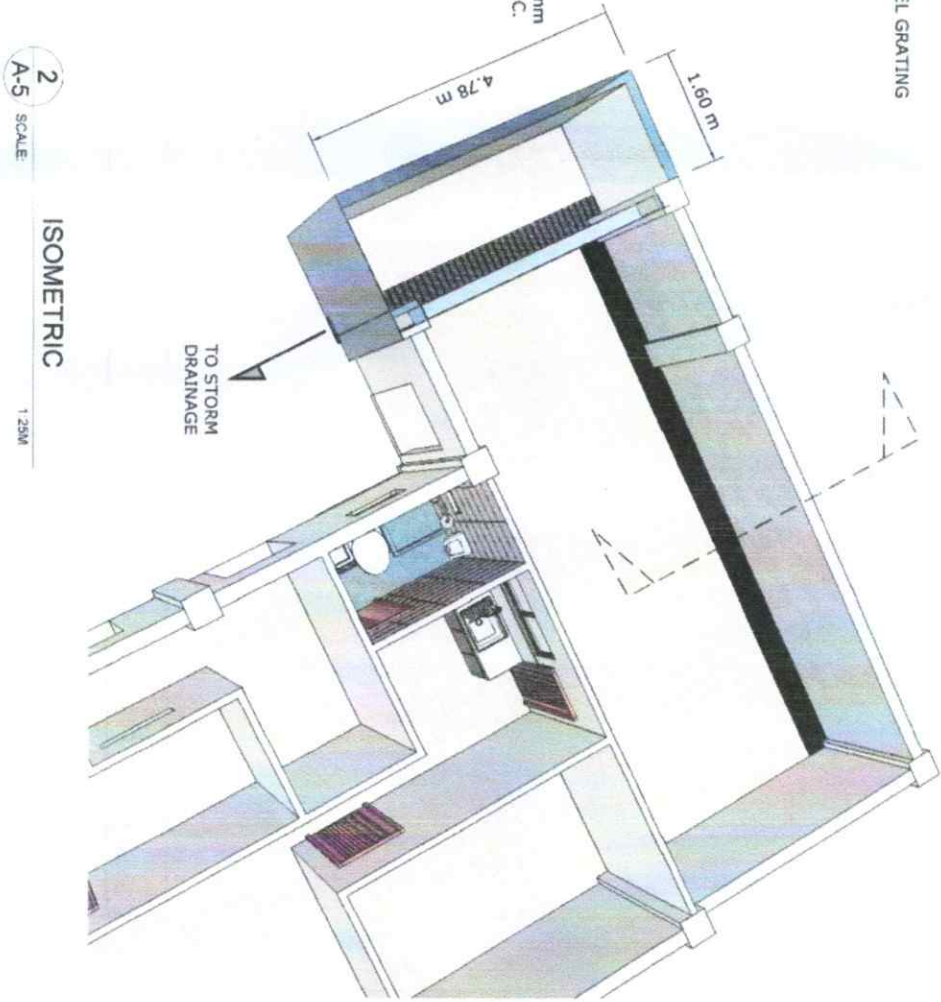
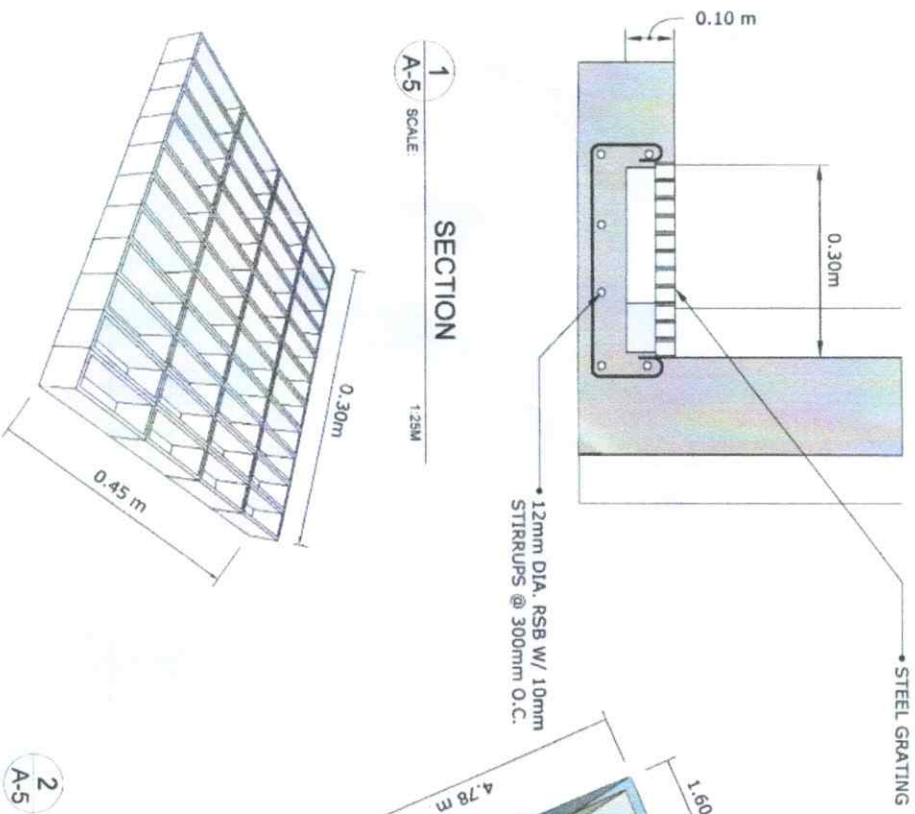
Note: All materials must be checked and approved by procuring entity before installation

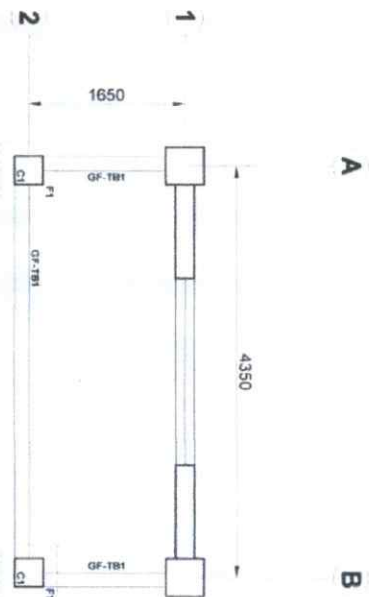






NOTE: ADDITIONAL STORM CANAL
AT PAYROLL OFFICE





GROUND FLOOR FOUNDATION PLAN

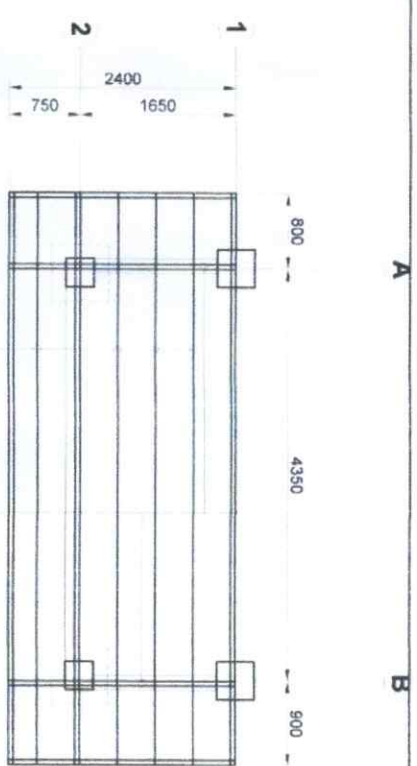
FOOTING SCHEDULE					
SECTION	FOOTING DIMENSION (mm)	NO. OF REIN.	BAR SIZE	NO. OF PCS	REMARKS
F1	600 x 500	300	16MM	8-PCS	FOOTING REIN.

MIN. DEPTH OF FOOTING EXCAVATION FROM GRADE LINE IS RECOMMENDED AT 1.50M

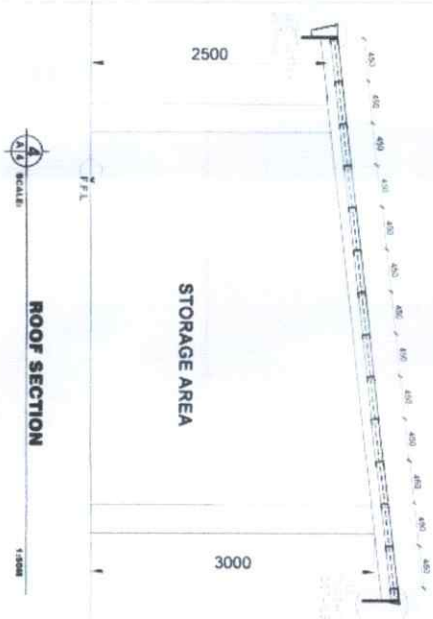
COLUMN SCHEDULE					
SECTION	COLUMN DIMENSION (mm)	NO. OF REIN.	BAR SIZE	NO. OF PCS	REMARKS
C1	300 x 300	16MM	8-PCS	8-PCS	FOUNDATION TO ROOF

LATERAL TIES SPACING: 400mm @ 500mm max. at 150mm O.C.

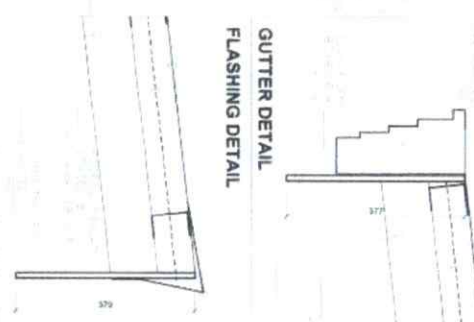
FOOTING AND COLUMN SCHEDULE



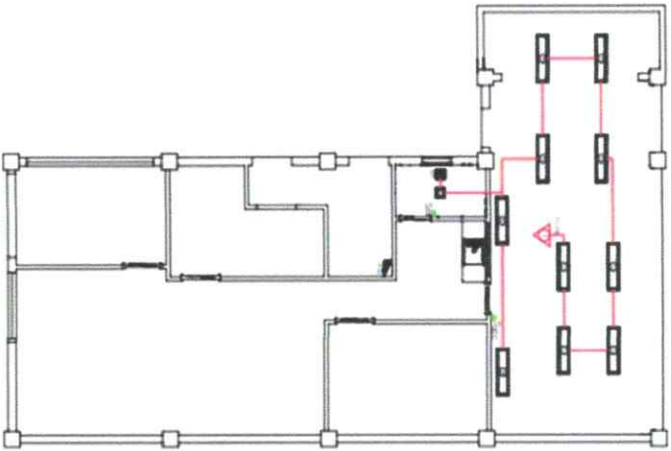
ROOF FRAMING PLAN



ROOF SECTION

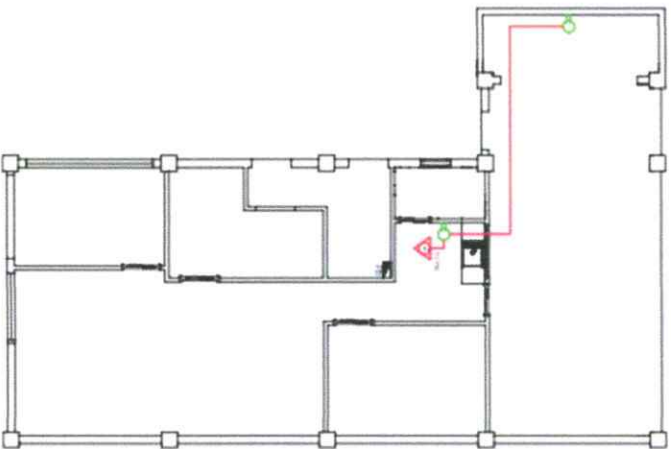


GUTTER DETAIL
FLASHING DETAIL



1
E 1

GROUND FLOOR LIGHTING LAYOUT



1
E 2

GROUND FLOOR POWER LAYOUT

The key personnel must meet the required minimum years of experience

Personnel	Min. No.	Job Description	Work Experience Required
Site/Construction Supervisor (Project Engineer/Architect)	1	Full time from initiation of site mobilization activities up to final acceptance of the works	Duly licensed to practice their respective professions, with at least one (1) year-experience in their fields of specialization with the same Scope of Work
General Foreman	1	Full time	with at least 3 years of experience with the Same Scope of Work
Safety Officer	1	Full time	Accredited Safety Officer which had a Certificate of Construction Occupational Safety and Health (COSH) Training form the DOLE accredited Training Agencies or Organization with at least 1 Year Experience
Mason	1	As needed in the Site	1 similar project
Steelman	1	As needed in the Site	1 similar project
Welder	1	As needed in the Site	1 similar project
Tinsmith	1	As needed in the Site	1 similar project
Plumber	1	As needed in the Site	1 similar project
Electrician	1	As needed in the Site	1 similar project
Painter	1	As needed in the Site	1 similar project
Laborers	5	Full time	Of Legal Age, at least 18 years old.

The minimum major equipment requirements

EQUIPMENT	DESCRIPTION	NUMBER OF UNITS
Dump Truck	3-5 cum. carrying capacity	1 unit
One-bagger cement mixer	One Bagger	1 unit
Scaffoldings	Sched. 20 G.I Pipes with brackets / H-Frames	20 sets
Power Tools	Jack hammer Drill	1 unit
	Grinder (manual/ electric)	1 unit
	Cut-off Machine/Bar Cutter (manual/ electric)	1 unit
	Welding machine	1 unit
	Hand Drill	1 unit

DETAILED UNIT PRICE ANALYSIS

Project :

Location: DepEd CAR Compound, Wangal, La Trinidad, Benguet

Item: _____

Description: _____

Quantity: _____

Output: _____

Unit: _____

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
Sub-Total (Labor)				Php	-
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)				Php	-
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
Sub-Total (Materials)				Php	-
D.	Direct Cost (A+B+C)			Php	-
E.	Overhead,Contingencies and Miscellaneous (OCM)			% of D.	-
F.	Contractor's Profit			% of D.	-
G.	Value Added Tax (VAT)			% of (D+E+F)	-
H.	Adjusted Total Cost (D+E+F+G)			Php	-
I.	Adjusted Unit Cost (H/Quantity)			Php	

Prepared by:

Contractor or Authorized Representative
Printed name and signature

BIDDER's Construction Firm Organizational Structure for the Contract

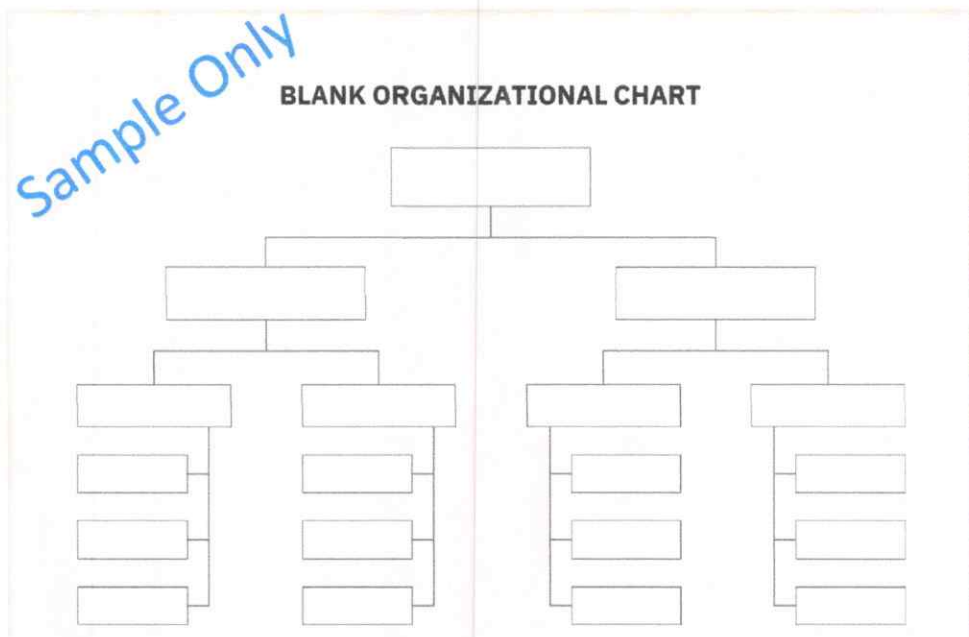
Submit a Copy of the Organizational Chart that the Bidder intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Key Personnel required as stated in the Bid Data Sheet.

Attach the Proposed Functional Organizational Structure for the Contract as stated above.

Certified by: _____
(Printed Name & Signature of Authorized Representative)

Designation: _____

Date: _____



LIST OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT:

Business Name : _____
Business Address : _____

Key Personnel Position				
1. Name				
2. Address				
3. Date of Birth				
4. Employed Since				
5. Relevant Experience (a) Description (b) Number of years				
6. Previous Employment				
7. Education				
8. PRC License/ Accreditation from DOLE-OHSC (<i>for the Health and Safety Officer</i>)				
9. Cost of Biggest Project Handled				
10. Years of Experience in the Proposed Position				

Note: This List must be supported by individual Resume/Biodata of all personnel (except for Laborers/Helpers, provided they have a valid ID during the project implementation) and photocopy of PRC Licenses/National Certificate of the Employees.

Certified by: _____
(Printed Name & Signature of Authorized Representative)
Designation: _____
Date: _____

KEY PERSONNEL (FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full- time field staff for the project. Fill up a form for each person.

- Project Engineer
- Technical Employee/ Skilled Workers

1. Name: _____
2. Date of Birth: _____
3. Nationality: _____
4. Education and Degree/s: _____
5. Specialty: _____
6. Registration (as applicable: _____

7. Length of Service with the Firm (Inclusive Dates):
FROM: _____(Month, Day, Year) TO _____(Month, Day, Year)

8. Years of Experience:

This should cover the required years of relevant experience as required by the project. (Attach as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name of the Project:

2. Name and Address of Owner:

3. Indicate the Features of Project (scope of work of the project):

4. Contract Amount Expressed in Philippine Currency:

5. Position/ Designation:

6. Assignment Period (state inclusive dates):

FROM: _____(Month, Day, Year) TO _____(Month, Day, Year)

Name and Signature of Employee

It is hereby certified that the above personnel will be assigned to this project, if the contract is awarded to our company.

(Signature Over Printed Name of the Authorized Representative)

LIST OF EQUIPMENT, OWNED OR LEASED AND/OR UNDER PURCHASE AGREEMENT, PLEDGED TO THE PROPOSED CONTRACT

BIDDER'S NAME :
OFFICE ADDRESS :

Description	Model/Year	Capacity/ Performance/ Size	Plate No.	Motor No./ Body No.	Location	Conditio n	Proof of Ownership / Lease/ Purchase
A. Owned							
I.							
II.							
III.							
IV.							
V.							

B. Leased							
I.							
II.							
III.							
IV.							
V.							

C. Under Purchase Agreement							
I.							
II.							
III.							
IV.							
V.							

Note: This List must be supported by proof of ownership, lease and/or purchase agreement. For lease and purchase agreement, proof of ownership from the lessor or certification of availability of equipment from the vendor for the duration of the project.

Certified by: _____
(Printed Name & Signature of Authorized Representative)
Designation: _____
Date: _____



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet

Site Inspection Certificate

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that _____ of
_____ appeared for site inspection in relation to the
**REPAIR AND IMPROVEMENT OF DEPED-CAR REGIONAL OFFICE BUILDING
(COA OFFICE).**

Issued this _____ day of _____, 2025.

signature over printed name
Position: _____
Date: _____