



TECHNICAL SUPPORT OFFICE

Unit 2506 Raffles Corporate Center,
F. Ortigas Jr. Road, Ortigas Center,
Pasig City, Philippines 1605

NPM No. 06-2008

27 May 2008

HON. MELQUIADES A. ROBLES

Administrator

LIGHT RAIL TRANSIT AUTHORITY

Administration Building, LRTA Compound
Aurora Boulevard, Pasay City

Dear Sir:

In letter dated 18 April 2008, the Light Rail Transit Authority (LRTA) requests for confirmation of its position that a foreign bidder eligible to bid under Item 4.2 of the GUIDELINES IN THE DETERMINATION OF ELIGIBILITY OF FOREIGN SUPPLIERS, CONTRACTORS AND CONSULTANTS TO PARTICIPATE IN GOVERNMENT PROCUREMENT PROJECTS¹ (or the Guidelines) is not required to secure a license from the Philippines Construction Accreditation Board (PCAB).

As a background, your letter stated that the LRTA is conducting a re-bidding for the Electromechanical Works Contract Package for the LRT Line 1 North Extension Projects. Said works comprise of the following major sub-systems: (i) signaling, (ii) telecommunications, (iii) Automated Fare Collection System, and iv) trackworks. However, since it has been determined by the LRTA that no local contractor adequately possesses the technical expertise to do the entire contract package, LRTA posits that foreign contractors may be invited to join the bidding citing Item 4.2 of the Guidelines, which states:

- 4.2 In the procurement of infrastructure projects, foreign contractors may be eligible to participate in the bidding if they form a joint venture with local contractors; provided that their interest in or ownership of the joint venture shall not exceed twenty-five percent (25%). **However, where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity which meets the seventy-five percent (75%) under Section 23.11.2 of the IRR-A, they may be eligible to participate in the bidding.** (emphasis supplied)

It is the contention of your office that since only foreign contractors are deemed eligible to participate in accordance with the Guidelines, it would be incongruous to

¹ Government Procurement Policy Board Resolution No. 018-2005, published in the Official Gazette last 27 March 2005.

require from them the submission of a PCAB license as PCAB only grants licenses to local contractors for projects which are locally-funded.

Please note that your concern was raised during the 4th Regular Meeting of the GPPB held last 29 April 2008. It was suggested that it may be appropriate for LRTA to first determine the primary purpose of the contract. Accordingly, if LRTA determines that the said project treated in its entirety is, in fact, a procurement of goods, then the submission of a PCAB license would no longer be necessary as the same is only required for the procurement of infrastructure projects.


For your guidance, please note Section 5(p) of the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (RA 9184) which specifically states that –

“p) **Procurement.** Refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., goods, infrastructure projects, or consulting services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 8974 and other applicable laws, rules and regulations.” (emphasis supplied)

Finally, it must be underscored, however, that the determination of the nature of a procurement activity ultimately falls within the discretion of the procuring entity, appropriately guided by the provisions of RA 9184 and IRR-A. Keeping this in mind, your office is still in the best position to determine the primary purpose of your procurement activity.

We trust that this clarifies matters.

Very truly yours,

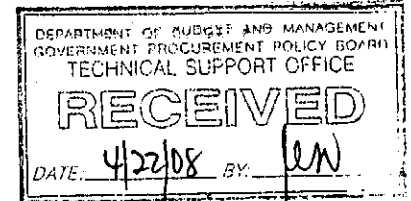

RUBY U. ALVAREZ
Executive Director III



LIGHT
RAIL
TRANSIT
AUTHORITY

18 April 2008

GOVERNMENT PROCURMENT POLICY BOARD (GPPB)
Unit 2506, Raffles Corporate Center, Ortigas center
Pasig city



Attention: **Atty. RUBY U. ALVAREZ**
Executive Director

Dear Madam:

The Light Rail Transit Authority (LRTA) is presently in the process of re-bidding the Electromechanical Works contract package for the LRT Line 1 North Extension Project. Among the major sub-systems comprising the said package are the following:

- 1) Signaling;
- 2) Telecommunications;
- 3) Automated Fare Collection System (AFCS); and
- 4) Trackworks

The scope work for each sub-system includes Design, Manufacturing, Supply, Installation, Testing and Commissioning. The said contract package involves techniques and/or technologies which are not adequately possessed by Filipino contractors.

Section 23.11.2 of the IRR-A of RA 9184 mentions Joint Ventures (JV) with 75% Filipino interest and 25% maximum foreign interest as among those that may be eligible to bid. Sections 23.6. h) and 23.11.2.2 require said Joint Ventures to have valid PCAB license as such JV.

The problem arises when the said JV applies for a PCAB license. Among the requirements to be submitted is the PCAB license of the foreign JV partner/member. This of course is impossible because a foreign contractor cannot be issued a PCAB license for a project that is fully domestically funded¹. Consequently, the said JV will in the end not be able to secure a JV PCAB license. Photocopies of the Application for Special License for a JOINT

¹ The Application for Special License of Joint Venture requires the submission of, among others, the Special License of the foreign constructor partner (No. 6). The Application for Special License of Foreign Contractor requires, among others, the submission of the following:

"Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA# 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any (PCAB Form 704)

VENTURE and Application for a Special License for a Foreign Contractor are hereto attached.

Thus, for the above contract package, no Joint Venture with foreign interest will be eligible to participate. The Filipino contractors intending to bid for the foregoing contract package will have to subcontract with a foreign company that has the technique and/or technologies required. This necessarily increases the contract price as subcontractors put premium on their participation. Also, since the foreign companies are not JV members they are not subject to the "joint and several liability" requirements compelling the local contractor to carry solely the high cost of the safety-related liability insurance coverage on work that is executed by a third party. In fact, the increase would be so dramatic that local contractors indicated their unwillingness to bid if the ABCs are not accordingly adjusted.

Faced with this predicament, LRTA finds refuge in the following provision of the Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects, Appendix J of the IRR-A of RA 9184, which states:

4.2 In the procurement of infrastructure projects, foreign contractors may be eligible to participate in the bidding if they form a joint venture with local contractors; provided that their interest in or ownership of the joint venture shall not exceed twenty-five percent (25%). However, where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity which meets the seventy five percent (75%) under Section 23.11.2 of the IRR-A, they may be eligible to participate in the bidding. (Underscoring supplied)

LRTA respectfully submits that the underscored sentence of the quoted provision is applicable to the above-mentioned contract package as it requires "techniques and/or technologies which are not adequately possessed by a person/entity which meet the seventy five percent requirement under Section 23.11.2 of the IRR-A". Thus, "foreign contractors may be eligible to participate in the bidding" of this contract package.

LRTA also submits that even as the foreign contractor will be required to meet other requirements, it should not be required to submit a PCAB license. This conclusion proceeds from the fact that a foreign contractor possessing the technique and/or technology will not be able to secure a PCAB license for an infrastructure contract that is fully domestically funded. The GPPB is aware of this and it would be inconsistent for the GPPB to declare that the foreign contractor "may be eligible" and then require a PCAB license it knows fully well the foreign contractor cannot obtain. It appears reasonable for the LRTA to conclude that a PCAB license for a foreign contractor will not be required in this case. And as long as the foreign contractor meets the other requirements, it will be eligible to bid for the package, or in the proper case, to enter into an alternative method of procurement with LRTA.

As time is of the essence, and since the foregoing package needs to be bid not later than the second week of May, 2008 if the May 2010 deadline of the President for the completion of the project is to be met, the LRTA earnestly seeks the confirmation by the GPPB of its reading or interpretation of the quoted provision and accordingly hereby requests the GPPB

to authorize the participation of foreign contractors in the bidding of the foregoing contract package even without the PCAB license, provided they meet the other requirements.

LRTA hopes to receive said confirmation and authorization not later than 25 April 2008.
Thank you.

Very truly yours,



MELQUIADES A. ROBLES
Administrator

REPUBLIC ACT No. 4566

**AN ACT CREATING THE PHILIPPINE LICENSING BOARD FOR
CONTRACTORS, PRESCRIBING ITS POWERS, DUTIES AND FUNCTIONS,
PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.**

Section 1. *Title of Act.* This Act shall be known as the "Contractors' License Law."

**ARTICLE I
Administration**

Section 2. *Composition of the Board.* To carry out the purpose of this Act, there is hereby created a "Philippine Licensing Board for Contractors", under the office of the Board of Examiners, hereinafter referred to as the Board, consisting of a Chairman and two other members who shall be appointed by the President of the Philippines, with the consent of the Commission on Appointments.

Section 3. *Qualifications of members.* Each member of the Board shall be of recognized standing in his branch of the contracting business for ten years, or more, a citizen and resident of the Philippines for at least eight years immediately prior to his appointment, at least thirty-five years of age and possessed of a good moral character.

Section 4. *Term of office.* The Chairman and members of the Board shall hold office for a term of three years. The members of the Board first appointed shall hold office for the following terms: Chairman for three years; one member for two years; and the other member for one year.

Any member of the Board may be removed by the President of the Philippines for neglect or dereliction of duty, incompetence, malpractice, and unprofessional, unethical, immoral or dishonorable conduct: *Provided*, That in the course of investigation, the President of the Philippines shall have the power to suspend such member under investigation and designate a temporary member in his place.

Vacancies in the Board shall be filled for the period of the unexpired term only.

Section 5. *Powers and duties of the Board.* The Board is vested with authority to issue, suspend and revoke licenses of contractors, to investigate such violations of this Act and the regulations thereunder as may come to its knowledge and, for this purpose, issue subpoena and subpoena duces tecum to secure appearance of witnesses in connection with the charges presented to the Board, and to discharge such other powers and duties affecting the construction industry in the Philippines.

The Board may, with the approval of the President of the Philippines, issue such rules and regulations as may be deemed necessary to carry out the provisions of this Act, to adopt a code of ethics for contractors and to have an official seal to authenticate its official documents.

Section 6. *Board meetings.* The Board shall meet as frequently as is necessary to perform its duties, but it shall meet at least once a month. It may be convoked by the Chairman or upon written request of the two other members.

Section 7. *Compensation.* For every meeting attended, the Chairman of the board shall receive a per diem of fifty pesos, while the members thereof shall receive a per diem of twenty-five pesos each: *Provided*, That in no case will the total amount received by each of them exceed the sum of four hundred pesos for any one month.

Section 8. *Annual report.* The Board shall, at the end of each fiscal year, submit to the President of the Philippines and the Congress a detailed report of its activities and proceedings during the period covered by the fiscal year ended.

ARTICLE II

Application of the Act

Section 9. *Definition of terms.* As used in this Act:

(a) "Persons" include an individual, firm, partnership, corporation, association or other organization, or any combination of any thereof.

(b) "Contractor" is deemed synonymous with the term "builder" and, hence, any person who undertakes or offers to undertake or purports to have the capacity to undertake or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith. The term contractor includes subcontractor and specialty contractor.

(c) A "general engineering contractor" is a person whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill, including the following divisions or subjects: irrigation, drainage, water power, water supply, flood control, inland waterways, harbors, docks and wharves, shipyards and ports, dams, hydroelectric projects, levees, river control and reclamation works, railroads, highways, streets and roads, tunnels, airports and airways, waste reduction plants, bridges, overpasses, underpasses and other similar works, pipelines and other system for the transmission of petroleum and other liquid or gaseous substances, land leveling and earth moving projects, excavating, grading, trenching, paving and surfacing work.

(d) A "general building contractor" is a person whose principal contracting business is in connection with any structure built, being built, or to be built, for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts, or to do or superintend the whole or any part thereof. Such structure includes sewers and sewerage disposal plants and systems, parks, playgrounds and other recreational works, refineries, chemical plants, and similar industrial plants requiring specialized engineering knowledge and skill, powerhouse, power plants and other utility plants and installations mines and metallurgical plants, cement and concrete works in connection with the abovementioned fixed works.

A person who merely furnishes materials or supplies under section eleven without fabricating them into, or consuming them in the performance of the work of the general building contractor does not necessarily fall within this definition.

(e) A "specialty contractor" is a person whose operations pertain to the performance of construction work requiring special skill and whose principal contracting business involves the use of specialized building trades or crafts.

Section 10. *Public personnel.* This Act shall not apply to an authorized representative of the Republic of the Philippines or any incorporated town, city, province, or other municipal or political corporation or subdivision of the Republic of the Philippines.

Section 11. *Finished products.* This Act shall not apply to any sale or installation of any finished products, materials or articles or merchandise, which are not actually fabricated into and do not become a permanent and fixed part of the structure.

Section 12. *Personal property.* This Act shall not apply to any construction, alteration, improvement or repair of personal property.

Section 13. *Minor work.* This Act shall not apply to any work or operation on one undertaking or project by one or more contracts, with an aggregate contract price of less than ten thousand pesos for the labor, materials and all other items.

This exemption, however, shall not apply in any case wherein the work or construction is only part of a larger or major operation, whether undertaken by the same or a different contractor, or in which a division of the operation is made in contracts of amounts less than ten thousand pesos for the purpose of evading or otherwise violating the provisions of this Act.

Section 14. *Architects and engineers.* This Act shall not apply to a registered civil engineer or a licensed architect acting solely in his professional capacity.

Section 15. *Material men.* This Act shall not apply to any person who only furnishes materials or supplies without fabricating them into, or consuming them in the performance of, the work of the contractor.

ARTICLE III Classifications

Section 16. *Classification.* For the purpose of classification, the contracting business includes any or all of the following branches.

- (a) General engineering contracting;
- (b) General building contracting; and
- (c) Specialty contracting.

Section 17. *Power to classify and limit operations.* The Board may adopt reasonably necessary rules and regulations to effect the classification of contractors in a manner consistent with established usage and procedure as found in the construction business, and may limit the field and scope of the operations of a licensed contractor to those in which he is classified to engage, as respectively defined in section nine. A licensee may make application for classification and be thus classified in more than one classification if the licensee meets the qualifications prescribed by the Board for such additional classification or classifications. No additional application or license fee shall be charged for qualifying or classifying a licensee in additional classifications.

Section 18. *Incidental work.* Nothing in this Act shall prohibit a specialty contractor from taking and executing a contract involving the use of two or more crafts or trades, if the performance of the work in such crafts or trades, other than in which he is licensed, is only incidental or supplemental to the performance of work in the said craft or trade for which he is licensed.

ARTICLE IV Licensing

Section 19. *Examinations required.* In accordance with the rules and regulations promulgated by it, the Board may investigate, classify and qualify applicants for contractors' licenses by written or oral examination, or both.

Section 20. *Qualifications of applicants for contractors' licenses.* The Board shall require an applicant to show at least two years of experience in the construction industry, and knowledge of the building, safety, health and lien laws of the Republic of the Philippines and the rudimentary administrative principles of the contracting business as the Board deems necessary for the safety of the contracting business of the public.

For the purpose of this section, a partnership, corporation, or any other organization may qualify through its responsible managing officer appearing personally before the Board who shall prove that he is a bona fide responsible officer of such firm and that he exercises or is in a position to exercise authority over the contracting business of his principal or employer in the following manner: (1) to make technical and administrative decisions; and, (2) to hire, superintend, promote, transfer, lay off, discipline or discharge employees.

Section 21. *Notice of disassociation required.* If the individual who has qualified under the preceding section ceases for any reason whatsoever to be connected with the licensee under this Act, or if any individual who has been denied a license, or whose license had been revoked or suspended, or has filed to secure the restoration of his license if it has been suspended, or has been a responsible managing officer or employee of any partnership, corporation, firm or association whose application for a license has been denied, revoked, or suspended, or who has failed to secure the restoration of its license if it has been suspended, shall in anyway become associated with or be employed by a licensee, the licensee shall notify the Board in writing ten days from such cessation, association or employment. Such notice may entitle the license concerned to remain in force within reasonable period as determined by the rules prescribed by the Board.

Section 22. *Failure to notify in case of disassociation.* If the licensee fails to notify the Board within the ten-day period in accordance with the preceding section, his license shall be ipso facto suspended. Such license may be restored, however, upon the filing of an affidavit, executed by the licensee or the duly authorized responsible managing officer of the licentiate firm, with the Board, to the effect that the person originally appearing for examination on behalf of the licensee has been replaced by another individual, that this individual has been qualified by examination, that he can comply with the provision of this section and that he has not had his license suspended or revoked or that he has not been connected with a licensee whose license has been suspended or revoke due to the lack of a good character required of an applicant for a license.

Section 23. *Issuance of licenses.* Upon the payment of the corresponding fee and the filing of the application, and after examination and investigation as may be required, the Board within fifteen days after the approval of the application shall issue a license to the applicant permitting him to engage in business as a contractor under the terms of this Act for the remaining part of the fiscal year.

Section 24. *Death.* A surviving member or members of a licensed partnership by reason of death shall be entitled to continue in business under such license until the expiration date thereof, if an application for permission is made to the registrar within thirty days after the death of the deceased member, and approved by the Board.

Section 25. *No examination required.* Contractors actively engaged in the construction industry at the effectivity of this Act and licensed as such for the last five years, may upon application, be issued license without necessity of examination.

ARTICLE V
Records

Section 26. *Publication of list.* The Board shall publish, at least once a year in a newspaper of general circulation, a list of the names and addresses of contractors, registered under this Act and of the licenses issued, suspend or revoked, and such further information with respect to this Act and its administration that it deems proper.

Copies of such lists may also be furnished by the Board upon request to any firm or individual upon payment of a reasonable fee as fixed by the Board.

Section 27. *Changes.* All licenses shall report to the Board all changes of personnel, name, style or addresses recorded under this Act within thirty days after the changes are made.

ARTICLE VI
Disciplinary Action

Section 28. *Causes for disciplinary action.* The following shall constitute causes for disciplinary action:

- (a) Willful and deliberate abandonment without lawful and/or just excuse of any construction project or operation engaged in or undertaken by the licensee as a contractor;
- (b) Willful material and substantial departure from or disregard of plans and/or specifications in any material respect, and prejudicial to another without consent of the owner or the person entitled to have the particular construction project or operation completed in accordance with such plans and/or specifications or their duly authorized representations;
- (c) Willful misrepresentation of a material and substantial fact by an applicant in obtaining a license;
- (d) Aiding or abetting an unlicensed person to evade the provisions of this Act, or knowingly combining or conspiring with an unlicensed person, or allowing one's license to be used by an unlicensed person, or acting as agent or partner, or associate, or otherwise of an unlicensed person with the intent to evade the provisions of this Act.
- (e) Failure to comply the provisions of this Act;
- (f) The doing of any willful or fraudulent act by the licensee as a consequence of which another is injured or damaged; and

(g) The participation by a licensee in the performance by any partnership, corporation, firm, or association of which he is a responsible managing partner, employee or officer, of any act or omission constituting a cause for disciplinary action under this Act.

ARTICLE VII

Disciplinary Proceedings

Section 29. *Jurisdiction.* The Board shall, upon its own motion or upon the verified complaint in writing of any person, investigate the action of any contractor and may suspend or revoke any license if the holder thereof has been guilty of or has committed any one or more of the acts or omission constituting causes for disciplinary action.

Section 30. *Prescription.* All accusations or charges against licensees shall be filed within one year after the act or omission alleged as the ground therefor, except that with respect to an accusation alleging a violation of subsection (c) of section twenty-eight the accusation may be filed within two years after the discovery by the Board of the alleged facts constituting the fraud or misrepresentation.

Section 31. *Restoration or renewal of licenses.* After suspension of the license upon any of the grounds set forth in this Act, the Board may lift such suspension upon proof of compliance by the contractor with the requirements and conditions set forth by the Board.

After revocation of a license upon any of the grounds set forth in this Act, it shall be renewed or reissued within a period of one year after the final decision of revocation upon proper showing that all losses caused by the act or omission for which the license was revoked have been fully satisfied and that all conditions imposed by the decision of revocation have been complied with.

Section 32. *Jurisdiction.* The lapsing or suspension of a license by operation of law, by order or decision of the Board or other competent authority, or the voluntary surrender of a license shall not deprive the Board of jurisdiction to proceed with any investigation of or action or disciplinary proceedings against such license, or to render a decision suspending or revoking it.

ARTICLE VIII

Enforcement and Penalties

Section 33. *Enforcement by officers of the law.* It shall be the duty of all duly constituted law enforcement officers of the national, provincial, city and municipal government or any political subdivisions thereof, to enforce the provisions of this Act and report to the Board any violation of the same.

Section 34. *Enforcement by the Board.* Should any contractor not licensed by the Board engage on attempt to engage in the business of contracting, the Board shall have the right

to institute the proper action in court and secure a writ of injunction without bond, restraining the said contractor.

Section 35. Penalties. Any contractor who, for a price, commission, fee or wage, submits or attempts to submit a bid to construct, or contracts to or undertakes to construct, or assumes charge in a supervisory capacity of a construction work within the purview of this Act, without first securing a license to engage in the business of contracting in this country; or who shall present or file the license certificate of another, give false evidence of any kind to the Board, or any member thereof in obtaining a certificate or license, impersonate another, or use an expired or revoked certificate, or license, shall be deemed guilty of misdemeanor, and shall, upon conviction, be sentenced to pay a fine of not less than five hundred pesos but not more than five thousand pesos.

ARTICLE IX

Miscellaneous Provisions

Section 36. License required in biddings. All architects and engineers preparing plans and specifications for work to be contracted in the Philippines shall include in their invitation to bidders and in their specifications a copy of this Act, or such portions thereof as are deemed necessary to convey to the invited bidder, whether he is a resident of the Philippines or not, the information that it will be necessary for him to have a license before his bid is considered.

Section 37. Individual License. It is unlawful for any person who is a responsible managing partner, officer or employee of a licensed partnership, corporation, firm, association or other organization to individually engage in the constructing business of individually act in the capacity of a contractor within this jurisdiction without having a license in good standing to so engage or act.

Section 38. Joint licenses. It is unlawful for any two or more licensees, each of whom has been issued a license to engage separately in the capacity of a contractor, to jointly submit a bid or otherwise act in the capacity of a contractor without first having secured an additional license for acting in the capacity of such a joint venture or combination in accordance with the provisions of this Act as provided for an individual, partnership or corporation.

ARTICLE X

Fees

Section 39. Fee. The amount of fees prescribed by this Act shall be as follows:

- (a) Fifty pesos for an original license;
- (b) Sixty pesos for examination of an applicant;
- (c) Fifty pesos for an annual renewal.

ARTICLE XI
Renewal of Licenses

Section 40. *Renewal.* A license may be renewed by the filing of a renewal application with the registrar not later than June thirtieth of each fiscal year, accompanied by the annual renewal fee. A license renewed thereafter shall be subject to an additional fee of Twenty Pesos.

Section 41. *Non-renewal of licenses.* No license which has been under suspension for more than a year immediately preceding the filing of an application for renewal shall be renewed.

ARTICLE XII
Special Provisions

Section 42. *Separability Clause.* If any provisions of this Act is held unconstitutional, the other provisions shall not be affected thereby.

Section 43. *Repeal.* All Acts or parts of Acts inconsistent with this Act are hereby repealed.

Section 44. *Effectivity.* This Act shall take effect upon its approval.

Approved: June 19, 1965



**Application for Special License of JOINT VENTURE with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD**



The following pertinent documents and information are to be submitted in support of the special license application of **JOINT VENTURE** – a cooperative arrangement between licensed constructor (all Filipinos, all non-Filipinos, or a combination of Filipinos and non-Filipinos) to jointly perform a single specific undertaking/projects with each of the partners contributing to the performance.

A. Legal

- 1. Duly accomplished and notarized application for special license by the Joint Venture (PCAB Form 901)
- 2. General Information Sheet (PCAB Form 902)
- 3. Joint Venture Agreement, which includes, among others, the following:
 - 3.1 Identification of the project by title, owner/tendering agency and location.
 - 3.2 Stipulation as to the specific role/participation of constructor partner/s and non-constructor partner/s, capital contribution, profit & loss sharing and joint liability of partners.
 - 3.3 Joint Resolution of all partners appointing an Authorized Managing Officer (AMO) to act on behalf of the joint venture
- 4. Copy of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders" published in newspapers or disseminated by the owners/tendering agency showing the following:
 - 4.1 Deadline for submission of Intent/Interest to Prequalify, deadline for qualification and the date of bidding;
 - 4.2 Funding Source, Loan Agreement Number, Approved Budget for the Project;
 - 4.3 Required License Category, Project Kind and Size Ranges
- 5. Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner
- 6. Copy of Special License of Foreign Constructor-Partner.
- 7. Self-addressed and self-stamped letter form/notice (PCAB Response Form)

A. B. Financial, Technical and Track Record

- 8. For Joint Venture previously issued special license/s only: List of completed and/or on-going projects during the last three (3) years (PCAB Form 903)
- 9. For Joint Venture applying for license category, project kind/s, size range/s different from that of lead constructor-partner only:
 - 9.1 Financial Statements/Pre-Operating Balance Sheet/Partners' Statement under oath containing their combined financial resources (pre-operating balance sheet) to be committed/invested in the joint venture.
 - 9.2 Technical Personnel
Partners' statement under oath containing the names and other details of their respective nominated sustaining technical personnel to be assigned in the implementation of the project of the joint venture.
- 10. Track Record/projects relevant to the project kind/s applied for undertaken and completed by the joint venture or each constructor partner (if not previously submitted)
 - 10.1 Copy of Contract/Subcontract Agreement/s duly authenticated by the tendering agency or project owner or in case of subcontract, by the prime/main contractor.
 - 10.2 Copy of Certificate of Acceptance/Completion from tendering agency or project owner, or in case of subcontract, from the prime/main contractor.
 - 10.3 For privately-owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/1743.750/2307) stamped received by the BIR for each contract/subcontract.

NOTE: Original signature of Authorized Managing Officer on each and every page of application forms including supporting documents.

DO NOT FILL. FOR PCAB USE ONLY

Total No. of pages submitted _____ Checklisted by: _____ Date _____

Remarks: _____



Application for Special License Issued to
JOINT VENTURE with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD



In behalf of

(Name of Joint Venture)

I respectfully request that said company be issued a Special License to participate in the bidding for and/or undertake the construction of the project described below:

Project Title : _____
Project Location : _____
Funded by : _____
Loan Agreement No.: _____
Date "Notice to Bidders" was published or Date "Invitation to Bidders" was received
by the applicant : _____
Date of Bidding : _____

I hereby certify that the information and documents contained in this application are true and correct of my own personal knowledge. I am fully aware that I shall be personally held liable for any misrepresentation that may be found herein.

Authorized Managing Officer
(Signature over printed name)

Republic of the Philippines)
_____) s.s.

SUBSCRIBED AND SWORN to before me this _____ day of _____
20__ at _____; affiant exhibited to me his
Community Tax Certificate No. _____ issued at _____
on _____ 20__.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES OF _____.

NOTARY PUBLIC
Until December 31, 20__

GENERAL INFORMATION SHEET

(For Special License of a Joint Venture/Consortium of Contractors)

A. CONTRACTORS IDENTIFICATION

Registered Name of Joint Venture/Consortium:	
Address of Firm in the Philippines:	Tel. No.
If provincial based, contact address in Manila, if any:	Tel. No.

B. JOINT VENTURE/CONSORTIUM PARTNERS

		Capital Subscription		
		Voting shares	Non-voting shares	

C. CURRENT DIRECTORS AND OFFICERS of each Non-Constructor Partner

			Capital Subscription	
			Voting shares	Non-voting shares

Certified Correct by:

Authorized Managing Officer

Signature/Date



Department of Trade and Industry
 Construction Industry Authority of the Philippines
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
 2nd Floor, Jupiter 1 Building, #56 Jupiter Street,
 Bel-Air Village, Makati City, Philippines 1209
 Tel./Fax Nos. (632) 8979336; (632) 895-4220

(to be filled up by PCAB)

Date : _____

To : _____

Subject: _____

This is to inform you that the above subject application/s has/have been approved/disapproved. For approved applications, your license is now ready for release upon compliance with the following:

- | | | | | |
|------------|--------------------------|------------------------|---|-------|
| Payment of | <input type="checkbox"/> | Categorization Fee | P | _____ |
| | <input type="checkbox"/> | Additional License Fee | P | _____ |
| | <input type="checkbox"/> | Back Fees | P | _____ |
| | <input type="checkbox"/> | ARC Registration Fee | P | _____ |
| | | TOTAL | P | _____ |

Instead of cash, payment may be made in check (cashier's check, manager's check or PMO) addressed to the Construction Industry Authority of the Philippines (CIAP)

Submission of : _____

Note: If claimant is not the RAR/AMO, the representative will be required to submit an authorization from the RAR/AMO.

You may pay and/or submit the above mentioned requirements and claim your license from the PCAB office or you may request the DTI regional or provincial office nearest you to accept payment and the above required documents together with the corresponding mailing fees to and from PCAB. PCAB will then send the license and Official Receipt for the above fees to said DTI office for you to claim.

For disapproved applications, please see attached Notice of Disapproval.

Please be guided accordingly,

B. Public Assistance Desk

(to be filled up by the applicant)

Philippine Contractors Accreditation Board
 2/F Jupiter 1 Bldg., 56 Jupiter St., Bel-Air
Makati City, Philippines

Name: _____

Address: _____

Republic of the Philippines) s.s.
_____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Proprietor/Authorized Managing Officer (AMO) of _____;
(Name of Firm)
2. That I appoint _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening my application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.

(Signature over Printed Name)

HOME /MAILING ADDRESS

3. That I am aware that I am responsible/liable for any or all acts/representation made by my representative in connection with the functions stated herein.
4. That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20____, affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)

Republic of the Philippines) s.s.
_____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Authorized Managing Officer (AMO) of _____;
(Name of firm)

2. That the abovestated firm had duly appointed _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening its application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.

(Signature over Printed Name)

HOME /MAILING ADDRESS

3. That we are aware that we are responsible/liable for any or all acts/representation made by the above representative in connection with the functions stated herein.
4. That the firm undertakes to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)



APPLICATION FOR SPECIAL CONTRACTOR'S LICENSE
By a FOREIGN CONTRACTOR with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD



Checklist of requirements for Special License Application by Foreign Contractor

The following pertinent documents and information are to be submitted in support of the license application:

A. LEGAL

- 1. Duly accomplished and notarized application for Special License by Foreign Contractor (PCAB Form 701)
2. General Information Sheet (PCAB Form 702);
3. SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant;
4. Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO
4.1 Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;
5. Original NBI Clearance for newly nominated Filipino AMO and for RAR who resided in the country for six (6) months and longer, or certified true copy of NBI Clearance Equivalent of RAR duly authenticated by the Phil. Embassy in the home country of the RAR;
6. Affidavit of undertaking of the RAR/AMO (PCAB Form No. 703);
7. Alien Certificate of Registration and current working visa of the RAR;
8. Authenticated diploma and/or transcript of records as well as PRC ID/certificate of registration or equivalent (for new RAR professional);
9. Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office;
10. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;
11. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA# 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any (PCAB Form 704)
12. Original or certified true copy of "Invitation to Bid" or "Invitation to Bidders" or "Notice to Bidders" or original ad/clipping of the project applied for showing the date of bidding;
13. Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor.
14. Self-addressed & self-stamped letter form/notice. (PCAB Response Form)

B. FINANCIAL

- 15. Audited Financial Statements dated within the last six (6) months immediately preceding the filing of application, and a diskette / CD (compact disc) containing the firm's Audited Balance Sheet & Income Statement in the prescribed template (PCAB Financial Statement Forms A & B downloadable from the DTI website at www.dti.gov.ph together with the pertinent application forms) to be submitted with the following supporting documents, if applicable:
15.1 For old companies, copy of the Annual Income Tax Return certified true by the BIR, covering the income reported in the Audited Income Statement immediately preceding the filing of application, if applicable;
15.2 Original copy of Bank Certification/Bank Statement of account certified by Bank Manager of cash deposits as of the balance sheet date;
15.2.1 Authorization to depository bank (PCAB Form No. 705);
15.3 List of Construction and/or Transportation/Delivery Vehicles/Equipment/Machineries/Plant owned by the company and registered in its name (PCAB Form No. 706);
15.3.1 Certified true copy of the LTO Certificate of Registration and current Official Receipt of Registration or registrable construction and/or transportation/delivery vehicles reported;
15.3.2 Certified true copy of Deed of Sale for non-registrable construction equipment/machineries.
16. Authorization to BIR & other agencies (PCAB Form No. 707);

C. TECHNICAL

- 17. List of STEs (PCAB Form No. 708) supported by the following documents for each STE:
17.1 Nominated Sustaining Technical Employee (STE) affidavit/s (PCAB Form No. 709) with passport size picture/s of the nominated STE/s;
17.1.1 Certified true copy of valid PRC ID of STE as licensed professional or original Certification of Good Standing for those awaiting issuance of new or renewed PRC ID
17.1.2 Original NBI Clearance/s of STE/s
17.1.3 Special PRC Permit, Alien Certificate of Registration and current working visa for foreign STE, if any
17.2 STE Affidavit/s of Construction Experience (PCAB Form No. 710);
17.3 Personal Appearance Form duly accomplished and signed by the STE/s appearing before the designated officer of the PCAB or the nearest DTI regional / provincial office (PCAB Form No. 711);

D. TRACK RECORD

- 18. Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order/ Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate Office in the country where project is located;
19. Copy of Certificate of Completion/Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;
20. For privately owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/ 1743.750/2307) stamped received by the BIR for each contract/subcontract.

E. Others: PCAB Response Form (self-addressed and with sufficient stamps affixed)

NOTES: 1. The RAR/AMO must sign each and every page of the application forms and supporting documents.
2. For NEW RAR/AMO: Personal Appearance/Interview by the Board on _____ p.m. at the CIAP Conference Room 4th Flr. Jupiter Bldg., 56 Jupiter St., Bel-Air Village, Makati City. Warning: Failure to appear on scheduled date may be deemed as abandonment of application resulting in disapproval.

DO NOT FILL (For PCAB use only)

Total No. of pages submitted: _____

Checked by: _____ Date _____

Remarks: _____



**Application for SPECIAL CONTRACTORS
LICENSE By a FOREIGN CONTRACTOR with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD**



In behalf of _____,

(Name of Applicant)

I respectfully request that said Company be issued a Special License to prequalify for, bid on and undertake the construction of the specific project described below:

Project Title : _____

Project Location : _____

Implementing Agency: _____

State if project is covered by:

Bilateral Agreement calling for international competitive bidding

Expanded BOT Law or other existing laws of similar nature

Funded by : _____

Loan Agreement No. : _____

Date "Notice to Bidders" was published or date "Invitation to Bidders" was received by the applicant : _____

Date of Bidding : _____

Special License Category and Classification/s applied for:

<u>Category</u>	<u>Classification</u>
-----------------	-----------------------

• Project Kind and Size Range applied for:

<u>Project Kind</u>	<u>Size Range</u>
---------------------	-------------------

The documents and information in support of this license application as per attached checklist are hereby submitted. I hereby declare that all the information and documents contained in this application are true and correct of my own personal knowledge. I am fully aware that I shall be personally held liable for any misrepresentation that may be found herein.

Signature over printed name of Resident Alien Representative (RAR)/
Authorized Managing Officer (AMO)

Date Signed

Republic of the Philippines)
_____) s.s.

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____; affiant exhibited to me his Community Tax Certificate No. _____ issued at _____ on _____ 20__.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES OF _____.

NOTARY PUBLIC
Until December 31, 20__

GENERAL INFORMATION
For Special License by a Foreign Contractor

A. CONTRACTOR'S IDENTIFICATION

Name of Firm:			
Office Address in the Philippines:		Tel. No.:	
Office Address in the Home Country:		Tel. No.:	
Type of Organization (Please check) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship			
SEC Registration No.	Date Registered:	SSS Employer's I.D. No.	TIN:

OWNERS/STOCKHOLDERS/OFFICERS (For Corporation and Partnership)

Name	Position	Nationality	Capital Subscription	Paid-up Capital

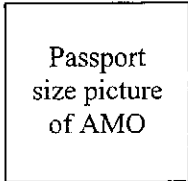
E. AFFILIATION WITH OTHER LICENSED CONTRACTORS

Name of Affiliated Firm/s	Nature of Affiliation

CERTIFIED CORRECT BY:

Signature over Printed Name of Resident Alien Representative (RAR)/
Authorized Managing Officer (AMO)

Republic of the Philippines)
 Province of _____)
 Municipality of _____) S.S.



RAR/AMO AFFIDAVIT

I, _____ of legal age,
 (Surname, First Name, Middle Name) (Nationality)
 and residing in the Philippines at _____
 having duly sworn in accordance with law depose and say:

1. That I am the Resident Alien Representative/Authorized Managing Officer of _____
 _____ empowered to render general management and administrative decisions.
2. That I possess the following educational qualifications:

NAME OF SCHOOL	ADDRESS	DEGREE EARNED	INCLUSIVE DATE OF ENROLLMENT

3. That I possess at least two (2) years of experience in the construction industry as follows (Sec.20, R.A. 4566):

POSITION	COMPANY NAME AND NATURE OF BUSINESS	ADDRESS	JOB DESCRIPTION	DATES OF EMPLOYMENT

(use additional sheet if necessary)

4. That I possess knowledge of the building, safety, health, & lien laws of the Republic of the Philippines & the rudimentary administrative principles of construction contracting from my work experiences in item 3 above and from the following training/seminars (Sec.20, R.A. 4566):

TRAINING/SEMINAR	CONDUCTED BY	ADDRESS	INCLUSIVE DATES OF TRAINING

5. That I am not involved in any construction malperformance suggestive of negligence, incompetence or malpractice or any act of omission liable for disciplinary action by myself or in collaboration with any person (Rule 4, Section 4.2)
6. That I have not been convicted by a court of competent jurisdiction of any offense involving moral turpitude (Rule 4, Section 4.2);
7. That I am fully aware that my failure to notify PCAB of my disassociation from my present employer within 30 days therefrom shall cause my disqualification to be a Resident Alien Representative or Authorized Managing Officer;
8. That I authorize the PCAB to verify and investigate any or all information in this instrument from whatever sources PCAB may consider appropriate; and
9. That I certify under pain of perjury that all information on this affidavit are true and correct.

FURTHER, AFFIANT SAYETH NAUGHT.

 Affiant

SUBSCRIBED and sworn to before me this _____ day of _____, 200____ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 200__.

Notary Public
 Until December 200__

CERTIFICATION

This is to certify that the project _____
funded under Loan Agreement No. _____, is subject to international competitive
bidding or is covered by the BOT Law.

This is to further certify that the following requirements under existing laws have
been waived in the loan agreement:

<u>Specific Requirement Waived</u>	<u>Provision in the Loan Agreement waiving the requirement</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Certifying Officer / Position
(Signature over Printed Name)

Name of Agency

Date

THE MANAGER

Subject: Account # _____

Sir:

Please provide the **Philippine Contractors Accreditation Board (PCAB)**, a government agency under the Department of Trade and Industry, any information they need regarding the subject account with your bank.

I am applying for a contractor's license from PCAB and part of their evaluation process is the verification of bank deposits and other assets of an applicant.

This will serve as your authorization to release any information that may be requested by PCAB regarding the above subject account.

Thank you.

Very truly yours,

Signature over Printed Name of RAR/AMO

Company Name

Date

Note: To be submitted in two (2) copies.

A. LIST OF DELIVERY AND TRANSPORTATION EQUIPMENT OWNED BY AND REGISTERED IN THE NAME OF THE COMPANY AS OF THE BALANCE SHEET DATE

COMPLETE DESCRIPTION					ACQUISITION		BOOK VALUE
Plate No.	Chassis No.	Engine No.	M.V. File No.	CR No.	Date	Cost	
						P	P
TOTAL						P	P

B. LIST OF MACHINERIES/PLANTS AND OTHER CONSTRUCTION EQUIPMENT OWNED BY THE COMPANY AS OF THE BALANCE SHEET DATE

COMPLETE DESCRIPTION	SERIAL NO.	ACQUISITION		BOOK VALUE
		Date	Cost	
			P	P
TOTAL			P	P

May be reproduced if necessary

Revised 03/31/04

Signature over Printed Name of RAR/AMO

Company Name

AUTHORIZATION

The **Philippine Contractors Accreditation Board (PCAB)** is hereby authorized to verify and secure information and/or copies of documents submitted by or in the name of the firm to any or all of the following agencies relative to its application filed with the PCAB:

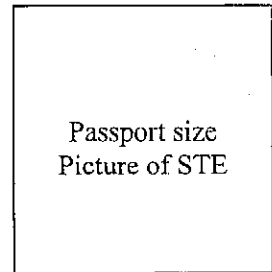
1. Bureau of Internal Revenue
2. Securities and Exchange Commission
3. Land Registration Authority
4. Land Transportation Office
5. Social Security System

Name of Applicant Firm

By:

Signature over Printed Name of RAR/AMO

Date: _____



Republic of the Philippines)
 Province of _____)
 Municipality of _____) S.S.

STE AFFIDAVIT

I, _____, Filipino, of legal age,
LAST NAME FIRST NAME COMPLETE MIDDLE NAME
 born on /_/_/ /_/_/ /_/_/ single/married to _____ and residing at
MMDDYY
 _____ having duly sworn in
 accordance with law depose and say:

- 1) That I am duly licensed _____ and holder of PRC registration no. _____
(PROFESSION)
 valid up to _____ (copy of my PRC is attached at the back hereof);
- 2) That I hold a Bachelor's Degree in _____
 at _____ given on _____
(NAME OF SCHOOL)
- 3) That my Tax Identification Number (TIN) and Social Security No. are /_/_/_/-/_/_/_/-/_/_/_/ and /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ respectively;
- 4) That I am not presently employed in any government office or government owned/controlled corporation, nor a full time instructor, nor working abroad;
- 5) That I am full-time employee of _____;
(NAME OF FIRM)
- 6) That I am not a holder of a contractor's license;
- 7) That I am not involved in any construction malperformance suggestive of negligence, incompetence or malpractice or any act of emission liable for disciplinary action by myself or in collaboration with any other person;
- 8) That I have not been convicted by a court of competent jurisdiction of any offense involving moral turpitude;
- 9) That I am fully aware that my failure to notify the PCAB of my disassociation from my present employer within 30 days therefrom shall cause my disqualification to be sustaining technical employee or authorized managing officer or a license applicant with PCAB;
- 10) That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate.
- 11) That I am executing this affidavit to attest to the truth of the foregoing.

FURTHER AFFIANT SAYETH NAUGHT.

 Affiant

SUBSCRIBED and sworn to before me this _____ day of _____, 200__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 200__.

Notary Public
 Until December 200__

INSTRUCTIONS ON FILLING UP PCAB FORM NO. 709

QUALIFICATION REQUIREMENTS OF SUSTAINING TECHNICAL EMPLOYEE

1. A technology professional, such as engineer or architect, duly licensed by the Professional Regulation Commission.
2. Holder of a Professional I.D. valid for current year.
3. Possesses at least three (3) years of experience in implementation of construction to which he is to be nominated
4. A full-time employee of the nominating contractor, not associated professionally or by employment with any other party, particularly a party engaged in construction or construction-related activities
5. Have none of the following disqualifications:
 - a) Involvement, in any capacity, in any construction malperformance of grave consequence, suggestive of his negligence, incompetence and/or malpractice;
 - b) Involvement, by himself or in collaboration with any other person or firm, in any act or omission liable for disciplinary action of which he is or the other person or firm was found guilty by the Board;
 - c) Conviction by a court of competent jurisdiction of any offense involving moral turpitude; and
 - d) If formerly a Sustaining Technical Employee or an Authorized Managing Officer of any construction firm but disassociated therefrom, failure to notify the Board of his disassociation in accordance with paragraph 5 and 6 of the Affidavit of Undertaking.
6. Not a holder of a Contractor's License.

If you meet the above requirements, kindly accomplish this affidavit. Erasure must be properly initialled.

All statements are subject to verification and any false statement or willful misrepresentation of a material fact in obtaining a license shall be grounds for disapproval of this application.

PASTE
PROF. I.D. CARD
VALID FOR
CURRENT YEAR

(Front)
(xerox copy)

PASTE
PROF. I.D. CARD
VALID FOR
CURRENT YEAR

(Back)
(xerox copy)

This is to certify that I have verified with PRC the abovestated professional eligibility/registration of the Sustaining Technical Employee, Affiant herein, and found the same to be true and correct.

Signature over Printed Name of the RAR/AMO

Date: _____

Republic of the Philippines)
 Province of _____)
 Municipality of _____) S.S.

AFFIDAVIT OF STE CONSTRUCTION EXPERIENCE

I, _____, single/married, Filipino, of legal age, with postal address at _____, having been duly sworn in accordance with law depose and say that the projects enumerated below constitute my full & complete construction experience.

NAME and COMPLETE ADDRESS of EMPLOYER/ NAME & LOCATION of PROJECTS UNDERTAKEN	Work Classification (GE, GB, SP)	Nature/Scope of Work Assignment (Proj. Engr.)	PROJECT DURATION (mm/dd/yy)	
			From	To

That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate;

That I am executing this affidavit to attest to the truth of the foregoing.

FURTHER AFFIANT SAYETH NAUGHT.

 Affiant

SUBSCRIBED and sworn to before me this _____ day of _____, 200__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 200 _____.

Notary Public
 Until December 200__

SUSTAINING TECHNICAL EMPLOYEE (STE) PERSONAL APPEARANCE FORM
(To be accomplished fully by the STE)

Name: _____ Sex: _____
 Address: _____
 Profession: _____ PRC Reg. _____
 Nominating Firm: _____
 Contractor's License No.: _____

I hereby confirm the following:

1. The veracity of the information reflected on the STE Affidavit and Affidavit of Construction Experience (PCAB Form Nos. 107 & 108, copies attached) that I executed in favor of the above firm;
2. That I am fully aware that my failure to notify the PCAB of my disassociation from the above-stated nominating firm and any misrepresentation in the attached forms shall cause my disqualification as sustaining technical employee, or authorized managing officer, or a licensee applicant with PCAB per Board Resolution No. 401, Series of 2001.
3. That I have been previously connected with the following companies:

Previous Employers	Date of Employment	Date of Resignation	Position

4. Other Remarks:

 STE's Signature

Date Signed: _____

Identification Documents Presented:

1. PRC ID No. _____
 valid until _____
2. _____

Personal Appearance and Presentation
 of Two (2) Identification Documents
 attested by PCAB designated staff or
 DTI Regional/Provincial Staff

 Signature over Printed Name/Position

DTI Office Address: _____
 Date: _____



Department of Trade and Industry
Construction Industry Authority of the Philippines
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
2nd Floor, Jupiter 1 Building, #56 Jupiter Street,
Bel-Air Village, Makati City, Philippines 1209
Tel./Fax Nos. (632) 8979336; (632) 895-4220



(to be filled up by PCAB)

Date : _____

To , : _____

Subject: _____

This is to inform you that the above subject application/s has/have been approved/disapproved. For approved applications, your license is now ready for release upon compliance with the following:

Payment of	<input type="checkbox"/>	Categorization Fee	₱ _____
	<input type="checkbox"/>	Additional License Fee	₱ _____
	<input type="checkbox"/>	Back Fees	₱ _____
	<input type="checkbox"/>	ARC Registration Fee	₱ _____
		TOTAL	₱ _____

Instead of cash, payment may be made in check (cashier's check, manager's check or PMO) addressed to the Construction Industry Authority of the Philippines (CIAP)

Submission of : _____

Note: If claimant is not the RAR/AMO, the representative will be required to submit an authorization from the RAR/AMO.

You may pay and/or submit the above mentioned requirements and claim your license from the PCAB office or you may request the DTI regional or provincial office nearest you to accept payment and the above required documents together with the corresponding mailing fees to and from PCAB. PCAB will then send the license and Official Receipt for the above fees to said DTI office for you to claim.

For disapproved applications, please see attached Notice of Disapproval.

Please be guided accordingly,

Public Assistance Desk

(to be filled up by the applicant)

Philippine Contractors Accreditation Board
2/F Jupiter 1 Bldg., 56 Jupiter St., Bel-Air
Makati City, Philippines

Place stamps here

Name: _____

Address: _____

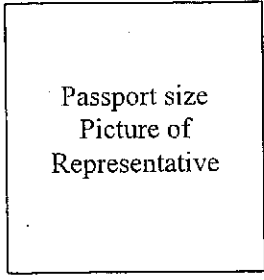
Republic of the Philippines) s.s.
_____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Proprietor/Authorized Managing Officer (AMO) of _____;
(Name of Firm)

2. That I appoint _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening my application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.



(Signature over Printed Name)

HOME /MAILING ADDRESS

- 3. That I am aware that I am responsible/liable for any or all acts/representation made by my representative in connection with the functions stated herein.
- 4. That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20____, affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public
Until December 200 _____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)

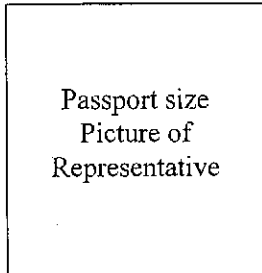
Republic of the Philippines) s.s.

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Authorized Managing Officer (AMO) of _____

 (Name of firm)
2. That the abovestated firm had duly appointed _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening its application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.



 (Signature over Printed Name)

 HOME /MAILING ADDRESS

3. That we are aware that we are responsible/liable for any or all acts/representation made by the above representative in connection with the functions stated herein.
4. That the firm undertakes to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____

Notary Public
 Until December 200 ____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)

CIA Board Resolution

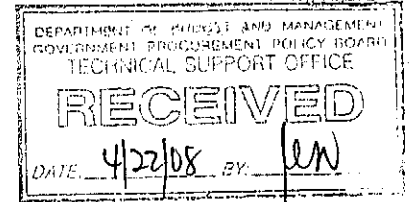
897 0869
897 9313



LIGHT
RAIL
TRANSIT
AUTHORITY

18 April 2008

GOVERNMENT PROCUREMENT POLICY BOARD (GPPB)
Unit 2506, Raffels Corporate Center, Ortigas center
Pasig city



Attention: **Atty. RUBY U. ALVAREZ**
Executive Director

Dear Madam:

The Light Rail Transit Authority (LRTA) is presently in the process of re-bidding the Electromechanical Works contract package for the LRT Line 1 North Extension Project. Among the major sub-systems comprising the said package are the following:

- 1) Signaling;
- 2) Telecommunications;
- 3) Automated Fare Collection System (AFCS); and
- 4) Trackworks

The scope work for each sub-system includes Design, Manufacturing, Supply, Installation, Testing and Commissioning. The said contract package involves techniques and/or technologies which are not adequately possessed by Filipino contractors.

Section 23.11.2 of the IRR-A of RA 9184 mentions Joint Ventures (JV) with 75% Filipino interest and 25% maximum foreign interest as among those that may be eligible to bid. Sections 23.6. h) and 23.11.2.2 require said Joint Ventures to have valid PCAB license as such JV.

The problem arises when the said JV applies for a PCAB license. Among the requirements to be submitted is the PCAB license of the foreign JV partner/member. This of course is impossible because a foreign contractor cannot be issued a PCAB license for a project that is fully domestically funded¹. Consequently, the said JV will in the end not be able to secure a JV PCAB license. Photocopies of the Application for Special License for a JOINT

¹ The Application for Special License of Joint Venture requires the submission of, among others, the Special License of the foreign constructor partner (No. 6). The Application for Special License of Foreign Contractor requires, among others, the submission of the following:

"Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA# 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any (PCAB Form 704)

Address:
Administration Bldg., LRTA Compound Aurora Blvd., Pasay City, M.M., Republic of the Philippines
FAX 831-6449 • Telex 64614 LRT PN • Phones: 853-0041 to 60 / 832-0423 / 832-0432 / 831-4784 / 831-9707 / 833-2466

VENTURE and Application for a Special License for a Foreign Contractor are hereto attached.

Thus, for the above contract package, no Joint Venture with foreign interest will be eligible to participate. The Filipino contractors intending to bid for the foregoing contract package will have to subcontract with a foreign company that has the technique and/or technologies required. This necessarily increases the contract price as subcontractors put premium on their participation. Also, since the foreign companies are not JV members they are not subject to the "joint and several liability" requirements compelling the local contractor to carry solely the high cost of the safety-related liability insurance coverage on work that is executed by a third party. In fact, the increase would be so dramatic that local contractors indicated their unwillingness to bid if the ABCs are not accordingly adjusted.

Faced with this predicament, LRTA finds refuge in the following provision of the Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects, Appendix J of the IRR-A of RA 9184, which states:

4.2 In the procurement of infrastructure projects, foreign contractors may be eligible to participate in the bidding if they form a joint venture with local contractors; provided that their interest in or ownership of the joint venture shall not exceed twenty-five percent (25%). However, where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity which meets the seventy five percent (75%) under Section 23.11.2 of the IRR-A, they may be eligible to participate in the bidding. (Underscoring supplied)

LRTA respectfully submits that the underscored sentence of the quoted provision is applicable to the above-mentioned contract package as it requires "techniques and/or technologies which are not adequately possessed by a person/entity which meet the seventy five percent requirement under Section 23.11.2 of the IRR-A". Thus, "foreign contractors may be eligible to participate in the bidding" of this contract package.

LRTA also submits that even as the foreign contractor will be required to meet other requirements, it should not be required to submit a PCAB license. This conclusion proceeds from the fact that a foreign contractor possessing the technique and/or technology will not be able to secure a PCAB license for an infrastructure contract that is fully domestically funded. The GPPB is aware of this and it would be inconsistent for the GPPB to declare that the foreign contractor "may be eligible" and then require a PCAB license it knows fully well the foreign contractor cannot obtain. It appears reasonable for the LRTA to conclude that a PCAB license for a foreign contractor will not be required in this case. And as long as the foreign contractor meets the other requirements, it will be eligible to bid for the package, or in the proper case, to enter into an alternative method of procurement with LRTA.

As time is of the essence, and since the foregoing package needs to be bid not later than the second week of May, 2008 if the May 2010 deadline of the President for the completion of the project is to be met, the LRTA earnestly seeks the confirmation by the GPPB of its reading or interpretation of the quoted provision and accordingly hereby requests the GPPB

to authorize the participation of foreign contractors in the bidding of the foregoing contract package even without the PCAB license, provided they meet the other requirements.

LRTA hopes to receive said confirmation and authorization not later than 25 April 2008.
Thank you.

Very truly yours,



MELQUIADES A. ROBLES
Administrator

Construction Industry Authority of the Philippines Executive Summary

Introduction

1. The Construction Industry Authority of the Philippines (CIAP) was created in November 28, 1980 by virtue of Presidential Decree 1746 (as amended by Executive Order (EO) 679 dated April 21, 1981, EO 768 dated January 19, 1982, EO 1008 dated February 4, 1985, EO 133 dated February 27, 1987). It is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals. It exercises jurisdiction and supervision over its implementing arms:

- a. the Philippine Construction Accreditation Board (PCAB);
- b. the Philippine Overseas construction Board (POCB);
- c. the Philippine Domestic Board (PDCB); and
- d. the Construction Industry Arbitration Commission (CIAC).

2. As one of the implementing arms, PCAB exercises the powers, duties and functions of the defunct Philippine Constructors Licensing Board, among which are to develop and implement a rational and credible system for the licensing/registration and accreditation of construction contractors, and issue, suspend and revoke licenses and/or registration certificates of construction contractors. Relative to these functions, it collects the costs of registration fees and undertakes income-generating activities as may be necessary in the execution of its functions and responsibilities. All collections by PCAB are remitted to the National Treasury.

Financial Highlights

4. For the CY 2005, the Agency reported collections totaling P26.76 million from registration fees of construction companies, balance of arbitration fees from settled cases, and other miscellaneous sources, indicating a decrease of 7% from its CY 2004 income of P28.66 million. These were all remitted to the National Treasury.

5. Also, the Agency reported additional collection from arbitration fees in the amount of P18,854,572.70 held in trust and a total disbursement of P11,567,911.85 for the year. Out of the total disbursement, the amount of P10,205,796.04 was expended for arbitrators and other related administrative expenses, and the P956,599.97 representing balances of filing fee and administrative fee from resolved/settled/dismissed cases from January to December 31, 2004 and the amount of P405,515.84 bank interest income for the year 2003-2004 were remitted to the National Treasury.

6. For the year 2005, the CIAP's reported results of operations and financial condition are summarized below:

Sources and Application of Funds

Particulars	2005 (in million pesos)	2004 (in million pesos)	Increase/ (Decrease) (in million pesos)	Percentage
A. Major sources of funds				
Annual Appropriation-GAA (RA No. 9336, the General Appropriations Acts of 2005)	33.97	33.02	0.95	2.88%
Subsidy from National Government				
Notice of Cash Allocation	32.22	35.17	(2.95)	(8.39%)
Tax remittance Advice	2.25	2.36	(0.11)	(4.66%)
Continuing Appropriations	0.48	0.21	0.27	128.57%
B. Application of Funds				
Expenses				
Personal Services	21.70	21.03	0.67	3.19%
MOOE	13.42	13.47	(0.05)	(0.37%)
Acquisition of PPE	none	none		

Financial Condition

Accounts	2005 (in million pesos)	2004 (in million pesos)	Increase/ (Decrease) (in million pesos)	Percentage
Total Assets				
Cash	32.12	24.60	7.52	30.57%
Receivables	0.86	1.10	(0.24)	(21.82%)
Inventories	1.67	1.73	(0.06)	(3.47%)
Prepayments	1.51	1.52	(0.01)	(0.66%)
PPE	5.39	12.56	(7.17)	(57.09%)
Other	0.07	0.07	0.00	0.00%
Total Liabilities				
Current Liabilities	1.90	1.26	0.64	50.79%
Deferred Credits	32.47	25.29	7.18	28.39%
Equity	7.26	15.05	(7.79)	(51.76%)

7. It should be noted that the decrease of 52% in the Government Equity as compared to the previous year's figure was due to the donated IT and Office Equipments to Imus Vocational and Technical School in Cavite which amounted to P6.40M.

Scope of Audit

8. For the year 2005, the audit of CIAP was focused on ascertaining the propriety and legality of receipts and disbursements, the reliability of financial statements and the related reports, the adequacy of books of accounts and subsidiary records, with the end in view of rendering an opinion that the financial statements present fairly the financial position, results of operations and cash flows for the year ended, and determining the extent of compliance with existing laws, rules and regulations.

Audit Opinion on the Financial Statements

9. The Auditor rendered an unqualified opinion on the fairness of the presentation of the financial statements of the Agency as of December 31, 2005.

Summary of Observations and Recommendations

10. It is significant to note that most of the errors/adjustments involved minimal amounts, which bear no material effect to the overall financial statements. Furthermore, audit observations have been immediately acted upon by the Management, except for the following:

- a. The CIAP disbursed P 270,748.00 for the reimbursement of the insurance premium paid by the employees and the December insurance premium totaling P33,544.00 to Fortune Medicare, Inc., which is not in accordance with COA Resolution No. 2005-001 dated February 3, 2005 and other pertinent regulations.

We recommended that the CIAP comply with the provisions of COA Resolution No. 2005-001 dated February 3, 2005, Public Sector Labor-Management Council Resolution No. 04, s. 2002, and the Supreme Court Decision prohibiting the procurement of private health insurance and services for government personnel unless otherwise appropriated. Since there is no legal basis for disbursement of public funds for payment of private healthcare services, the employees should be ordered to return the amount of P270,748.00 paid to them and the December premium amounting to P33,544.00 issued directly to Fortune Medicare, Inc.

- b. Year-end balance of Cash-in-Bank Local Currency, Current Account maintained for the Philippine Domestic Construction Board (PDCB) amounting to P204,248.16 had been dormant for five years and remained unreconciled with the bank balance of ₱166,728.31 or a discrepancy of ₱37,519.85.

We recommended that the Accountant reconcile the book and the bank balances of sub-accounts under Cash in Bank- LCCA, and remit the cash balances due for remittance to the National Treasury.

c. Account Due from NGAs (136) was overstated by P41,050.60 due to failure in/erroneous recording of office and IT supplies already delivered and received from the Procurement Services.

We recommended that the Accountant make adjustments of the accounts Due from NGAs, Office Supplies Inventory, and Other Supplies Inventory, to take up the unrecorded supplies already received from the Procurement Services, and adjust the amount recorded in excess of the delivered semi-expendable supplies to correct the overstatement of the receivable due from the Procurement Service. Likewise, the delivery of supplies paid in advance to the Procurement Services (PS) be properly monitored. The Supply Officer must call the attention of the PS for the undelivered items and oblige PS to deliver on the agreed date, otherwise, PS should refund the advance payments.

d. Advance payment to the Procurement Service (PS) for the purchase of office and IT supplies amounting to P51,425.05 was recorded as Other Deferred Credits instead of Due from National Government Agencies (NGAs) as prescribed in the NGAS Manual. Consequently, undelivered supplies amounting to P6,358.25 were not monitored and recorded as receivables.

We recommended that the CIAP Accountant strictly adhere to the provisions of the NGAS manual in recording advances to other government agencies to ensure the proper accounting of all financial transactions of the agency. Also make an adjustments to take up the unrecorded receivables of P6,358.25 from the Procurement Service.

e. The accounts Accumulated Depreciation-IT Equipments and Motor Vehicles were overstated/understated by P74,841.63 and P138,227.31 respectively due to the error in booking up the correct amount of depreciation for 2004 for each account and the unrecorded 2005 provisions for Accumulated Depreciation-Motor Vehicles.

We recommended that the Head, Accounting Section adjust the books to reflect the correct balance of Accumulated Depreciation of IT Equipment and Motor Vehicles and to properly present the accounts in the financial statements.

Implementation of Prior Year's Recommendations

11. Of the five prior year's recommendations, four were fully implemented, and the remaining one was not implemented and is reiterated in Part II of this report.



**Application for Special License of JOINT VENTURE with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD**



The following pertinent documents and information are to be submitted in support of the special license application of **JOINT VENTURE** – a cooperative arrangement between licensed constructor (all Filipinos, all non-Filipinos, or a combination of Filipinos and non-Filipinos) to jointly perform a single specific undertaking/projects with each of the partners contributing to the performance.

A. Legal

- 1. Duly accomplished and notarized application for special license by the Joint Venture (PCAB Form 901)
- 2. General Information Sheet (PCAB Form 902)
- 3. Joint Venture Agreement, which includes, among others, the following:
 - 3.1 Identification of the project by title, owner/tendering agency and location.
 - 3.2 Stipulation as to the specific role/participation of constructor partner/s and non-constructor partner/s, capital contribution, profit & loss sharing and joint liability of partners.
 - 3.3 Joint Resolution of all partners appointing an Authorized Managing Officer (AMO) to act on behalf of the joint venture
- 4. Copy of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders" published in newspapers or disseminated by the owners/tendering agency showing the following:
 - 4.1 Deadline for submission of Intent/Interest to Prequalify, deadline for qualification and the date of bidding;
 - 4.2 Funding Source, Loan Agreement Number, Approved Budget for the Project;
 - 4.3 Required License Category, Project Kind and Size Ranges
- 5. Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner
- 6. Copy of Special License of Foreign Constructor-Partner.
- 7. Self-addressed and self-stamped letter form/notice (PCAB Response Form)

A. B. Financial, Technical and Track Record

- 8. For Joint Venture previously issued special license/s only: List of completed and/or on-going projects during the last three (3) years (PCAB Form 903)
- 9. For Joint Venture applying for license category, project kind/s, size range/s different from that of lead constructor-partner only:
 - 9.1 Financial Statements/Pre-Operating Balance Sheet/Partners' Statement under oath containing their combined financial resources (pre-operating balance sheet) to be committed/invested in the joint venture.
 - 9.2 Technical Personnel
Partners' statement under oath containing the names and other details of their respective nominated sustaining technical personnel to be assigned in the implementation of the project of the joint venture.
- 10. Track Record/projects relevant to the project kind/s applied for undertaken and completed by the joint venture or each constructor partner (if not previously submitted)
 - 10.1 Copy of Contract/Subcontract Agreement/s duly authenticated by the tendering agency or project owner or in case of subcontract, by the prime/main contractor.
 - 10.2 Copy of Certificate of Acceptance/Completion from tendering agency or project owner, or in case of subcontract, from the prime/main contractor.
 - 10.3 For privately-owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/1743.750/2307) stamped received by the BIR for each contract/subcontract.

NOTE: Original signature of Authorized Managing Officer on each and every page of application forms including supporting documents.

DO NOT FILL. FOR PCAB USE ONLY

Total No. of pages submitted _____ Checklisted by: _____ Date _____

Remarks: _____



Application for Special License Issued to
JOINT VENTURE with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD



In behalf of

(Name of Joint Venture)

I respectfully request that said company be issued a Special License to participate in the bidding for and/or undertake the construction of the project described below:

Project Title : _____
Project Location : _____
Funded by : _____
Loan Agreement No.: _____
Date "Notice to Bidders" was published or Date "Invitation to Bidders" was received
by the applicant : _____
Date of Bidding : _____

I hereby certify that the information and documents contained in this application are true and correct of my own personal knowledge. I am fully aware that I shall be personally held liable for any misrepresentation that may be found herein.

Authorized Managing Officer
(Signature over printed name)

Republic of the Philippines)
_____) s.s.

SUBSCRIBED AND SWORN to before me this _____ day of _____
20__ at _____; affiant exhibited to me his
Community Tax Certificate No. _____ issued at _____
on _____ 20__.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES OF _____.

NOTARY PUBLIC
Until December 31, 20__

GENERAL INFORMATION SHEET
(For Special License of a Joint Venture/Consortium of Contractors)

A. CONTRACTORS IDENTIFICATION

Registered Name of Joint Venture/Consortium:	
Address of Firm in the Philippines:	Tel. No.
If provincial based, contact address in Manila, if any:	Tel. No.

B. JOINT VENTURE/CONSORTIUM PARTNERS

		Capital Subscription		
		Voting shares	Non-voting shares	

C. CURRENT DIRECTORS AND OFFICERS of each Non-Constructor Partner

			Capital Subscription	
			Voting shares	Non-voting shares

Certified Correct by:

 Authorized Managing Officer

 Signature/Date



Department of Trade and Industry
 Construction Industry Authority of the Philippines
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
 2nd Floor, Jupiter I Building, #56 Jupiter Street,
 Bel-Air Village, Makati City, Philippines 1209
 Tel./Fax Nos. (632) 8979136; (632) 895-4220

(to be filled up by PCAB)

Date : _____

To : _____

Subject: _____

This is to inform you that the above subject application/s has/have been approved/disapproved. For approved applications, your license is now ready for release upon compliance with the following:

Payment of	<input type="checkbox"/>	Categorization Fee	P	_____
	<input type="checkbox"/>	Additional License Fee	P	_____
	<input type="checkbox"/>	Back Fees	P	_____
	<input type="checkbox"/>	ARC Registration Fee	P	_____
		TOTAL	P	_____

Instead of cash, payment may be made in check (cashier's check, manager's check or PMO) addressed to the Construction Industry Authority of the Philippines (CIAP)

Submission of : _____

Note: If claimant is not the RAR/AMO, the representative will be required to submit an authorization from the RAR/AMO.

You may pay and/or submit the above mentioned requirements and claim your license from the PCAB office or you may request the DTI regional or provincial office nearest you to accept payment and the above required documents together with the corresponding mailing fees to and from PCAB. PCAB will then send the license and Official Receipt for the above fees to said DTI office for you to claim.

For disapproved applications, please see attached Notice of Disapproval.

Please be guided accordingly,

B. Public Assistance Desk

(to be filled up by the applicant)

Philippine Contractors Accreditation Board
 2/F Jupiter I Bldg., 56 Jupiter St., Bel-Air
Makati City, Philippines

Name: _____

Address: _____

Republic of the Philippines) s.s.
_____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Proprietor/Authorized Managing Officer (AMO) of _____;
(Name of Firm)
2. That I appoint _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening my application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.

(Signature over Printed Name)

HOME /MAILING ADDRESS

3. That I am aware that I am responsible/liable for any or all acts/representation made by my representative in connection with the functions stated herein.
4. That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20____, affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____

Page No. _____

Book No. _____

Series of _____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)

Republic of the Philippines) s.s.

 _____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Authorized Managing Officer (AMO) of _____;

 (Name of firm)
2. That the abovestated firm had duly appointed _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening its application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.

 (Signature over Printed Name)

 HOME /MAILING ADDRESS

3. That we are aware that we are responsible/liable for any or all acts/representation made by the above representative in connection with the functions stated herein.
4. That the firm undertakes to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)



APPLICATION FOR SPECIAL CONTRACTOR'S LICENSE
By a FOREIGN CONTRACTOR with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD



Checklist of requirements for Special License Application by Foreign Contractor

The following pertinent documents and information are to be submitted in support of the license application:

A. LEGAL

- 1. Duly accomplished and notarized application for Special License by Foreign Contractor (PCAB Form 701)
- 2. General Information Sheet (PCAB Form 702);
- 3. SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant;
- 4. Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO
 - 4.1 Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;
- 5. Original NBI Clearance for newly nominated Filipino AMO and for RAR who resided in the country for six (6) months and longer, or certified true copy of NBI Clearance Equivalent of RAR duly authenticated by the Phil. Embassy in the home country of the RAR;
- 6. Affidavit of undertaking of the RAR/AMO (PCAB Form No. 703);
- 7. Alien Certificate of Registration and current working visa of the RAR;
- 8. Authenticated diploma and/or transcript of records as well as PRC ID/certificate of registration or equivalent (for new RAR professional);
- 9. Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office;
- 10. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;
- 11. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA# 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any (PCAB Form 704)
- 12. Original or certified true copy of "Invitation to Bid" or "Invitation to Bidders" or "Notice to Bidders" or original ad/clipping of the project applied for showing the date of bidding;
- 13. Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor.
- 14. Self-addressed & self-stamped letter form/notice. (PCAB Response Form)

B. FINANCIAL

- 15. Audited Financial Statements dated within the last six (6) months immediately preceding the filing of application, and a diskette / CD (compact disc) containing the firm's Audited Balance Sheet & Income Statement in the prescribed template (PCAB Financial Statement Forms A & B downloadable from the DTI website at www.dti.gov.ph together with the pertinent application forms) to be submitted with the following supporting documents, if applicable:
 - 15.1 For old companies, copy of the Annual Income Tax Return certified true by the BIR, covering the income reported in the Audited Income Statement immediately preceding the filing of application, if applicable;
 - 15.2 Original copy of Bank Certification/Bank Statement of account certified by Bank Manager of cash deposits as of the balance sheet date;
 - 15.2.1 Authorization to depository bank (PCAB Form No. 705);
 - 15.3 List of Construction and/or Transportation/Delivery Vehicles/Equipment/Machineries/Plant owned by the company and registered in its name (PCAB Form No. 706);
 - 15.3.1 Certified true copy of the LTO Certificate of Registration and current Official Receipt of Registration or registrable construction and/or transportation/delivery vehicles reported;
 - 15.3.2 Certified true copy of Deed of Sale for non-registrable construction equipment/machineries.
- 16. Authorization to BIR & other agencies (PCAB Form No. 707);

C. TECHNICAL

- 17. List of STEs (PCAB Form No. 708) supported by the following documents for each STE:
 - 17.1 Nominated Sustaining Technical Employee (STE) affidavit/s (PCAB Form No. 709) with passport size picture/s of the nominated STE/s;
 - 17.1.1 Certified true copy of valid PRC ID of STE as licensed professional or original Certification of Good Standing for those awaiting issuance of new or renewed PRC ID
 - 17.1.2 Original NBI Clearance/s of STE/s
 - 17.1.3 Special PRC Permit, Alien Certificate of Registration and current working visa for foreign STE, if any
 - 17.2 STE Affidavit/s of Construction Experience (PCAB Form No. 710);
 - 17.3 Personal Appearance Form duly accomplished and signed by the STE/s appearing before the designated officer of the PCAB or the nearest DTI regional / provincial office (PCAB Form No. 711);

D. TRACK RECORD

- 18. Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order/ Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate Office in the country where project is located;
- 19. Copy of Certificate of Completion/Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;
- 20. For privately owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/ 1743.750/2307) stamped received by the BIR for each contract/subcontract.

E. Others: PCAB Response Form (self-addressed and with sufficient stamps affixed)

- NOTES: 1. The RAR/AMO must sign each and every page of the application forms and supporting documents.
 2. For NEW RAR/AMO: Personal Appearance/Interview by the Board on _____, _____ p.m. at the CIAP Conference Room 4th Flr. Jupiter Bldg., 56 Jupiter St., Bel-Air Village, Makati City. **Warning:** Failure to appear on scheduled date may be deemed as abandonment of application resulting in disapproval.

DO NOT FILL (For PCAB use only)

Total No. of pages submitted: _____

Checked by: _____ Date _____

Remarks: _____



**Application for SPECIAL CONTRACTORS
LICENSE By a FOREIGN CONTRACTOR with the
PHILIPPINE CONTRACTORS ACCREDITATION BOARD**



In behalf of _____
(Name of Applicant)

I respectfully request that said Company be issued a Special License to prequalify for, bid on and undertake the construction of the specific project described below:

Project Title : _____

Project Location : _____

Implementing Agency: _____

State if project is covered by:

Bilateral Agreement calling for international competitive bidding

Expanded BOT Law or other existing laws of similar nature

Funded by : _____

Loan Agreement No. : _____

Date "Notice to Bidders" was published or date "Invitation to Bidders" was received by the applicant : _____

Date of Bidding : _____

Special License Category and Classification/s applied for:

Category

Classification

Project Kind and Size Range applied for:

Project Kind

Size Range

The documents and information in support of this license application as per attached checklist are hereby submitted. I hereby declare that all the information and documents contained in this application are true and correct of my own personal knowledge. I am fully aware that I shall be personally held liable for any misrepresentation that may be found herein.

Signature over printed name of Resident Alien Representative (RAR)/
Authorized Managing Officer (AMO)

Date Signed

Republic of the Philippines)
_____) s.s.

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at

_____; affiant exhibited to me his Community Tax Certificate
No. _____ issued at _____ on _____ 20__.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES OF _____.

NOTARY PUBLIC
Until December 31, 20__

GENERAL INFORMATION
For Special License by a Foreign Contractor

A. CONTRACTOR'S IDENTIFICATION

Name of Firm:			
Office Address in the Philippines:		Tel. No.:	
Office Address in the Home Country:		Tel. No.:	
Type of Organization (Please check) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship			
SEC Registration No.	Date Registered:	SSS Employer's I.D. No.	TIN:

OWNERS/STOCKHOLDERS/OFFICERS (For Corporation and Partnership)

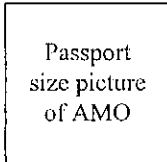
Name	Position	Nationality	Capital Subscription	Paid-up Capital

E. AFFILIATION WITH OTHER LICENSED CONTRACTORS

Name of Affiliated Firm/s	Nature of Affiliation

CERTIFIED CORRECT BY:

Signature over Printed Name of Resident Alien Representative (RAR)/
Authorized Managing Officer (AMO)



Republic of the Philippines)
 Province of _____)
 Municipality of _____) S.S.

RAR/AMO AFFIDAVIT

I, _____ of legal age,
 (Surname, First Name, Middle Name) (Nationality)
 and residing in the Philippines at _____
 having duly sworn in accordance with law depose and say:

- That I am the Resident Alien Representative/Authorized Managing Officer of _____
 _____ empowered to render general management and administrative decisions.
- That I possess the following educational qualifications:

NAME OF SCHOOL	ADDRESS	DEGREE EARNED	INCLUSIVE DATE OF ENROLLMENT

- That I possess at least two (2) years of experience in the construction industry as follows (Sec.20, R.A. 4566):

POSITION	COMPANY NAME AND NATURE OF BUSINESS	ADDRESS	JOB DESCRIPTION	DATES OF EMPLOYMENT

(use additional sheet if necessary)

- That I possess knowledge of the building, safety, health, & lien laws of the Republic of the Philippines & the rudimentary administrative principles of construction contracting from my work experiences in item 3 above and from the following training/seminars (Sec.20, R.A. 4566):

TRAINING/SEMINAR	CONDUCTED BY	ADDRESS	INCLUSIVE DATES OF TRAINING

- That I am not involved in any construction malperformance suggestive of negligence, incompetence or malpractice or any act of omission liable for disciplinary action by myself or in collaboration with any person (Rule 4, Section 4.2)
- That I have not been convicted by a court of competent jurisdiction of any offense involving moral turpitude (Rule 4, Section 4.2);
- That I am fully aware that my failure to notify PCAB of my disassociation from my present employer within 30 days therefrom shall cause my disqualification to be a Resident Alien Representative or Authorized Managing Officer;
- That I authorize the PCAB to verify and investigate any or all information in this instrument from whatever sources PCAB may consider appropriate; and
- That I certify under pain of perjury that all information on this affidavit are true and correct.

FURTHER, AFFIANT SAYETH NAUGHT.

 Affiant

SUBSCRIBED and sworn to before me this _____ day of _____, 200__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 200__.

Notary Public
 Until December 200__

CERTIFICATION

This is to certify that the project _____
funded under Loan Agreement No. _____, is subject to international competitive
bidding or is covered by the BOT Law.

This is to further certify that the following requirements under existing laws have
been waived in the loan agreement:

<u>Specific Requirement Waived</u>	<u>Provision in the Loan Agreement waiving the requirement</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Certifying Officer / Position
(Signature over Printed Name)

Name of Agency

Date

THE MANAGER

Subject: Account # _____

Sir:

Please provide the **Philippine Contractors Accreditation Board (PCAB)**, a government agency under the Department of Trade and Industry, any information they need regarding the subject account with your bank.

I am applying for a contractor's license from PCAB and part of their evaluation process is the verification of bank deposits and other assets of an applicant.

This will serve as your authorization to release any information that may be requested by PCAB regarding the above subject account.

Thank you.

Very truly yours,

Signature over Printed Name of RAR/AMO

Company Name

Date

Note: To be submitted in two (2) copies.

A. LIST OF DELIVERY AND TRANSPORTATION EQUIPMENT OWNED BY AND REGISTERED IN THE NAME OF THE COMPANY AS OF THE BALANCE SHEET DATE

COMPLETE DESCRIPTION					ACQUISITION		BOOK VALUE
Plate No.	Chassis No.	Engine No.	M.V. File No.	CR No.	Date	Cost	
						P	P
TOTAL						P	P

B. LIST OF MACHINERIES/PLANTS AND OTHER CONSTRUCTION EQUIPMENT OWNED BY THE COMPANY AS OF THE BALANCE SHEET DATE

COMPLETE DESCRIPTION	SERIAL NO.	ACQUISITION		BOOK VALUE
		Date	Cost	
			P	P
TOTAL			P	P

May be reproduced if necessary

Revised 03/31/04

Signature over Printed Name of RAR/AMO

Company Name

AUTHORIZATION

The **Philippine Contractors Accreditation Board (PCAB)** is hereby authorized to verify and secure information and/or copies of documents submitted by or in the name of the firm to any or all of the following agencies relative to its application filed with the PCAB:

1. Bureau of Internal Revenue
2. Securities and Exchange Commission
3. Land Registration Authority
4. Land Transportation Office
5. Social Security System

Name of Applicant Firm

By:

Signature over Printed Name of RAR/AMO

Date: _____

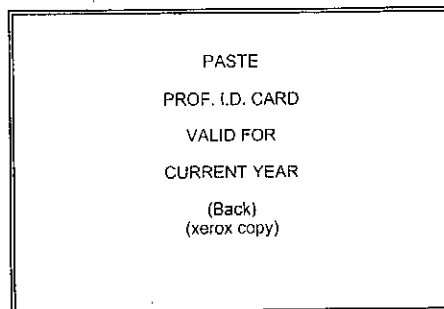
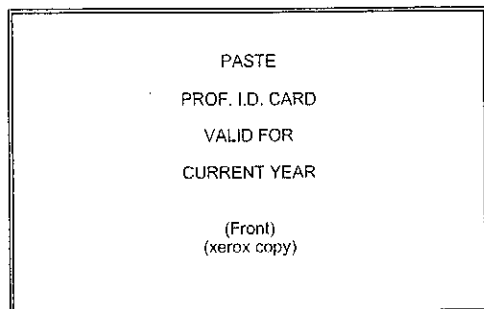
INSTRUCTIONS ON FILLING UP PCAB FORM NO. 709

QUALIFICATION REQUIREMENTS OF SUSTAINING TECHNICAL EMPLOYEE

1. A technology professional, such as engineer or architect, duly licensed by the Professional Regulation Commission.
2. Holder of a Professional I.D. valid for current year.
3. Possesses at least three (3) years of experience in implementation of construction to which he is to be nominated
4. A full-time employee of the nominating contractor, not associated professionally or by employment with any other party, particularly a party engaged in construction or construction-related activities
5. Have none of the following disqualifications:
 - a) Involvement, in any capacity, in any construction malperformance of grave consequence, suggestive of his negligence, incompetence and/or malpractice;
 - b) Involvement, by himself or in collaboration with any other person or firm, in any act or omission liable for disciplinary action of which he is or the other person or firm was found guilty by the Board;
 - c) Conviction by a court of competent jurisdiction of any offense involving moral turpitude; and
 - d) If formerly a Sustaining Technical Employee or an Authorized Managing Officer of any construction firm but disassociated therefrom, failure to notify the Board of his disassociation in accordance with paragraph 5 and 6 of the Affidavit of Undertaking.
6. Not a holder of a Contractor's License.

If you meet the above requirements, kindly accomplish this affidavit. Erasure must be properly initialled.

All statements are subject to verification and any false statement or willful misrepresentation of a material fact in obtaining a license shall be grounds for disapproval of this application.



This is to certify that I have verified with PRC the abovestated professional eligibility/registration of the Sustaining Technical Employee, Affiant herein, and found the same to be true and correct.

Signature over Printed Name of the RAR/AMO

Date: _____

Republic of the Philippines)
 Province of _____)
 Municipality of _____) S.S.

AFFIDAVIT OF STE CONSTRUCTION EXPERIENCE

I, _____, single/married, Filipino, of legal age, with postal address at _____, having been duly sworn in accordance with law depose and say that the projects enumerated below constitute my full & complete construction experience.

NAME and COMPLETE ADDRESS of EMPLOYER/ NAME & LOCATION of PROJECTS UNDERTAKEN	Work Classification (GE, GB, SP)	Nature/Scope of Work Assignment (Proj. Engr.)	PROJECT DURATION (mm/dd/yy)	
			From	To

That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate;

That I am executing this affidavit to attest to the truth of the foregoing.

FURTHER AFFIANT SAYETH NAUGHT.

 Affiant

SUBSCRIBED and sworn to before me this _____ day of _____, 200__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 200 _____.

Notary Public
 Until December 200__

SUSTAINING TECHNICAL EMPLOYEE (STE) PERSONAL APPEARANCE FORM
(To be accomplished fully by the STE)

Name: _____ Sex: _____
 Address: _____
 Profession: _____ PRC Reg. _____
 Nominating Firm: _____
 Contractor's License No.: _____

I hereby confirm the following:

1. The veracity of the information reflected on the STE Affidavit and Affidavit of Construction Experience (PCAB Form Nos. 107 & 108, copies attached) that I executed in favor of the above firm;
2. That I am fully aware that my failure to notify the PCAB of my disassociation from the above-stated nominating firm and any misrepresentation in the attached forms shall cause my disqualification as sustaining technical employee, or authorized managing officer, or a licensee applicant with PCAB per Board Resolution No. 401, Series of 2001.
3. That I have been previously connected with the following companies:

Previous Employers	Date of Employment	Date of Resignation	Position

4. Other Remarks:

 STE's Signature

Date Signed: _____

Identification Documents Presented:

1. PRC ID No. _____
 valid until _____
2. _____

Personal Appearance and Presentation
 of Two (2) Identification Documents
 attested by PCAB designated staff or
 DTI Regional/Provincial Staff

 Signature over Printed Name/Position

DTI Office Address: _____
 Date: _____



Department of Trade and Industry
Construction Industry Authority of the Philippines
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
2nd Floor, Jupiter I Building, #56 Jupiter Street,
Bel-Air Village, Makati City, Philippines 1209
Tel./Fax Nos. (632) 8979336; (632) 895-4220



(to be filled up by PCAB)

Date : _____

To : _____

Subject: _____

This is to inform you that the above subject application/s has/have been approved/disapproved. For approved applications, your license is now ready for release upon compliance with the following:

- Payment of Categorization Fee P. _____
- Additional License Fee P. _____
- Back Fees P. _____
- ARC Registration Fee P. _____
- TOTAL** P. _____

Instead of cash, payment may be made in check (cashier's check, manager's check or PMO) addressed to the Construction Industry Authority of the Philippines (CIAP)

Submission of : _____

Note: If claimant is not the RAR/AMO, the representative will be required to submit an authorization from the RAR/AMO.

You may pay and/or submit the above mentioned requirements and claim your license from the PCAB office or you may request the DTI regional or provincial office nearest you to accept payment and the above required documents together with the corresponding mailing fees to and from PCAB. PCAB will then send the license and Official Receipt for the above fees to said DTI office for you to claim.

For disapproved applications, please see attached Notice of Disapproval.

Please be guided accordingly,

Public Assistance Desk

(to be filled up by the applicant)

Philippine Contractors Accreditation Board
2/F Jupiter I Bldg., 56 Jupiter St., Bel-Air
Makati City, Philippines

Place stamps here

Name: _____

Address: _____

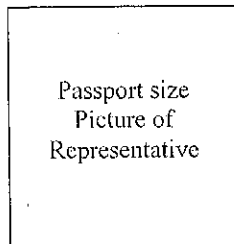
Republic of the Philippines) s.s.
_____)

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address
at _____, after having been sworn to in accordance with law,
hereby depose and say:

1. That I am the Proprietor/Authorized Managing Officer (AMO) of

(Name of Firm)
2. That I appoint _____, whose picture and signature appear
below, to transact business with PCAB; i.e. present for pre-screening my application for
contractor's license or any application related thereto, file/follow-up, submit documents,
receive notices/license in connection with the said application and the like.



(Signature over Printed Name)

HOME /MAILING ADDRESS

3. That I am aware that I am responsible/liable for any or all acts/representation made by
my representative in connection with the functions stated herein.
4. That I undertake to notify PCAB in the event that this appointment is modified,
amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20____, affiant exhibited his/her
Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public
Until December 200 ____

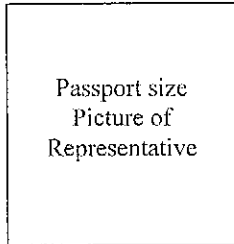
(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime
you transact with PCAB)

Republic of the Philippines) s.s.

AFFIDAVIT

I, _____, of legal age, Filipino, married/single with postal address at _____, after having been sworn to in accordance with law, hereby depose and say:

1. That I am the Authorized Managing Officer (AMO) of _____;
(Name of firm)
2. That the abovestated firm had duly appointed _____, whose picture and signature appear below, to transact business with PCAB; i.e, present for pre-screening its application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.



(Signature over Printed Name)

HOME /MAILING ADDRESS

3. That we are aware that we are responsible/liable for any or all acts/representation made by the above representative in connection with the functions stated herein.
4. That the firm undertakes to notify PCAB in the event that this appointment is modified, amended or revoked.

AFFIANT

SUBSCRIBED and sworn to before me this _____ day of _____, 20__ affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public
Until December 200 ____

(Note: Please submit original and one duplicate to PCAB. Keep another copy for presentation everytime you transact with PCAB)