

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

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

	Project Manager	Project Architect	Project Engineer (Site Superintendent)	Materials Engineer	Foreman	Safety officer
<b>1. Name</b>						
<b>2. Address</b>						
<b>3. Date of Birth</b>						
<b>4. Employed Since</b>						
<b>5. Previous Employment</b>						
<b>6. Education</b>						
<b>7. PRC License/ Accreditation from DOLE-OHSC (for the Health and Safety Officer)</b>						
<b>8. Years of Experience in Proposed Position</b>						

**Note: This List must be supported by individual resumes of all personnel and photocopy of PRC Licenses of the Engineers.**

Submitted by : \_\_\_\_\_  
*(Printed Name & Signature of Authorized Representative)*  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**DETAILED ESTIMATE**

“Annex K”

(sample format)

<b>Date</b> : _____ <b>Project</b> : _____ <b>Location</b> : _____					
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
	<b>ITEM 1 - (Description)</b>				
<b>A</b>	<b>MATERIALS</b>				
	1				
	2				
	3				
	etc.				
				<b>SUB-TOTAL</b>	
<b>B</b>	<b>LABOR COST</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
	1. Project Engineer				
	2. Foreman				
	3. Mason				
	4. Carpenter				
	etc.				
				<b>SUB-TOTAL</b>	
<b>C</b>	<b>EQUIPMENT RENTAL</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
	1				
	2				
	3				
	etc.				
				<b>SUB-TOTAL</b>	
				<b>ESTIMATED DIRECT COST (A+B+C)</b>	
				OCM, PROFIT	
				VAT/TAXES	
				<b>TOTAL PER ITEM</b>	
				<b>UNIT COST/ITEM</b>	

**NOTES:**

1. OCM - stands for Overhead expenses, Contingencies & Miscellaneous expenses
2. Overhead Expenses - includes supervision, transportation allowances, office equipment & supplies, power and water consumption, communication & maintenance, premium on Insurances and Bonds, etc.
3. Contingencies - includes expenses for meetings, coordination with other stakeholders, billboards, stages during ground breaking /inauguration ceremonies & other unforeseen events, etc.
4. Miscellaneous Expenses - includes laboratory tests for quality control and preparation of plans/drawings, etc.