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| **Instruction**: Read Important Reminders (page 6). The following pertinent documents and information are to be submitted in support to the renewal of special license application of a **Joint Venture/Consortium**: |
| **Checklist of Requirements** | **Remarks** |
| **A. LEGAL** |
| A.1.  | Duly accomplished and notarized renewal application for special license by a Joint Venture / Consortium (page 2); |  |  |  |
| A.2.  | Copy of Special License previously issued by PCAB to the applicant and for which renewal is sought; |  |  |  |
| A.2.1.  | **For a project which original completion date has lapsed**, certified true copy of approved time extension reflecting new completion date |  |  |  |
| A.3.  | General Information Sheet (page 3); |  |  |  |
| A.4.  | Copy of Construction Contract or Notice of Award pertaining to the project awarded to the Joint Venture / Consortium; |  |  |  |
| A.5.  | Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner; |  |  |  |
| A.6.  | Copy of valid special license or special license renewal application of each Foreign Constructor Partner; |  |  |  |
| A.7.  | List of completed and/or on-going construction projects in the Philippines during the last three (3) years (page 4); |  |  |  |
| **B. FINANCIAL, TECHNICAL AND TRACK RECORD** |
| B.1.  | In case of Consortium, Non-contractor Partner/s must submit certified true copies of the Annual Income Tax Return (ITR) and Audited Financial Statements (AFS) as of the end of the taxable year immediately preceding the filing of renewal application, duly filed with the Bureau of Internal Revenue; |  |  |  |
| **C. OTHERS** |
| C.1.  | Firm’s Authorized Representatives **(note: must be an employee of the firm)** Affidavit with recent passport size picture(page 5) |  |  |  |
| C.1.1.  | Copy of company ID of the Authorized Representatives; |  |  |  |
| C.1.2.  | Latest CCL - formerly SSS Form R-3 (for below 60 years old) or Certificate of Income Tax Withheld - BIR Form 2316, formerly BIR W-2 (for 60 years old and above) of the representatives; |  |  |  |
| C.2.  | The Authorized Managing Officer or Resident Alien Representative must affix his original signature on each and every page of application form and supporting documents; |  |  |  |
| C.3.  | **For New RAR/AMO**: Personal Appearance/Interview by the Board. (**Warning:** Failure to appear on scheduled date may be deemed as abandonment of application resulting in disapproval); |  |  |  |
| C.4.  | Certified documents. In lieu of certified copies, photocopies may be accepted provided original copies are presented for authentication; |  |  |  |
| C.5.  | Mode of Release of License (please check only one): [ ] Mail using the attached prepaid courier pouch; [ ] Claim at PCAB Makati; [ ] Claim at CIAP Window / DTI ROG Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |
| **FOR PCAB / DTI-ROG PRESCREENER ONLY** |
| **Item No.** | **1st Prescreening** | **2nd Prescreening**  | **3rd Prescreening** | **4th Prescreening** |
| [ ] PCAB Makati [ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_ |
| Prescreener: | Date: |
| [ ] Accepted [ ] Comply lacking items |
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| **APPLICATION FOR RENEWAL OF SPECIAL LICENSE BY A JOINT VENTURE / CONSORTIUM** |
| In behalf of |  |  |
|  | (Name of Joint Venture / Consortium) |  |
| 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:

|  |
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| **Project Title** |
|  |
| **Project Location** |
|  |
| **Funded by** |
|  |
| **Loan Agreement** |
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| **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 )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_\_\_\_) 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 20 \_\_.  |
|  | **NOTARY PUBLIC**Until December 20 \_\_\_\_ |

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| **GENERAL INFORMATION SHEET** |
| Note: Please use additional sheets if necessary. |
| **A. Contractors’ Identification** |
| **Registered Name of Joint Venture / Consortium** |
|  |
| **Office Address of the Firm in the Philippines** | **Tel/Fax No.** (include area code) |
|  |  |
| **If provincial based, contact address in Manila, if any** | **E-mail Address** (required) | **Mobile No.** |
|  |  |  |
| **B. JOINT VENTURE/CONSORTIUM PARTNERS** |
| **Name** | **Contractor’s License No.** | **Capital Subscription** | **Paid-up Capital** |
| **Voting Shares** | **Non-voting shares** |
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| **C. CURRENT DIRECTORS & OFFICERS OF EACH NON-CONSTRUCTOR PARTNER** |
| **Partner** | **Named of Directors & Officers** | **Nationality** | **Capital Subscription** |
| **Voting Shares** | **Non-Voting Shares** |
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| Certified correct by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorized Managing Officer / RAR** Date (Signature over printed name) |

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| **LIST OF COMPLETED/ON-GOING CONSTRUCTION PROJECT(S) in the Philippines during the last three (3) yearS** |
| Note: Please use additional sheets if necessary. |
| **I** | **Title of Project / Location** | **Date Contract was Signed** | **Lending Institution** (e.g. IBRD, ADB, OECF) | **Percent (%) Completed** | **Remarks** |
| **II** | **Tendering Agency/Project Owner** (e.g. DPWH, MWSS, NIA, etc.) | **Scheduled Completion Date** | **Loan Agreement No.** | **Actual Date Completed** |
| **I** |  |  |  |  |  |
| **II** |  |  |  |  |
| **I** |  |  |  |  |  |
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| Certified correct by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorized Managing Officer**  Date (Signature over printed name) |

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| **AUTHORIZED REPRESENTATIVES AFFIDAVIT** |
| Note: To be accomplished by the AMO. |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_) S.S

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I, | **Last Name** | **First Name** | **Ext. Name** (Jr/Sr, if any) | **Middle Name** |
|  |  |  |  |
| born on | **mm** | **dd** | **yyyy** | Single / Married to | **Last Name** | **First Name** | **Middle Name** |
|  |  |  |  |  |  |
| and residing at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| having duly sworn to in accordance with law depose and say: |
| 1. | That I am the Authorized Managing Officer of : | **Name of Firm** |
|  |
| with office address at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Ph. No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| 2. | That I appoint two (2) representatives, whose pictures and signatures appear below: |
| **Name of Representative and** **Position in the Firm** | **Picture** See Important Reminders (page 6,item no. 4) for specification | **Signature of Representative over Printed Name** |
| A.  |  |  |
| B.  |  |  |
| 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. |
| 3. | That I am aware that I am responsible/liable for any or all acts/representation made by my representatives 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. |
| 5. | That I have read and fully understood and complied with the requirements of PCAB Board Resolution No. 515 s. 2011 (copies of required documents are attached). |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Affiant** (Authorized Managing Officer of Firm)**SUBSCRIBED and sworn** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_. **Notary Public** Until December 31, 20 \_\_\_Doc. No. Page No.Book No. Series of 20 \_\_\_  |

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| **IMPORTANT REMINDERS** |
| 1. All required information in the application forms should be properly filled out. Do not leave an item blank. If an item is not applicable, indicate “N/A”.
2. The recommended paper size in printing the application forms is 8.27” x 11.69” (A4 size).
3. Application forms and its corresponding supporting documents/attachments should be:
	* 1. arranged according to page number with index tabs;
		2. fasten in a long size folder.
4. The **required** **picture specification** fortheAuthorized Representatives Affidavit as follows:
	1. taken within the last three (3) months prior to filing of application;
	2. Philippine passport size (4.5 cm x 3.5 cm or 1.78” x 1.38”);
	3. colored, with white background and printed on good quality photo paper;
	4. in standard close-up shot, taken in full-face view directly facing the camera;
	5. in bare face (with no eyeglasses or any accessories that may cover the facial features), showing left and right ears;
	6. with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format: First Name, Middle Initial, Last Name and Extension Name, if any;
5. Special license applicants must ensure that the ARC license of contractor-partner for a joint venture/consortium is valid for a period of at least fifteen (15) days at the time of filing the special license application, provided that an application for re-registration is likewise filed with PCAB (Board Resolution No. 365, s. 2014).
6. Special license applications filed less than five (5) working days but at least one (1) day before bidding or negotiation date may be accepted subject to the imposition of a non-refundable Additional Processing Fee (APF), in addition to the usual licensing fee, as follows (Board Resolution No. 047, s. 2015):

|  |  |
| --- | --- |
| **Registration Size Range** | **APF (P)** |
| Large B | 25,000 |
| Large A | 20,000 |
| Medium A & B | 15,000 |
| Small A & B | 10,000 |

1. The legal holidays before the date of bidding/negotiation are excluded from the five-working day count (Board Resolution No. 047, s. 2015).
2. In the event that the special license certificate of an approved application cannot be available due to limited time to process, the Secretariat may upon request, issue a “Notice of Board Action” indicating the approval and details of the approved application, which may be validly presented to the project owner as compliance with the requirement stated herein (Board Resolution No. 047, s. 2015).
3. All applicants are required to pay non-refundable upfront fees for all types of license applications upon acceptance (Board Resolution No. 313, s. 2011).
4. Only the Authorized Managing Officer or one of the two (2) Authorized Representatives of the Firm is allowed to transact with PCAB (Board Resolution No. 515, s. 2011).
5. Filing/submission of application/s can be done at PCAB Makati / CIAP Windows / DTI Regional or Provincial Offices / PCAB Accredited Contractors’ Associations & Professional Organizations.
6. Application Forms (i.e. ARC, Amendments, Special License, etc.), Citizen’s Charter, Board Resolutions, Advisories and other relevant information about PCAB application can be downloaded at [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph).
7. Fee Structure:

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| **Special License – Joint Venture / Consortium (Renewal)** |
|  | **Category** |
| **Fee Particulars** | **AAA** | **AA** | **A** | **B** | **C** | **D** | **E/Trade** |
| Filing Fee | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  |
| License Fee | 100  | 100  | 100  | 100  | 100  | 100  | 100  |
| Categorization Fee  | 28,800  | 14,400  | 4,800  | 3,600  | 1,920  | 960  | nil  |
| Documentary Stamp Tax | 15  | 15  | 15  | 15  | 15  | 15  | 15  |
| Legal Research Fund | 12  | 12  | 12  | 12  | 12  | 12  | 12  |
| **Grand Total (P)** | **30,127**  | **15,727**  | **6,127**  | **4,927**  | **3,247**  | **2,287**  | **1,327**  |
| Form of Payment - Cash / Manager’s Check or Cashier’s Check payable to “CIAP” |

1. For further inquiries or clarifications, please communicate with us thru email or thru contact numbers below:

Department of Trade & Industry PhilippinesConstruction Industry Authority of the Philippines**Philippine Contractors Accreditation Board**5F Executive Building Center, 369 Sen. Gil J. Puyat Ave.,Makati City 1209Tel/TeleFax: 895-4258 / 895-4220 / 09178482427E-mail Address: ciappcab.main@gmail.com, pcab@dti.gov.ph  |
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