



Republic of the Philippines
Department of Public Works and Highways
CENTRAL OFFICE
Registry of Contractors for Civil Works Projects
**Contractor's Confidential Application Statement
for Inclusion (CCASI) in the Civil Works Application (CWA)**

(Please read the attached Instructions)

I, _____ of legal age, with postal address at _____, after having been duly sworn in accordance with the law, hereby depose and say:

1. That I am the _____ of the _____ duly authorized to make this statement, as evidenced by the attached written authority from the proprietor/governing board of the firm,
2. That I hereby present the following information with the Department of Public Works and Highways for inclusion in the CWA

A. GENERAL INFORMATION

1. Name of Firm/Company : _____

- a. Head Office Address : Unit/House Number: _____ Building/Development: _____
Street Name: _____ Brgy: _____
Municipality/City: _____ Province: _____ Region: _____
Postal Code: _____ Country: _____
- b. Telephone Number : _____
- c. Email Address : _____
- d. Company TIN : _____

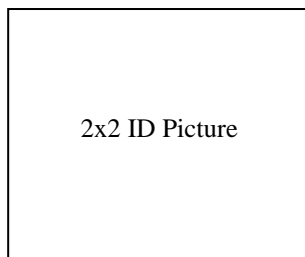
2. Foreign Contractors Only

- a. Nationality : _____
- b. Philippine Address : Unit/House Number: _____ Building/Development: _____
Street Name: _____ Brgy: _____
Municipality/City: _____ Province: _____ Region: _____
Postal Code: _____
- c. Telephone Number : _____
- d. Email Address : _____
- e. Percentage of Filipino : _____ (if applicable)
Ownership

3. Person Managing the Affairs of the Firm: Attach Annexes A, B, and E

- a. Name : _____
- b. Designation : _____
- c. Tax ID No. : _____
- d. Birthdate : _____

- e. Picture



- f. Signature :

Signature

4. Authorized Liaison Officers: Attach Annexes C, D, and F

a. Name : 1. _____ 2. _____ 3. _____

b. Designation : 1. _____ 2. _____ 3. _____

c. Tax ID No. : 1. _____ 2. _____ 3. _____

d. Birthdate : 1. _____ 2. _____ 3. _____

e. Picture:

2x2 ID Picture

2x2 ID Picture

2x2 ID Picture

f. Signature:

Signature

Signature

Signature

OWNERSHIP

[illegible]

CONTRACTOR'S CONFIDENTIAL APPLICATION STATEMENT FOR INCLUSION (CCASI)

INSTRUCTIONS FOR CONTRACTOR'S APPLICATION

1. The applicant shall accomplish/answer all items in the Application Statement using the English language. If necessary, additional sheets may be added to the form or, if the form has limited space, it can be reproduced and enlarged to suit the applicant's needs. Documents submitted on forms or in any format other than that prescribed in the aforesaid Statement shall not be considered and shall be rejected outright. Forms that may require attachments shall be clearly marked, i.e., Attachments to Form No.1; Attachments to Form No. 2, etc.
2. The information/data submitted by the applicant are to be used by the DPWH in determining the eligibility of the Contractor during bidding consistent with relevant provisions of R.A. 9184 and its IRR. In view thereof, applicants are encouraged to communicate with the DPWH, Procurement Service for any clarification or interpretation of the documents.
3. Aside from the main CCASI, the applicant shall submit and form part of the Statement all documents as enumerated in the List of Annexes
4. The CCASI, including Annexes, shall be submitted in one (1) envelope. The envelope should be captioned "Application for Inclusion" and submitted to the DPWH Central Office, Procurement Service. All documents submitted shall be treated as confidential and will not be returned.
5. The DPWH will inform all applicants of the result of their application. It reserves the right to accept or reject any application without any liability to the affected applicants or any obligation to inform the applicants of the grounds for the action taken thereon.
6. Upon successful inclusion of the applicant in the DPWH Civil Works Application (DPWH-CWA), its Contractor Profile Application (CPA) Account shall be activated for the online updating of its record. The CPA can be accessed through the DPWH website homepage or using this link https://apps.dpwh.gov.ph/contractor_profile_application/signin.aspx. The applicant shall also be issued with a Certificate together with its Contractor Information.
7. It shall be the responsibility of the firm to check the correctness of its record. Correction of record should be requested within seven (7) calendar days from the receipt of the aforementioned Certificate, and any updates thereof. Otherwise, the information shall be construed as true and correct.

LIST OF ANNEXES

Annex	Documents	Sole Proprietor	Corporation/ Partnership/ Cooperative
	I. GENERAL		
A	Original Duly notarized Authorization by Owner appointing the AMO	/	
B	Certified True Copy of Two (2) Valid IDs of the AMO	/	/
C	Original Duly notarized Authorization by AMO/Owner appointing the ALO	/	
D	Certified True Copy of Two (2) Valid IDs of the ALO	/	/
E	Original Board/Partnership/Cooperative Resolution with Secretary's Certificate appointing the AMO		/
F	Original Board/Partnership/Cooperative Resolution with Secretary's Certificate appointing the ALO		/
G	Original Duly Notarized Affidavit of Authenticity	/	/
	II. LEGAL		
	Originally Stamped Certified True Copy (by Authorized Managing Officer or Issuing Office) of:		
H	Mayor's Permit (issued by the city/municipality where the principal place of businesses is located)	/	/
I	Tax Clearance Certificate	/	/
J	DTI	/	
K	SEC/CDA Certificate		/
L	PhilGEPS Certificate	/	/
	III. TECHNICAL		
M	Originally Stamped Certified True Copy (by Authorized Managing Officer or Issuing Office) PCAB License	/	/
N	For Completed/Accepted Projects owned by LGU/Government/Private Sector, Originally Stamped Certified True Copies (by AMO/Issuing Office) of: a. List of all contracts completed by the contractor both in government and in the private sector b. Certificate of Completion and/or Final Inspection Report c. CPES Final Rating of at least Satisfactory (for LGUs or Other Government Agency), if applicable d. Certificate of Final Acceptance e. Notice of Award and Notice to Proceed f. Contract Agreements with copy of Scope of Work and Contract Costs and approved Bill of Quantities g. Joint Venture Agreement stating percent participation, for Joint Ventures	/	/
O	For Ongoing Projects owned by LGU/Government/Private Sector, Originally Stamped Certified True Copies (by AMO/Issuing Office) of: a. List of all on-going contracts including those already awarded but not yet started, both in government and in the private sector b. Latest percent (%) Statement of Works Accomplished (SWA) and percent (%) Time Elapsed c. Contract Agreement with copy of Scope of Work and Contract Costs and Bill of Quantities d. Notice of Award and Notice to Proceed e. Joint Venture Agreement stating percent participation, for Joint Venture	/	/

Annex	Documents	Sole Proprietor	Corporation/ Partnership/ Cooperative
	IV. FINANCIAL		
P	Audited Financial Statement & Income Tax Return (stamped "received" by the BIR.)	/	/

AFFIDAVIT OF AUTHENTICITY

I hereby certify that all information provided herein, including the annexes and enclosures thereto, is true and correct, and I hold myself liable, criminally or civilly, for any misrepresentation or false statement made herein.

I hereby authorize the Department of Public Works and Highways to investigate and verify the said information.

Any discovered misrepresentation of information and/or manifestations of fraud on the application documents submitted by our firm applicant or its Authorized Representative/ Agent/ Liaison Officer shall be subjected to investigation which may result in the disapproval/ denial/ suspension/ revocation of this application and blacklisting of our firm and myself as its Authorized Managing Officer.

In witness thereof, I have hereunto affixed my signature this _____ day of _____, 20____ at _____, Philippines.

(Affiant)

(Republic of the Philippines)
PROVINCE/CITY OF _____)

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

Notary Public

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

Until 31 December 20 _____
PTR No. : _____
Issued at : _____
Issued on : _____
TIN : _____

ANNEX N

List of all contracts completed by the contractor both in government and in the private sector

Contract ID	Contract Name	Owner	Contractor's Role & Participation %	Contract Date		Categories of Work Code Refer to Appendix A	Dimensions Refer to Appendix A	Total As Built Cost Per Work Category (PhP)
				Start mm/dd/yy	Actual Completion mm/dd/yy			

Notes:

- Cost must be in Philippine Pesos
- Each contract listed in this form should be supported by all documents as enumerated under Annex N of the LIST OF ANNEXES

ANNEX O

List of all on-going contracts including those already awarded but not yet started, both in government and in the private sector

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Notes:

- Cost must be in Philippine Pesos computed on the date of the signing of the contract
- WA = Work Accomplished TE = Time Elapsed
- Each contract listed in this form should be supported by all documents as enumerated under Annex O of the LIST OF ANNEXES

Appendix A - TABLE OF MAJOR CATEGORIES OF WORK

Major Work Category Code	Work Category Description	Work Category Measure Code
BCB	Bridges: Construction - Bailey	lm.
BCSDP	Bridges: Construction - Steel (Superstructure) - with Driven Piles	lm.
BCSCP	Bridges: Construction - Steel (Superstructure) - with Cast-in-Place Piles	lm.
BCCDP	Bridges: Construction - Concrete (Superstructure) - with Driven Piles	lm.
BCCCP	Bridges: Construction - Concrete (Superstructure) - with Cast-in-Place Piles	lm.
BRHSDP	Bridges: Rehabilitation - Steel (Superstructure) - with Driven Piles	lm.
BRHSCP	Bridges: Rehabilitation - Steel (Superstructure) - with Cast-in-Place Piles	lm.
BRHCDP	Bridges: Rehabilitation - Concrete (Superstructure) - with Driven Piles	lm.
BRHCCP	Bridges: Rehabilitation - Concrete (Superstructure) - with Cast-in-Place Piles	lm.
BRTSDP	Bridges: Retrofitting - Steel (Superstructure) - with Driven Piles	lm.
BRTSCP	Bridges: Retrofitting - Steel (Superstructure) - with Cast-in-Place Piles	lm.
BRTCDP	Bridges: Retrofitting - Concrete (Superstructure) - with Driven Piles	lm.
BRTCCP	Bridges: Retrofitting - Concrete (Superstructure) - with Cast-in-Place Piles	lm.
BCCWOP	Bridges: Construction - Concrete (Superstructure) - without Piles	lm.
BCSWOP	Bridges: Construction - Steel (Superstructure) - without Piles	lm.
BRHCWOP	Bridges: Rehabilitation - Concrete (Superstructure) - without Piles	lm.
BRHSWOP	Bridges: Rehabilitation - Steel (Superstructure) - without Piles	lm.
BRTCWOP	Bridges: Retrofitting - Concrete (Superstructure) - without Piles	lm.
BRTSWOP	Bridges: Retrofitting - Steel (Superstructure) - without Piles	lm.
RCA	Roads: Construction - Asphalt	km.
RCG	Roads: Construction - Gravel	km.
RCP	Roads: Construction - PCCP	km.
RRA	Roads: Rehabilitation - Asphalt	km.
RRP	Roads: Rehabilitation - PCCP	km.
RCTP	Roads: Construction - Tunnel - PCCP	
RCSPNS	Roads: Construction - Slope Protection using non - structural measures (e.g. vetiver, coconet, other vegetation)	km.
RCSPS	Roads: Construction - Slope Protection using Structural Measures (e.g. Revetment, Retaining structures, Wirenet)	km.
RM	Roads: Maintenance	km.
BM	Bridges: Maintenance	km.

Major Work Category Code	Work Category Description	Work Category Measure Code
TEMS	Traffic Engineering and Management System (including Road Safety Devices)	lm.
BICWPLCDP	Buildings: Construction - with Piles - Low Rise - Concrete (Frame) - Driven Piles (1 to 5 Storeys)	storeys
BICWPLCCP	Buildings: Construction - with Piles - Low Rise - Concrete (Frame) - Cast-in-Place Piles (1 to 5 Storeys)	storeys
BICWOPLC	Buildings: Construction - without Piles - Low Rise - Concrete (Frame) (1 to 5 Storeys)	storeys
BICWPHCDP	Buildings: Construction - with Piles - High Rise - Concrete (Frame) - Driven Piles (6 & above Storeys)	storeys
BICWPHCCP	Buildings: Construction - with Piles - High Rise - Concrete (Frame) - Cast-in-Place Piles (6 & above Storeys)	storeys
BICWOPHC	Buildings: Construction - without Piles - High Rise - Concrete (Frame) (6 & above Storeys)	storeys
BICWPLSDP	Buildings: Construction - with Piles - Low Rise - Steel (Frame) - Driven Piles (1 to 5 Storeys)	storeys
BICWPLSCP	Buildings: Construction - with Piles - Low Rise - Steel (Frame) - Cast-in-Place Piles (1 to 6 Storeys)	storeys
BICWOPLS	Buildings: Construction - without Piles - Low Rise - Steel (Frame) (1 to 5 Storeys)	storeys
BICWPHSDP	Buildings: Construction - with Piles - High Rise - Steel (Frame) - Driven Piles (6 and above Storeys)	storeys
BICWPHSCP	Buildings: Construction - with Piles - High Rise - Steel (Frame) - Cast-in-Place Piles (6 and above Storeys)	storeys
BICWOPHS	Buildings: Construction - without Piles - High Rise - Steel (Frame) (6 and above Storeys)	storeys
BIR	Buildings: Repair	storeys
BIRTL	Buildings: Retrofitting - Low Rise	storeys
BIRTH	Buildings: Retrofitting - High Rise	storeys
FCG	Flood Control: Construction - Gates	unit
FCDG	Flood Control: Construction - Dam with Gates	unit
FCRB	Flood Control: Construction - Retarding Basin	cu.m.
FCSP	Flood Control: Construction - Shore Protection (Seawall, Breakwater)	lm.
FCSPNS	Flood Control: Construction - Slope Protection using non - structural measures (e.g. vetiver, coconet, other vegetation)	lm.
FCSPS	Flood Control: Construction - Slope Protection using Structural Measures (e.g. Revetment, Retaining structures, Wirenet)	lm.
FCD	Flood Control: Construction - Dams	cu.m.
FMDRE	Flood Control: Maintenance - Dredging, Desilting, River Rechanneling/Excavation Works	cu.m.
FCCE	Flood Control: Construction - Channel Excavation	cu.m.

Major Work Category Code	Work Category Description	Work Category Measure Code
HD	Harbors: Dredging	cu.m.
FCN	Flood Control: Construction - Drainage (Closed and open) Conduits	lm.
FCP	Flood Control: Construction - Pumping Station	unit
FCDKL	Flood Control: Construction - Dikes/Levees	lm.
FCBPS	Flood Control: Construction - Bank Protection Structure	
WSL1	Water Supply (Level 1): Construction (Shallow Wells/Rainwater Collectors)	lm.
WSL2&3	Water Supply (Level 2 & 3): Construction (Piped Water with Communal/Private Water Point)	
PCCWDP	Ports/Harbors: Construction - Causeway/Wharf - with Driven Piles	lm.
PCCWCP	Ports/Harbors: Construction - Causeway/Wharf - with Cast-in-Place Piles	lm.
PMCWDP	Ports/Harbors: Maintenance - Causeway/Wharf - with Driven Piles	lm.
PMCWCP	Ports/Harbors: Maintenance - Causeway/Wharf - with Cast-in-Place Piles	lm.