

Contract Type	Required information on the request form	Required Supporting Documents
<p>Consultancy</p> <p>(Note: Consultancy is focused on expert advice, guidance, and recommendations based on the consultant's knowledge and experience. Primary deliverables mostly include intellectual property (e.g. reports, analysis, etc). Examples are financing consultant, WACS consultant, final project evaluator, legal consultant, etc.)</p>	<ul style="list-style-type: none"> a. Name of Consultant b. Position Title c. Name of Project d. Contract start date e. Contract end date f. Gross Professional Fee g. Payment Schedules h. Cost Center/Charging i. Terms of Reference indicating the scope of work and output (should enable them to attach a document in pdf) 	<ul style="list-style-type: none"> a. Signed Personnel Request Form a. Terms of Reference b. Profile (CV for individuals, company profile for firms) c. BIR Certificate of Registration d. Sample Invoice or OR e. Sworn Declaration of Gross Receipts (if applicable) f. Canvass Summary g. Justification Form (if no canvass summary is provided) h. Proposals of all bidders
<p>Work Order for Services (WOS)</p> <p>(Note: This covers technical services for short term engagements not exceeding 6 months. Examples include encoder, research aide, maintenance personnel, documenter, reliever, etc.)</p>	<ul style="list-style-type: none"> a. Name of Service Provider b. Position Title c. Name of Project d. Contract start date e. Contract end date f. Gross Technical Service Fee g. Payment Schedules h. Cost Center/Charging i. Scope of Work and Output (should enable them to attach a document in pdf) 	<ul style="list-style-type: none"> a. Signed Personnel Request Form b. Terms of Reference c. CV d. Valid ID e. NBI clearance/Barangay clearance
<p>Service Agreement</p> <p>(Note: This entails a broader scope that may include advice, tasks, and deliverables. Primary deliverables can be physical product, services or both. Examples are media monitoring, fabrication services, website maintenance, etc.)</p>	<ul style="list-style-type: none"> a. Name of Service Provider b. Position Title c. Name of Project d. Contract start date e. Contract end date f. Gross Technical Service Fee g. Payment Schedules h. Cost Center/Charging i. Scope of Work and Output (should enable them to attach a document in pdf) 	<ul style="list-style-type: none"> a. Signed Service Request Form b. Terms of Reference c. Profile (CV for individuals, company profile for firms) d. BIR Certificate of Registration e. Sample Invoice or OR f. Sworn Declaration of Gross Receipts (if applicable) g. Canvass Summary h. Justification Form (if

		<p>no canvass summary is provided)</p> <p>i. Proposals of all bidders</p>
Memorandum of Agreement/Understanding	<p>a. Name of Contracting Party</p> <p>b. Registered Business/Office Address</p> <p>c. Name of Authorized Representative/Signatory</p> <p>d. Designation of Authorized Representative</p> <p>e. Recitals or Whereas Clauses</p> <p>f. Purpose of the agreement</p> <p>g. Roles of KKPFI</p> <p>h. Roles of the contracting party</p> <p>i. Mutual obligations (if any)</p> <p>j. Contract start date</p> <p>k. Contract end date</p>	<p>a. Appendices to the agreement (Terms of Reference/ Work and Financial Plan/ Schedules, other relevant documents)</p>
Employment	<p>a. Position Title</p> <p>b. Project Name</p> <p>c. Cost Center/Charging</p> <p>d. No. of staff needed</p> <p>e. Salary Rate</p> <p>f. Communication Allowance</p> <p>g. Reason for Requisition</p> <p><i>Dropdown menu:</i></p> <ul style="list-style-type: none"> • New Position • Additional • Replacement (specify reason - transfer, resignation, end of contract, promotion) <p>h. Classification of employment</p> <p><i>Dropdown menu:</i></p> <ul style="list-style-type: none"> • Core • Project (if this is selected, ask for number of months) 	<p>a. Signed Personnel Request Form</p> <p>b. Terms of Reference/Job Description</p>
Request for Amendment	<p>a. Contract type (dropdown menu: Consultancy, WOS, Service Agreement, MOU/MOA, Employment, Grant Agreement, Subgrant, Lease Contract)</p>	None

	<ul style="list-style-type: none"> a. Duration b. Deliverables c. Payment d. Schedules of Payment <p>Note: There should be an instruction where requestors can indicate "None" in field/s where no amendment is needed</p>	
Grant Agreement Note: This refers to grants or project agreements with donors	<ul style="list-style-type: none"> a. Name of Donor b. Registered address of Donor c. Project Name d. Project Location e. Contract start date f. Contract end date g. Primary Donor h. Primary Donor Funding Source Agreement Number i. Contract Amount j. Bank Account Information for transmittal of funds k. Payment Schedules l. Contacts of Parties <ul style="list-style-type: none"> i. Donor ii. KKPFI m. Deliverables and dates of submission n. Name and Designation of Authorized Signatory 	<ul style="list-style-type: none"> a. Project Proposal/Terms of Reference b. Detailed Budget
Subgrant Agreement Note: This refers to subcontracting or subawarding of grants from KKPFI to another recipient organization	<ul style="list-style-type: none"> a. Name of Recipient Organization b. Registered address of recipient organization c. Contact details of recipient organization d. Project Name e. Project Location f. Contract start date g. Contract end date h. Primary Donor i. Primary Donor Funding Source Agreement Number j. Contract Amount k. Bank Account Information of recipient organization for transmittal of funds l. Payment Schedules 	<ul style="list-style-type: none"> a. Project Proposal/Terms of Reference and Workplan b. BIR Certificate of Registration c. Organizational Profile

	<ul style="list-style-type: none"> m. Contacts of Parties <ul style="list-style-type: none"> i. Recipient organization ii. KKPFI N. Deliverables and dates of submission o. Name and Designation of Authorized Signatory 	
Lease Contract	<ul style="list-style-type: none"> a. Name of Lessor b. Registered address of lessor c. Description of property to be leased (apartment, lot, etc.) d. Complete address of property to be leased e. Purpose of lease (field office, etc.) f. Contract start date g. Contract end date h. Amount of monthly rental fee i. Due date of payment j. Cost Center/Charging 	<ul style="list-style-type: none"> a. BIR Certificate of Registration b. Sample Invoice/OR (if applicable)
Deed of Donation	<ul style="list-style-type: none"> a. Name of Project b. Name of Recipient Organization/Donee c. Name of Authorized Representative of Donee d. Address of Donee e. Email Address of Donee f. Purpose for the transfer of item/equipment g. List of materials to be donated (include quantity and description) h. Specific donee obligations 	None