



1. **Frontline Service with Description**

**Issuance of Special License-Foreign (New and Renewal) License** - Processing of application & issuance of Special License-Foreign (New and Renewal) License

2. **Schedule of Availability of Service**

8:00 a.m. – 5:00 p.m. (Monday thru Friday)

3. **Address and Contact Information of Frontline Office**

*Enabling Business, Empowering Consumers*



**PHILIPPINE CONTRACTORS ACCREDITATION BOARD**  
5F, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City 1209, Philippines  
Telephone: (632)895-4258 Telefax: (632)895-4220 E-mail: [pcab@dti.gov.ph](mailto:pcab@dti.gov.ph)  
[ciap.dti.gov.ph](http://ciap.dti.gov.ph)

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;

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;

Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor;

Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;

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

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Certified true copy of the Annual Income Tax Return filed with the BIR for the taxable year immediately preceding the filing of renewal application;  
Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;  
Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);

<b>3</b>	Pay corresponding upfront fee	Receive payment and issue Official Receipt	10 minutes	Cashier	PCAB Makati / CIAP Window		
		Prepare evaluation report		Evaluator	PCAB Makati / CIAP Window		
		Recommend for Board Action	30 business days (Special License – Foreign (New))	Division Chief / Executive Director / Board Members	PCAB Makati		
<b>4</b>	Verify result of Board Action		10 business days (Special License – Foreign (Renewal))				