



**REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
GAMES AND AMUSEMENTS BOARD
MAKATI CITY**

BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATED PROCUREMENT

**“SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW MOTOR VEHICLES
REQUIREMENT FOR THE GAMES AND AMUSEMENTS BOARD”**

1. In view of the two (2) failed public biddings, the Games and Amusements Board (GAB) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW MOTOR VEHICLES REQUIREMENT FOR THE GAMES AND AMUSEMENTS BOARD** with an Approved Budget for the Contract (ABC) of **Three Million Nine Hundred Thousand Pesos (Php3,900,000.00)** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.” As such, the BAC will hold its Negotiation Conference on **February 8, 2018** at **1:30 PM** at the **Conference Room – 2nd Floor Legaspi Towers 200, Paseo de Roxas St., Makati City** which shall be open to all interested parties.

For more details on this project, please refer to attached Schedule of Requirements (Annex A) and Technical Specifications (Annex B).

2. The following eligibility and technical documents as well as the Financial Proposal Form shall be submitted on or before Feb. 19, 2018, 1:00 p.m. at the Conference Room, 2nd floor Legaspi Towers 200, Paseo de Roxas Street, Legaspi Village, Makati City
 - (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
 - (b) Valid Mayor’s Permit;
 - (c) List of projects for FY 2017 (ongoing and completed government and private contracts);
 - (d) Bid security issued in favor of the GAB shall be either in the following forms and amount:
 - (i) 2% of the ABC, if cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex E.

- (e) Compliance with the Schedule of Requirements (Annex A) and Technical Specifications (Annex B);
 - (f) Omnibus Sworn Statement;
 - (g) Authority of the Signatory; and
 - (h) Certification of PhilGEPS Registration.
3. Opening of the eligibility documents, technical documents and financial proposal will be on February 19, 2018 , 1:30 PM
 4. For further information, you may call the GAB-BAC Secretariat at 812-57-13 / 816-31-28 from 9:00 a.m. to 4:00 p.m.
 5. The GAB reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

SIGNED
GAB-BAC Chairperson

Annex A

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as days/weeks stipulates hereafter a delivery date which is the date of delivery to the project site.

Particulars	Quantity	Delivery Date
PASSENGER VAN, BRAND NEW	3 units	Not later than 15 calendar days upon Notice To Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Annex B

TECHNICAL SPECIFICATIONS

QTY/UNIT	DESCRIPTION	
THREE (3) UNITS	PASSENGER VAN, BRAND NEW	
	Engine Type	4 Cylinder In line DOHC Diesel engine, Turbo CHARGER 102ps/3600rpm max output
	Engine Displacement	Maximum 3,000 cc
	Transmission	automatic transmission
	Brake System	ABS (Anti-lock Braking System) with EBD (Electronic Brake Force Distribution)
	Suspension System	Front / Rear: Independent, Coil spring, Double wishbone with stabilizers/ 4 Link, Coil spring
	Dimension	At least at L=4,700 x W=1800 x H=1790 mm
	Wheel and Tires	Alloy wheels /205 x 65 R16
	Seating Capacity	8 to 15 seaters
	Others	3 years LTO Registration (red plate) 1 year GSIS TPL Insurance 1 year GSIS Comprehensive Insurance The unit shall be registered under the name of Games and Amusements Board
	Warranty	Three (3) years warranty on service and parts or 100,000 kms, whichever comes first.
Delivery Period	Maximum 15 calendar days after receipt of Notice to Proceed	
After Sales Support	Service Center in Makati City and in other parts of Metro Manila Guaranteed availability of spare parts for at least ten (10) years after warranty period.	

GAB BID FORM NO. 1– TECHNICAL PROPOSAL

ATTY. ERMAR U. BENITEZ

Chairperson, Bids and Awards Committee
 Games and Amusements Board
 2nd Floor Legaspi Towers 200
 Paseo de Roxas St., Makati City

Sir :

Herewith is our TECHNICAL PROPOSAL for your requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the GAB Specifications.
 A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

QTY/UNIT	TECHNICAL SPECIFICATIONS		BIDDER'S SPECIFICATIONS
THREE (3) UNITS	PASSENGER VAN, BRAND NEW		
	Engine Type	4 Cylinder In line DOHC Diesel engine, Turbo CHARGER 102ps/3600rpm max output	<input type="checkbox"/> Comply
	Engine Displacement	Maximum 3,000 cc	<input type="checkbox"/> Comply
	Transmission	automatic transmission	<input type="checkbox"/> Comply
	Brake System	ABS (Anti-lock Braking System) with EBD (Electronic Brake Force Distribution)	<input type="checkbox"/> Comply
	Suspension System	Front / Rear: Independent, Coil spring, Double wishbone with stabilizers/ 4 Link, Coil spring	<input type="checkbox"/> Comply
	Dimension	At least at L=4,700 x W=1800 x H=1790 mm	<input type="checkbox"/> Comply
	Wheel and Tires	Alloy wheels /205 x 65 R16	<input type="checkbox"/> Comply
	Seating Capacity	8 to 15 seaters	<input type="checkbox"/> Comply
	Others	2 years LTO Registration (red plate) 1 year GSIS TPL Insurance 1 year GSIS Comprehensive Insurance The unit shall be registered under the name of Games and Amusements Board	<input type="checkbox"/> Comply
Warranty	Three (3) years warranty on service and parts or 100,000 kms, whichever comes first.	<input type="checkbox"/> Comply	

	Delivery Period	Maximum 30 calendar days after receipt of Notice to Proceed	<input type="checkbox"/> Comply
	After Sales Support	Service Center in Makati City and in other parts of Metro Manila Guaranteed availability of spare parts for at least ten (10) years after warranty period.	<input type="checkbox"/> Comply

Very truly yours,

Signature over printed name

Position

Company

Telephone Nos.

Date

GAB BID FORM NO. 2
(Financial Proposals with Undertaking)

Date : _____

ABRAHAM KAHLIL B. MITRA
Chairman
Games and Amusements Board
2nd Floor Legaspi Towers 200
Paseo de Roxas St., Makati City

Sir :

Attention: **ATTY. ERMAR U. BENITEZ**
The Chairman
Bids and Awards Committee

Dear Sir:

Having examined the Bidding Documents including Supplemental Bid Bulletin No. _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to bid for the “**Supply and Delivery of Three (3) Units Brand New Motor Vehicles Requirement for the Games and Amusements Board**” in conformity with the said Bidding Documents for the sum of

_____ [total Bid amount in words and figures], with detailed breakdown of prices as follows:

QTY/UNIT	ITEM DESCRIPTION	TOTAL PRICE (Should be 12% VAT Inclusive)
3 units	PASSENGER VAN, BRAND NEW	₱

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, _____

_____.

*[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **Supply and Delivery of Three (3) Units Brand New Motor Vehicles Requirement for the Games and Amusements Board.***

*[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Supply and Delivery of Three (3) Units Brand New Motor Vehicles Requirement for the Games and Amusements Board.***

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[Signature over printed name]

[position]

Duly authorized to sign Bid for and on behalf of:

[company name, address and tel. nos.]

For Goods Offered From Within the Philippines

Name of Bidder _____ Invitation to Bid¹ Number _____. Page __ of _____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee

(BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examined all of the Bidding Documents;
 - b) Acknowledged all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquired or secured Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at ____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

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

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____, with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 201__, at _____.

Affiant

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) SS.

BEFORE ME, a Notary Public for and in Makati City, Philippines, this _____ day of _____, 201__, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20__
PTR No. _____
Issued at: _____
TIN No. _____

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

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of _____ by the Office of the Ombudsman; and that if awarded the project shall enter into contract with the Office of the Ombudsman; and in connection therewith hereby appoint _____ acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the Office of the Ombudsman or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this ___ day of _____, 20__ affiant exhibited to me his/her _____ issued on at _____, Philippines.

Notary Public

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

Statement of all ongoing government and private contracts within the period from CY2012 to present including those awarded but not yet started which may be similar or not similar to the project being bid

Business Name : _____
 Business Address : _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion	Title of the Project in the Contract	% of Accomplishment		Contract Amount	Value of Outstanding Contracts	Date of Delivery
				Planned	Actual			
<u>Government:</u>								
<u>Private:</u>								

Important notes :

- This statement shall be supported with:
 1 Notice of Award and/or Contract
 2 Notice to Proceed issued by the owner

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

Statement of Bidder's Single Largest Completed Contract (SLCC) within the period from CY 2012 to present, which is similar in nature

Business Name : _____
 Business Address : _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	Title of the Project in the Contract	a. Date Awarded b. Contract Effectivity c. Date Completed/ Delivery	Bidder's Role		a. Amount at Awarded b. Amount at Completion c. Duration
				Description	%	
<u>Government</u>						
<u>Private</u>						

Note : This statement shall be supported with:

- 1 Contract
- 2 Official Receipt(s) issued for the contract
- 3 End-user's Certificate of Acceptance

Submitted by : _____
 (Print Name and Signature)

Designation : _____

Date : _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = 15 (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = is fixed to 15 (Reference 2016 IRR, RA 9184)

The bidder may submit a committed Line of Credit from a Universal or Commercial Bank which must be equal to 10% of the ABC, in lieu of its NFCC computation (Reference: 2016 IRR, RA 9184).

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

Contract Agreement Form

THIS AGREEMENT made the ____ day of _____ 20____ between [*name of PROCURING ENTITY*] of the Philippines (hereinafter called “the Entity”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract;
- (f) the Performance Security; and
- (g) the Entity’s Notice of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

x-----x

BID SECURING DECLARATION

Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We², the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

² Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

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