



REPUBLIC OF THE PHILIPPINES
METRO COTABATO WATER DISTRICT
Governor Gutierrez Avenue, Cotabato City

BIDDING DOCUMENTS

Supply and Delivery of One (1) unit Brand New 6 Wheeler Boom Crane Truck

*(Negotiated Procurement:
Two-Failed Biddings)*

CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS
FOR SUBMISSION

BIDDERS SHALL SUBMIT TWO (2) SETS (ORIGINAL & PHOTOCOPY) OF ENVELOPE NO. 1.

ENVELOPE No. 1 - ELIGIBILITY AND TECHNICAL ([1] ORIGINAL & [2] COPY 1 & COPY 2) REQUIREMENTS ENVELOPE

The following documents shall be submitted by the bidder to determine its technical, legal and financial capability:

(To be filled-up by the MCWD Evaluator during the Opening of Bids)

I. ELIGIBILITY DOCUMENTS
Class "A" Documents
1. Philippine Government Electronic Procurement System (PhilGEPS) Platinum Membership: 2. Updated copies of the following documents: a. Registration Certificate (SEC; DTI; or CDA); b. Y2023 Mayor's/Business Permit or the equivalent document for Exclusive Economic Zones or Areas; c. Current ¹ Tax Clearance Certificate (TCC); ² AND d. Y2021 Audited Financial Statement (AFS)
II. TECHNICAL DOCUMENTS
2. Statement of Single Largest Completed Contract, which is similar in nature, within five (5) years from the date of submission and receipt of bids supported by the End-User's Acceptance or Official Receipt or Sales Invoice (Use prescribed GPPB form);

¹ The TCC must be valid or effective (not expired) on the date of the opening of bids and must be valid for BIDDING PURPOSES.

² The TCC refers to the clearance issued by the Accounts Receivable Monitoring Division (ARMD) or appropriate office of the Bureau of Internal Revenue, which is valid for bidding purposes, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account. As with other bidding requirements, the MCWD validates the TCC as against the BIR list of entities with validly issued TCCs.

3. Compliance with Technical Specifications;
4. Compliance with Terms and Conditions
5. Omnibus Sworn Statement of the bidder containing the following: <ul style="list-style-type: none"> <input type="checkbox"/> a. Authority of the Designated Representative; <input type="checkbox"/> b. Non-inclusion in the Blacklist; <input type="checkbox"/> c. Authenticity of the Submitted Documents; <input type="checkbox"/> d. Authority to Validate Submitted Documents; <input type="checkbox"/> e. Disclosure of No Relationship; <input type="checkbox"/> f. Compliance with Labor Laws and Regulations; <input type="checkbox"/> g. Bidder's Responsibilities; and <input type="checkbox"/> h. Compliance with GPPB Resolution No. 22- 2013 in relation to "No Gift Policy"
6. Proof of Appointment of Bidder's Authorized Representative/s <ul style="list-style-type: none"> <input type="checkbox"/> NOTARIZED Certificate issued by the Corporate Secretary (for Corporation/Cooperative/Joint Venture) or issued by the Managing Partner or President (for Partnership), attesting the appointment of the bidder's representative/s; OR <input type="checkbox"/> NOTARIZED Special Power of Attorney, for Sole Proprietorship; OR <input type="checkbox"/> Certification issued by the dealer authorizing the sales agent to submit bid and sign the Bid Form.
7. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> 1. The amount of not less than 2% of the ABC or <u>Php60,000.00</u> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than 5% of the ABC or <u>Php150,000.00</u> if bid security is in Surety Bond. 3. Bid Securing Declaration – No percentage required. Sample form is attached at page 23.

ENVELOPE No. 2 - FINANCIAL REQUIREMENTS ENVELOPE ([1] ORIGINAL & [2] COPY 1 & COPY 2)

Duly accomplished BID FORM



REPUBLIC OF THE PHILIPPINES
METRO COTABATO WATER DISTRICT
GOVERNOR GUTIERREZ AVENUE, COTABATO CITY

INVITATION FOR NEGOTIATIONS

1. The Metro Cotabato Water District (MCWD), The Government of the Philippines (GoP) through 2022 Corporate Budget by the MCWD approved by Board of Directors, intends to apply the sum of Three Million Pesos (P3,000,000.00) being the Approved Budget for Contract (ABC) to payments under the contract described below.

Name of Requirement/Brief Description	Approved Budget for the Contract (ABC), VAT inclusive
Supply and Delivery of One (1) unit Brand New 6 Wheeler Boom Crane Truck – Negotiated Procurement, as per MCWD Technical Specifications	TOTAL ABC: Php3,000,000.00 (Bids exceeding this amount shall be automatically rejected at bid opening.)

2. Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, we invite legally, technically and financially capable suppliers to negotiate with the MCWD on subject requirement. Please submit your eligibility and technical documents (as per attached Checklist of Requirements for Bidders) in sealed envelopes marked **“BID DOCUMENTS FOR SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW 6 WHEELER BOOM CRANE TRUCK – NEGOTIATED PROCUREMENT”** time stamped not later than **10:00 A.M.**, on **MARCH 23, 2023.**
3. Delivery of the Goods shall be in accordance with the Delivery Schedule under Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

5. Interested bidders may obtain further information from the MCWD-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders from the address below, free of charge.

It may also be downloaded free of charge from the websites of the Metro Cotabato Water District (www.metrocotabatowd.gov.ph)

7. The MCWD will hold a Negotiation on **March 23, 2023 @ 10:00 a.m.** at Governor Gutierrez Avenue, Cotabato City, which shall be open to prospective bidders. To ensure completeness and compliance of bids, bidders are advised to send not more than two (2) technical and/or administrative representatives who will prepare the bidding documents.
8. Final offers must be duly received by the BAC Secretariat at the address above- mentioned on or before **March 23, 2023 at 10:00 a.m.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the checklist of eligibility and technical documents.

Bid opening shall be on **March 23, 2023 at 10:00 a.m.**, at the address above-mentioned. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

9. The MCWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders. It also assumes no responsibility whatsoever to compensate or indemnify any bidder for expenses incurred in the preparation of bid.
10. For further information, please refer to:

MS. ROSALIE JUNGCO-DELA CRUZ
BAC Secretariat Head
Metro Cotabato Water District
Governor Gutierrez, Avenue, Cotabato City
TeleFax No. (064) 421-3009
E-Mail Address: **mcwd_procurement@yahoo.com**

JOSELITO D. NUÑEZ, JR.
MCWD – BAC Chairperson

Schedule of Requirements

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

Item No.	Description	Quantity	Delivery Date
1	"Supply and Delivery of One (1) unit Brand New 6 Wheeler Boom Crane Truck – Negotiated Procurement"	1 lot	8 weeks / 2 months

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Technical Specifications

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item	Specification	Statement of Compliance
	“Supply and Delivery of One (1) unit Brand New 6 Wheeler Boom Crane Truck – Negotiated Procurement”	
	Technical Specification	
A.	TRUCK	
	A1 ENGINE 121Hp minimum, 2600 to 3200 Rpm, 4 Cylinder CRDI (Common Rail Direct Injection) Engine Water-Cooled Inline DOHC (Dual Overhead Camshaft, direct Injection Diesel, 5 to 8 Speed transmission; Emission Standard EURO4 or Latest.	
	A2 BODY - Dropside Body Approximate Dimensions (mm) 5,160 x 2060 x 550 Length: 15 Ft., Width: 7 Ft., Height: 2 Ft. - Gross Weight: 8,000 kgs. minimum - Tire Size: 8.25 X R16 to 8.25 x R20 - Markings on the vehicle body particularly the MCWD Logo, “METRO COTABATO WATER DISTRICT” and “FOR OFFICIAL USE ONLY” shall be provided by the Supplier. - Supplier must provide two (2) sets of early warning device (as per LTO standard), one (1) unit 10 tons capacity Hydraulic Jack and One (1) unit Tire Wrench. - Must have a complete Heavy Duty Sub Runner for Crane Mounting Frame.	
	B- BOOM CRANE To be mounted on a Brand New 6 Wheeler Truck with dropside body.	
	B1- Lifting Capacity Maximum Lifting Capacity: 3,200 kgs. Maximum Reach of Crane: 7 – 10 mtrs. Boom Section: 3	
	B2- Component: Inclusive of the following: - One (1) set Outrigger Legs, Complete with Heavy Duty Bean, Pilot Valve, Hose and Pipe Kit, Selector Valve. - One (1) Assembly Hydraulic Winch 1 Ton Capacity, Complete with Selector Valve, Hose and Pipe kit Snatch Block Guide pulley, Wire Rope & Heavy Duty Load Hook.	
	Terms and Conditions	
1.	The winning bidder shall register the vehicle to Land Transportation Office (LTO) with a minimum of three (3) years expiration.	
2.	The winning bidder shall secure one (1) year comprehensive insurance from the Government Service Insurance Service (GSIS).	

3.	The winning bidder shall provide three (3) years or One Hundred Thousand (100,000) kilometers warranty whichever comes first on the vehicle unit and its accessories. Warranty period shall commence from the date of final acceptance.	
4.	Labor and consumables (e.g. Oil and Filters) on the first preventive maintenance shall be shouldered by the winning bidder and labor only on the succeeding years of the warranty period.	
5.	The vehicle unit shall be delivered to MCWD office and shall be within the period of sixty (60) calendar days from the date receipt of Purchase Order (PO).	
6.	Payment: 30 days after complete delivery.	
7.	The winning bidder will conduct free training a site on preventive maintenance and operations.	
8.	Prior the delivery of unit MCWD authorize representative will conduct inspection of unit at Supplier's Showroom/Stockyard.	
9.	Brochure / appropriate technical data of the unit offered must be included in the bidders bid proposal (For Truck and Boom)	

NOTE: Bidders must state either "COMPLY" or "NOT COMPLY" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification".

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of

Date

Bid Form

Date: _____

For _____

We, the undersigned, declare that:

- a We have examined the Bidding Documents including the issued Bid Bulletin/s, the receipt of which is/are hereby duly acknowledged;
- b We, submit the following bid:

Item No.	Description	Quantity	Total Bid Price, VAT inclusive (in Figures and in Words)
1	Supply and Delivery of One (1) unit Brand New 6 Wheeler Boom Crane Truck - Negotiated Procurement	1 lot	Php _____ (in figures) _____ _____ _____ (in words)

- c We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Bidding Documents;
- d We undertake, if our Bid is accepted, to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents;
- e We agree to abide by this Bid for the Bid Validity Period of One Hundred Twenty (120) calendar days from date of opening of bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period, without prejudice to the right of the MCWD to request extension of the validity period of our bid security;

(Signature above Printed Name of Bidder's Duly Authorized Representative)

- f. 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;
- g. We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive;
- h. We likewise certify/confirm that the undersigned is the duly authorized representative of the bidder and 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 herein project;
- i. We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid;
- j. We understand that any communication sent by MCWD to the address/fax number/email address provided below shall be deemed to have been duly received by our firm, on the date and time shown in the transmittal. Any change in contact details shall be duly communicated to the Bids and Awards Committee – Head Office, through its BAC Secretariat.

Name: _____
(Signature above Printed Name of Bidder's Duly Authorized Representative)

Duly authorized to sign Bid for and on behalf of: _____
(Name of Bidder)

Date: _____

Address:

<i>No. & Street</i>	<i>Building/Barangay</i>
<i>City/Town//Province</i>	<i>Postal/Zip Code</i>

Telephone No. _____

Fax No. _____

Email Address: _____

Statement of Single Largest Completed Contract
which is Similar in Nature
 (indicate only one)

Business Name: _____

Business Address: _____

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice Issued for the Contract

Submitted by : _____
 (Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Cut-off date is March 23, 2023.
- b. Similar contract shall refer to Truck with Lifter.

Omnibus Sworn Statement

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

A F F I D A V I T

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 examine all of the Bidding Documents;
 - b) Acknowledge 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) Inquire or secure 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 _____

TERMS AND CONDITIONS

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF OPENING OF BIDS.**
2. The winning bidder is required, within **ten (10) calendar days** from receipt of the Notice of Award³, to submit its Performance Security in any of the following acceptable forms:

Form of Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)	Validity Period
Cash or Cashier's/Manager's Check issued by a Universal Bank or Commercial Bank .		NA
Bank draft/guarantee or irrevocable letter of credit issued by a UB or KB: Provided, however, that it shall be confirmed or authenticated by a UB or KB, if issued by a foreign bank.	Five Percent (5%)	Sixty (60) calendar days from the date of issuance of performance security, which must be valid until issuance of Certificate of Final Acceptance by the end-user within seven (7) calendar days from delivery.
Surety Bond callable upon demand issued by a surety or insurance company authorized by the Insurance Commission to issue such security.	Thirty Percent (30%)	

- a. "That the amount of liability of the surety under this bond is limited to the actual loss or damage sustained and duly proven by the obligee."; or
- b. "It is hereby further agreed and understood that no action at law or equity shall be brought against the Surety under this Bond unless the same is brought before a competent Court within one year from the date said written notice of any existing obligation is received by the Surety, as herein stipulated".

Conforme:

Signature over printed name of the bidder's authorized signing official

³ Important Notice: Section 37.2.1. of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 requires the winning bidder to post the Performance Security and enter into a contract with the procuring entity within ten (10) calendar days from receipt by the winning bidder of the Notice of Award. It also requires the procuring entity to enter into contract with the winning bidder within the same ten (10) day period, provided that all the documentary requirements are complied with. **To enable the winning bidder and MCWD to enter into contract within the ten (10) day period, the winning bidder is requested to post the Performance Security not later than five (5) days from receipt thereof. The remaining five (5) days shall be allotted for the execution of the Purchase Order/Job Order/Contract.**

The contract awardee agrees that, for its own account, the MCWD may cause the extension of the validity of the performance security prior to its expiration when the implementation of the awarded contract has not yet been completed.

3. Delivery Period: Delivery of the Goods is required within sixty (60) calendar days from the issuance of Notice to Proceed.

4. Warranty: _____

The obligation shall be covered at the Supplier's option, either by Retention Money in an amount equivalent to at least one percent (1%) of the total Contract Price, or a Special Bank Guarantee issued by a Universal or Commercial Bank equivalent to at least one percent (1%) of the total Contract Price. The said amount shall only be released after the lapse of the warranty period: Provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under the Contract have been fully met.

The Special Bank Guarantee shall reflect information such as but not limited to the following:

- a. Issuing Bank's machine validation of bank name and amount of guarantee;
- b. Purpose which is to assure that manufacturing defects shall be corrected by the supplier/manufacturer/ distributor after delivery;
- c. Details of the purchase contract/agreement subject of guarantee; and
- d. Maturity/expiration period of the guarantee.

Replacement of form of warranty from retention money to special bank guarantee shall be allowed only subject to approval by the official authorizing the covering purchase contract/agreement and prior to payment. No substitution of form of warranty shall be allowed after payments have been made. (Section 62.1 of the 2016 IRR).

5. All bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation.

6. All transactions are subject to withholding of creditable Value-Added Tax (VAT) per Revenue Regulation No. 10-93.

Conforme:

Signature over printed name of the bidder's authorized signing official

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/We⁴, 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.

⁴ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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

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