



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**REGIONAL OFFICE VIII**  
 Brgy. Guindapunan, Palo, Leyte, 6501  
 Tel. # 8888-331/8888-323  
 Email Address: bjmp8@bjmp.gov.ph



## REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology Regional Office – VIII (BJMPRO-VIII) through its Special Bids and Awards Committee (SBAC) will undertake a Negotiated Procurement – Sagip Saka for the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026 WITH REFERENCE NOS NPSS-GUIUAN DJ-002 MEAT, POULTRY AND FISHERY PRODUCTS AND NPSS-GUIUAN DJ-002 FRUITS AND VEGETABLES** which will be in accordance with Republic Act No. 11321 or the Sagip Saka Act, enhanced by GPPB Circular No. 02-2025, and Section 72 & 75 of RA 12009.

<b>Name of the Project</b>	Supply and Delivery of Food Supplies for the Persons Deprived of Liberty (PDL) of Guian District Jail for the Month of July CY 2026
<b>Approved Budget for the Contract (ABC)</b>	₱19,040.00
<b>Specifications</b>	See Annex "B"
<b>Delivery Location</b>	Brgy. 9-A, Guiuan, Eastern Samar, 6809
<b>Delivery Duration</b>	See Annex "B"

Please quote your best offer for the item/s described herein, subject to the terms and conditions provided on the last page of this RFQ.

Submit your quotation duly signed by you or your authorized representative not later than **June 15, 2026 at 09:00 AM**.

Interested suppliers are required to submit the following documents:

- a. FFEDIS Certificate of Registration or its equivalent issued by Department of Agriculture;
- b. Duly signed and accomplished forms prescribed herein; and
- c. Omnibus Sworn Statement together with any legal document to prove that the signatory of the quotation is an authorized representative of the company or photocopy of ID bearing the picture and signature of the representative issued by the company.

**Note:** Bidders are required to use the prescribed forms provided in this RFQ. Quotations must be submitted **manually and electronically** at the address indicated.

For further information, please refer to:

**MAY-ANN R BEJUNA**

Jail Chief Inspector  
 Head, SBAC Secretariat  
 Brgy. Guindapunan, Palo, Leyte  
 Email: rbjmp8bac@gmail.com  
 Land line: 8888-331/8888-323

**JEROME D VERBO**

Jail Senior Superintendent  
 Chairperson, Special BAC



## INSTRUCTIONS

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
3. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
5. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
6. Quotations, including documentary requirements, received after the deadline shall not be accepted.

**Note: Failure to follow these instructions will disqualify your entire quotation.**

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. The ABC shall be inclusive of:
  - a. Delivery and Hauling
  - b. Packaging and sacks
  - c. Taxes and other incidental expenses
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the Lowest Quotation which complies with the minimum technical specification and other terms and conditions stated therein.
6. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
7. The item/s shall be delivered according to requirement specified in the Technical Specifications.
8. Market orders with specifications shall be given to the supplier five (5) days before the start of the delivery period, and succeeding delivery orders. The market order consists of the quantity, description of items, and specifications of supplies to be delivered. The food service supervisor on duty shall adjust the number of orders daily through calls, chats or texts based on the daily census and forecasting.
9. All items must be delivered in clean, food-grade containers and transport vehicles. Advanced delivery without valid and justifiable reasons, prior approval and coordination for available storage space shall be rejected.
10. The BJMPRO-VIII shall have the right to inspect supplies, warehouses, and delivery packaging to be used to conform to the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMPRO-VIII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.
12. This RFQ and other related documents for the above-stated procurement project/s shall be deemed to form part of the contract.

**I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.**

Name and Signature of Authorized Representative: \_\_\_\_\_

Name of the Company/ Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

# ANNEX "A"

## PRICE QUOTATION

Name of the Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
FFEDIS CoR No. : \_\_\_\_\_  
TIN : \_\_\_\_\_  
Telephone/Cellphone No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_

Having examined the RFQ, the undersigned offer to the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**, the receipt of which is hereby duly acknowledged, we the undersigned, declared that:

- a. We have no reservation to the RFQ for the Procurement Project: **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**;
- b. We offer to deliver the item/s in accordance with the RFQ;
- c. The total bid price of our Bid in words and figures, excluding any discounts offered below is: \_\_\_\_\_
- d. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein and reflected in the detailed estimates;
- e. Our Bid shall be valid within a period stated in the RFQ, and it shall remain binding upon us at any time before the expiration of that period;
- f. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- g. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that 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 the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**; and
- i. We acknowledge that the failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.
- j.

Name and Signature of the Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Company/Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Details:

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

## ANNEX “B”

### TECHNICAL SPECIFICATIONS

<b>Name of the Project</b>	SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL
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Lot	Description	Amount	ABC
1	Meat, Poultry and Fishery Products	Php 13,470.00	Php 19,040.00
2	Fruits and Vegetables	Php 5,570.00	

LOT 1 MEAT PRODUCTS					
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No.	Particulars	Qty	Unit	Delivery Schedule	Statement of Compliance (Comply/Not Comply)
1	<b>Pork Liempo</b> <ul style="list-style-type: none"> <li>• Type: Fresh pork liempo</li> <li>• Quality: Fresh, clean, and fit for human consumption</li> <li>• Appearance: Pink to light red in color, firm texture, with minimal excess fat and no abnormal discoloration</li> <li>• Purity: Free from foreign matter, dirt, unpleasant slime, and contaminants</li> <li>• Odor: Fresh and free from sour, rancid, or foul smell</li> <li>• Condition: Properly chilled and handled under sanitary conditions</li> </ul>	6	Kg	July 8 & 22, 2026	
2	<b>Chicken (Whole)</b> <ul style="list-style-type: none"> <li>• Type: Fresh whole dressed chicken</li> <li>• Quality: Fresh, clean, and fit for human consumption</li> <li>• Appearance: Natural pale pink color, firm flesh, free from bruises and abnormal discoloration</li> <li>• Purity: Properly cleaned and free from feathers, internal organs, foreign matter, and contaminants</li> <li>• Odor: Fresh and free from sour or foul smell</li> <li>• Condition: Properly chilled and handled under sanitary conditions</li> </ul>	6	Kg	July 8 & 22, 2026	
3	<b>Fish (Skipjack Tuna)</b> <ul style="list-style-type: none"> <li>• Type: Fresh medium-sized skipjack tuna</li> <li>• Quality: Fresh, clean, and fit for human consumption</li> <li>• Appearance: Clear eyes, bright red gills, shiny skin, and firm flesh</li> </ul>	35	Kg	July 8 & 22, 2026	

	<ul style="list-style-type: none"> <li>• Purity: Free from scales excess, foreign matter, and contaminants</li> <li>• Odor: Fresh and free from foul or ammonia-like smell</li> <li>• Condition: Properly chilled and handled under sanitary conditions</li> </ul>				
4	<p><b>Egg (medium size)</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh chicken egg, medium size</li> <li>• Quality: Fresh, clean, and fit for human consumption</li> <li>• Appearance: Clean shell, free from cracks or leaks</li> <li>• Purity: Free from foul odor and visible contamination</li> <li>• Condition: Properly packed and handled under sanitary conditions</li> </ul>	4	Tray	July 8 & 22, 2026	

<b>LOT 2 FRUITS AND VEGETABLES</b>					
<b>No.</b>	<b>Particulars</b>	<b>Qty</b>	<b>Unit</b>	<b>Delivery Schedule</b>	<b>Statement of Compliance (Comply/Not Comply)</b>
1	<p><b>Ginger</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh Ginger</li> <li>• Quality: Firm, smooth skin, no wrinkling, Pungent, spicy, and fresh when scratched or broken.</li> <li>• Appearance: Firm bulbs, dry outer skin, free from cuts, decay, and sprouting</li> <li>• Purity: Free from dirt, pests, and contaminants</li> </ul>	1	Kg	July 6,13,20 & 27	
2	<p><b>Garlic</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh garlic</li> <li>• Quality: Mature, clean, and fit for human consumption</li> <li>• Appearance: Firm bulbs, free from sprouts, decay, and excessive moisture</li> <li>• Purity: Free from dirt, pests, and contaminants</li> </ul>	1	Kg	July 6,13,20 & 27	
3	<p><b>Onion</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh onion</li> <li>• Quality: Mature, clean, and fit for human consumption</li> <li>• Appearance: Firm bulbs, dry outer skin, free from cuts, decay, and sprouting</li> <li>• Purity: Free from dirt, pests, and contaminants</li> </ul>	1	Kg	July 6,13,20 & 27	
4	<p><b>Kalabasa</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh squash (kalabasa)</li> <li>• Quality: Mature, clean, and fit for human consumption</li> <li>• Appearance: Firm flesh and natural color, free from cuts and spoilage</li> <li>• Purity: Free from dirt, pests, and contaminants</li> </ul>	8	Kg	July 6,13,20 & 27	
5	<p><b>Sayote</b></p> <ul style="list-style-type: none"> <li>• Type: Fresh sayote</li> <li>• Quality: Fresh, mature, and fit for human consumption</li> <li>• Appearance: Firm texture, green color, free from cuts and decay</li> <li>• Purity: Free from dirt, pests, and contaminants</li> </ul>	8	Kg	July 6,13,20 & 27	

6	<b>Sitaw</b> <ul style="list-style-type: none"> <li>Type: Fresh sitaw</li> <li>Quality: Fresh, tender, and fit for human consumption</li> <li>Appearance: Green pods, firm and free from spoilage</li> <li>Purity: Free from dirt, pests, and contaminants</li> </ul>	7	Kg	July 6,13,20 & 27	
7	<b>Saging na Saba</b> <ul style="list-style-type: none"> <li>Type: Fresh saba banana</li> <li>Quality: Mature and fit for human consumption</li> <li>Appearance: Firm texture, free from bruises and spoilage</li> <li>Purity: Free from dirt, pests, and contaminants</li> </ul>	15	Kg	July 6,13,20 & 27	
8	<b>Toge</b> <ul style="list-style-type: none"> <li>Type: Fresh bean sprouts</li> <li>Quality: Fresh, clean, and fit for human consumption</li> <li>Appearance: Crisp texture, white stems, free from spoilage</li> <li>Purity: Free from dirt, pests, and contaminants</li> </ul>	7	Kg	July 6,13,20 & 27	
9	<b>Kamote</b> <ul style="list-style-type: none"> <li>Type: Fresh sweet potato</li> <li>Quality: Fresh, mature, and fit for human consumption</li> <li>Appearance: Firm texture, free from cuts, sprouts, and decay</li> <li>Purity: Free from dirt, pests, and contaminants</li> </ul>	10	Kg	July 6,13,20 & 27	
10	<b>Munggo</b> <ul style="list-style-type: none"> <li>Type: Clean mung beans</li> <li>Quality: Dry, mature, and fit for human consumption</li> <li>Appearance: Uniform green color, free from damaged grains and discoloration</li> <li>Purity: Free from stones, insects, foreign matter, and contaminants</li> <li>Odor: Fresh and free from musty or foul smell</li> </ul>	3	Kg	July 6,13,20 & 27	

The BJMPRO-VIII has the right to inspect and examine the supplies before acceptance. I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Bidder Signature Over Printed Name

\_\_\_\_\_  
Date

# ANNEX “C”

## FINANCIAL OFFER

**JSSUPT RILL F SONON, DSC**

Regional Director of the Jail Bureau  
 Bureau of Jail Management and Penology Regional Office – VIII  
 Brgy. Guindapunan, Palo, Leyte

Dear Sir Sonon:

This pertains to the procurement opportunity with project title, **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026** posted on:

- Farmers and Fisherfolk Enterprise Development Information System (FFEDIS);
- Official Website;
- Philippine Government Electronic Procurement System (PhilGEPS);
- Social Media: \_\_\_\_\_
- Others: \_\_\_\_\_

We are pleased to present this proposal to supply agricultural or fishery products for the implementation of PDL Food Supplies, with a total amount of

\_\_\_\_\_.

A breakdown of the agricultural/fishery products are indicated below:

NO.	DESCRIPTION				TOTAL AMOUNT
1	<b>Meat, Poultry and Fishery Products</b>				
	<b>Particulars</b>	<b>Quantity</b>	<b>UOM</b>	<b>Unit Price</b>	
	Pork Liempo	6	Kg		
	Chicken (Whole)	6	Kg		
	Fish (Skipjack Tuna)	35	Kg		
	Egg (medium size)	4	Tray		
2	<b>Fruits and Vegetables</b>				
	Ginger	1	Kg		
	Garlic	1	Kg		
	Onion	1	Kg		
	Kalabasa	8	Kg		
	Sayote	8	Kg		
	Sitaw	7	Kg		
	Saging na Saba	15	Kg		
	Toge	7	Kg		
	Kamote	10	Kg		
Munggo	3	Kg			
***Nothing Follows***					
<b>TOTAL BID AMOUNT (In Words and In Figures)</b>					

We look forward to the opportunity to work with you and provide high-quality products that meet your standards and needs.

Thank you.

Respectfully yours,

Name and Signature of the Representative: \_\_\_\_\_

Name of the Company/Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

# ANNEX "D"

## SCHEDULE OF REQUIREMENTS

<b>SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF GUIUAN DISTRICT JAIL FOR THE MONTH OF JULY CY 2026</b>		
<b>(Nineteen Thousand and Forty Pesos Only)</b> <b>(Php 19,040.00)</b>		
<b>NO</b>	<b>DESCRIPTION</b>	<b>DELIVERED/WEEKS/MONTHS</b>
1	Meat and Poultry Products	Upon issuance of the Notice to Proceed. Indicated specific delivery schedules shall be followed
2	Fruits and Vegetables	
***Nothing Follows***		
<b>TOTAL BID AMOUNT</b> <b>(In words and in figures)</b>		
Payment Details: Banking Institution: _____  Account Number: _____  Account Name: _____  Branch: _____		

Name and Signature of the Representative: \_\_\_\_\_

Name of the Company/Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

# ANNEX “E”

## Omnibus Sworn Statement Form

*[Note: The duly accomplished form shall be submitted with the Proposal]*

### OMNIBUS SWORN STATEMENT

I, \_\_\_\_\_ of legal age, \_\_\_\_\_, \_\_\_\_\_, and  
Name of Affiant Civil Status Nationality  
with residence at \_\_\_\_\_, do hereby depose and state that:  
Address of Affiant

1. I am \_\_\_\_\_ or authorized representative of \_\_\_\_\_,  
Name of FFCE Name of FFCE  
with office address at \_\_\_\_\_;  
Address of FFCE
2.  As the owner and sole proprietor or authorized representative of \_\_\_\_\_ as  
Name of FFCE  
supported by the attached duly notarized Special Power of Attorney, I have full power and  
authority to do, execute, and perform any and all acts necessary to participate, submit  
proposals, and to sign and execute the ensuing contract for \_\_\_\_\_ of the  
\_\_\_\_\_  
Name of Procuring Entity Project Title;  
 As the authorized representative of the partnership, corporation, or cooperative, duly  
registered as \_\_\_\_\_, I am granted full power and authority to do,  
Name of FFCE  
execute, and perform any and all acts necessary to participate, propose, and to sign and  
execute the ensuing contract for \_\_\_\_\_ of the \_\_\_\_\_,  
Project Title Name of FFCE  
as supported by the attached duly notarized Special Power of Attorney, Board/Partnership  
Resolution, or Secretary’s Certificate, whichever is applicable;
3. \_\_\_\_\_ is not “blacklisted” or otherwise prohibited from submitting  
Name of FFCE  
proposals for the purpose of entering into government contracts by the Government of the  
Philippines or any of its agencies, offices, corporations, or Local Government Units,  
foreign governments, or foreign or international financing institutions whose blacklisting  
rules have been recognized by the Government Procurement Policy Board; by itself or by  
relation, membership, association, affiliation, or controlling interest with another  
blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the requirements is an authentic copy  
of the original, complete, and all statements and information provided therein are true and  
correct;
5. \_\_\_\_\_ is authorizing the Head of the Procuring Entity (HoPE) or  
Name of FFCE  
its duly authorized representative(s) to verify all the documents submitted;
6.  **If sole proprietorship:** The \_\_\_\_\_ and its spouse are not related  
Name of FFCE  
by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if  
engaged), or the End-User or Implementing Unit, project consultants, head of the Project  
Management Office, or the members of the Bids and Awards Committee (BAC), the  
Technical Working Group, and the BAC Secretariat;  
 **If Partnership:** The partnership itself and the partners of \_\_\_\_\_ are not  
Name of FFCE

related by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

**If Cooperative:** The cooperative itself and members of the board of directors, general manager, or chief executive officer of \_\_\_\_\_ are not related by consanguinity

*Name of FFCE*

or affinity up to the third civil degree to the HoPE (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

**If Corporation:** The corporation, and officers, directors, controlling stockholders and beneficial owners of \_\_\_\_\_ are not related by consanguinity or affinity up

*Name of FFCE*

to the third civil degree to the HoPE, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

8. **[If Corporation:]** \_\_\_\_\_ declares its beneficial ownership consistent

*Name of FFCE*

with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the Securities and Exchange Commission (SEC) in accordance with its annual reportorial requirements.

9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount,

*Name of FFCE*

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.

10. \_\_\_\_\_ have the necessary capacity to timely deliver the agricultural

*Name of FFCE*

and fishery products required under the Procurement Project, in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Proposal for and behalf of:

\_\_\_\_\_  
*Name of FFCE*

\_\_\_\_\_  
*Affiant's Signature over Printed Name  
Position/Designation  
Date*

JURAT

*"Changing Lives, Building a Safer Nation"*

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. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

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 \_\_\_\_\_.