



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: Department of Health

Name of the Project: Procurement of Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office

Delivery Site: Department of Health Central Office, Rizal Avenue Sta. Cruz Manila

SVP No. 2023-007-A

Name of Company

Address

Please submit your lowest price quotation on the lot listed below duly signed by your representative not later **22 May 2023; 9:00 A.M.** at Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

Lot No.	Description	Qty.	Unit	Total Approved Budget for the Contract (ABC) (PhP)
1	Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office	1	lot	120,000.00

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days.**
- Delivery Period:** The issuance of ECC shall be completed within ninety (90) calendar days from the receipt of approved Notice to Proceed (NTP). The contract of service shall commence immediately upon receipt of approved Notice to Proceed.
- Delivery Site:** Department of Health Central Office, Rizal Avenue Sta. Cruz Manila
- Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
- Proposed Terms of Payment:**
 - Bid cost shall include all government taxes.
 - The Service Provider shall submit one-time statement of billing address to DOH.
 - The AS-GSD shall prepare a voucher for payment upon Issuance of Certificate of Completion and submit to the Financial Management Service for processing.

6. The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory each of the following requirements in one envelope:

- a. Duly accomplished and signed Price Quotation inclusive of all taxes;
- b. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: *In case of award, kindly send a soft copy of technical specifications being offered (word & pdf format) to this e-mail address: cobacc@doh.gov.ph;*

- c. Duly signed Schedule of Requirements using the attached form;
- d. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or are as together with the corresponding copy of the receipt of payment for the said permit;
- e. PhilGEPS Registration Number;
- f. Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (per Revenue Regulation 3-2015), if applicable;
- g. Omnibus Sworn Statement using the attached form; and
- h. Duly notarized authority of the signatory:
 - 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
 - 2. Special Power of Attorney (i.e. sole proprietor, partnership); or
 - 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate.

NOTE: Bidders may submit their bid proposal on or before **22 May 2023; 9:00 A.M.** to the COBAC-C Secretariat through any of the following options:

- 1. In printed copy to be submitted at the *Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
- 2. In soft copy via e-mail to cobacc@doh.gov.ph provided that it complies with the following condition:
 - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184*;
 - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
 - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.

- iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 Revised IRR of RA No. 9184)

Further, once the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

Please use the attached Price Quotation, Terms of Reference, Technical Specifications, Schedule of Requirements, Omnibus Sworn Statement, and Authority of the Signatory Forms.

sgd

KENNETH G. RONQUILLO, MD, MPH, CESO III
Undersecretary of Health
COBAC-C Chairperson

ELIGIBILITY REQUIREMENTS CHECKLIST

PROCUREMENT OF SERVICE PROVIDER FOR PROCESSING AND ACQUISITION OF ENVIRONMENTAL COMPLIANCE FOR DEPARTMENT OF HEALTH CENTRAL OFFICE SVP NO. 2023-007-A

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form B.1 Company Profile that shows three (3) years' experience in environmental consultancy and management. B.2 List of retained clients for the past two years. B.3 Proof of lease or ownership of property. (Office within or nearby Metro Manila)
C.	Duly signed Schedule of Requirements using the attached form;
D.	Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA No. 9184) together with corresponding copy of the receipt of payment of the said permit;
E.	PhilGEPS Registration Number.
F.	Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable).
G.	Omnibus Sworn Statement.
H.	Duly notarized authority of the signatory using the attached form, whichever is applicable: <ol style="list-style-type: none">1. Secretary's Certificate (i.e. corporation; joint venture agreement); or2. Special Power of Attorney (i.e. sole proprietor, partnership); or3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate.

PRICE QUOTATION

**PROCUREMENT OF SERVICE PROVIDER FOR PROCESSING AND ACQUISITION
OF ENVIRONMENTAL COMPLIANCE FOR DEPARTMENT OF HEALTH CENTRAL
OFFICE
SVP NO. 2023-007-A**

Lot No.	Description	Qty.	Unit	Total Cost (PhP)
1	Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office	1	lot	

- All price offered (price per item and total bid price) must be type or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No./ Fax No.]
[Email Address]

Project Title: Procurement of Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office
• Type of Service: Contract of Service <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Firm
• End-User/Client: Administrative Service - General Services Division
• Funding Source: <input checked="" type="checkbox"/> GOP <input type="checkbox"/> Foreign Funded, please specify _____ <input type="checkbox"/> Others, please specify _____
• ABC: PhP120,000.00

I. RATIONALE

The General Services Division – Administrative Service (GSD-AS) is mandated to provide assistance to General Construction Works of the Department provided by either internal or external providers. The Administrative Service was a recipient of Generator Sets which was procured through Department of Budget and Management – Procurement Service by the Health Facility Enhancement Program – Management Office. In order, to fully utilize and comply with the regulatory requirements prior to its operation it is deemed necessary that there is a capable third -party service provider who will work on with the application of Environmental Compliance Certificate (ECC) from Department of Environmental and Natural Resources (DENR).

II. OBJECTIVES

To acquire one-time service from reputable supplier/service provider for the application of Environmental and Compliance Certificate (ECC) from Department of Environmental and Natural Resources (DENR).

III. SCOPE OF WORKS

The following scope of work shall be done by the Service Provider:

1. Data Collection and Characterization of the Existing Environment and Compilation of available data/ documents
2. Impact Identification, Prediction and Assessment
3. Formulation of the Environmental Management and Monitoring Plan, PEMAPS
4. Preparation and Packaging of the ECC attachments
5. Technical Liaison Services/Regulatory Support
6. Preparation and submission of necessary documents may be needed for the acquisition of the DOH ECC
7. Turnover of ECC

IV. DELIVERABLES/OUTPUTS

Assist the Department of Health Central Office in the preparation of needed documents, processing of application and to obtain the Environmental Compliance Certificate (ECC) from DENR.

V. PROPOSED TERMS OF PAYMENT

1. Bid cost shall include all government taxes.
2. The Service Provider shall submit one-time statement of billing address to DOH.
3. The AS-GSD shall prepare a voucher for payment upon Issuance of Certificate of Completion and submit to the Financial Management Service for processing.

VI. SERVICE STANDARD REQUIREMENT

The Department of Health shall conduct an assessment or evaluation of the Service Provider/Contractor prior to issuance of Certificate of Completion from the end – user.

Performance Criteria and weight:

No.	Criteria	Weight
a.	Quality of service delivered/provided The Environmental Compliance Certificate is issued completely in favor of Department of Health Central Office	60
b.	Time management Service must be completed within the specified contract period.	40
	TOTAL	100%

VII. PROJECT DURATION

The issuance of ECC shall be completed within ninety (90) calendar days from the receipt of approved Notice to Proceed (NTP). The contract of service shall commence immediately upon receipt of approved Notice to Proceed.

VIII. PROJECT SITE

Department of Health Central Office, Rizal Avenue, Sta. Cruz Manila

IX. IMPLEMENTATION ARRANGEMENT

A. Service Performance Monitoring and Evaluation

1. Service Provider shall be evaluated by AS-GSD after completion of the service provided.
2. The AS-GSD shall issue a Request for Action (RFA) on whatever findings not in conformance with the terms of reference (TOR) under this contract for corrective action. Any recurring deficiencies made by the Service Provider shall be considered for liquidated damages and potential termination of the contract.

B. Contacts

1. **ENGR. DAVID P. MASIADO JR., MM**
Chief Administrative Officer, AS GSD
Bldg. 12, Ground Floor
651 – 7800 local 2910
davemasiado@gmail.com
2. **ENGR. MARLOUIE ALDRIENE L. PANIT**
Supervising Administrative Officer, AS GSD
Bldg. 14B3, Ground Floor
651 – 7800 local 2913
emalp.doh@gmail.com

X. FIRM/SERVICE PROVIDER (SP) CAPABILITY/EXPERTISE

Experience/Track record		Additional Document requirements
1. Experience: Must have proven experience in processing of Environmental Permits and Applications		1. Company Profile that shows three (3) years' experience in environmental consultancy and management; 2. List of retained clients for the past two years
a. Years of proven experience	At least three (3) years	
b. Office within or nearby Metro Manila		3. Proof of lease or ownership of property

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No/Fax No.]

[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No.		Quantity	
ABC: 120,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</u> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</p>	

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Service Provider for the Maintenance Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office	Qty./ Unit	1 Lot
ABC for the Lot: PhP120,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
I. Detailed Technical Specifications:			
A. Scope of Work:			
The following scope of work shall be done by the Service Provider:			
1. Data Collection and Characterization of the Existing Environment and Compilation of available data/documents.			
2. Impact Identification, Prediction, and Assessment			
3. Formulation of the Environmental Management and Monitoring Plan, PEMAPS.			
4. Preparation and Packaging of the ECC attachments.			
5. Technical Liaison Services/Regulatory Support			
6. Preparation and submission of necessary documents may be needed for the acquisition of the DOH ECC			
7. Turnover of ECC			
B. Deliverables/Outputs:			
Assist the Department of Health Central Office in the preparation of needed documents, processing of application and to obtain the Environmental Compliance Certificate (ECC) from DENR.			
II. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:			
1. Company Profile that shows three (3) years' experience in environmental consultancy and management.			
2. List of retained clients for the past two years.			
3. Proof of lease or ownership of property. (Office within or nearby Metro Manila)			

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No/Fax No.]

[Email Address]

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.

Lot No.	Particular	Qty./ Unit	Delivery Site	Delivery Schedule
1	Service Provider for Processing and Acquisition of Environmental Compliance for Department of Health Central Office	1	Department of Health Central Office, Rizal Avenue Sta. Cruz Manila	The issuance of ECC shall be completed within ninety (90) calendar days from the receipt of approved Notice to Proceed (NTP). The contract of service shall commence immediately upon receipt of approved Notice to Proceed.

***Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No./ Fax No]
[Email Address]

Omnibus Sworn Statement
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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 _____

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

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

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

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously 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:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; 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 and 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;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ___ day of [month] [year] at [place of execution].

[Corporate Secretary]

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 ____.

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

X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [*name*], [*title*] of [*name of Company*], is lawfully authorized to represent and act on behalf of the [*name of company*], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [*name*], [*title*] of [*name of company*] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

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

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

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 ____