



LBP INSURANCE BROKERAGE, INC.

(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)
12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



RFQ No. 2026-GS08

REQUEST FOR QUOTATION

The **LBP (Land Bank of the Phil.) Insurance Brokerage, Inc. (LIBI)** through its **Administrative Service**, intends to procure **"SUPPLY, AND DELIVERY OF CORPORATE GIVEAWAYS FOR CY2026"** in accordance with **Sec34. Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 19, 2026 10:00 A.M.** at the Administrative Unit, 12 Floor, SyCipLaw Center, 105 Paseo de Roxas, Legaspi Village, San Lorenzo, Makati City. Quotations may also be submitted through email at the address and contact numbers indicated below.

Quotations shall be evaluated based on compliance with the requirements of this RFQ. The award shall be made to the bidder with the **MARB/HRRB/SRRB - Most Advantageous Responsive Bid or Highest/Single ...**

A copy of your **Valid Business/Mayor's Permit, PhilGEPS Registration Number and BIR 2303 Certificate of Registration (all pages)** is also required to be submitted along with your signed quotation/proposal. **A valid and updated PhilGEPS Registration Certificate (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider shall submit its **Notarized Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)** will also be required to be submitted prior to award¹. For any clarification, you may contact **Ms. Renalyn P. Caneja** or **Ms. Jessa Calinog** at telephone no. **(02) 8840-4011 local 106** or email address at procurement@lbp-insurance.com


ATTY. REYNAULD R. VILLAFUERTE
Chairperson
Bids and Award Committee

¹Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

**ANNEX A**

Name of Company	
Address	
Contact Person	
Contact Person Designation	
Contact Number	
Email Address	
Tax Identification No.	
PhilGEPS Registration No.	

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or commission of the mandatory provisions.
 - (a) If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including the manifestation of the agreement with the Terms and Conditions below.
 - (b) In case a prospective supplier or service provider submits a filled-out RFQ with supporting documents (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

SIR/MADAM:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.



must provide actual sample and quality of print						
Delivery Date		on or before November 23, 2026				
Approved Budget for the Contract			Total Offered Quotation			
Most Advantageous and Responsive Bid Highest Rating per Item			In words:			
			In figures:			
Evaluation criteria is as follows: 1. Compliance with Technical Specifications 30% Dimensions, material type, color, capacity, quantity per set, model, and other required specifications 2. Material Quality and Durability 20% Material thickness or grade, sturdiness, resistance to ordinary handling, and suitability for intended use 3. Workmanship and Construction 15% Stitching, seams, assembly, edges, joints, finishing, and absence of defects 4. Logo, Printing, and Branding Quality 15% Accuracy of logo and text, color consistency, legibility, placement, alignment, and print adhesion against approved artwork 5. Functionality and Usability 10% Proper operation of handles, zippers, closures, buttons, lids, or other applicable features 6. Overall Appearance and Finish 10% Cleanliness, neatness, consistency, absence of stains, scratches, peeling, smudges, or visible manufacturing defects Total 100%						
Rating	Description	Scoring guide				
5	Excellent	Fully meets requirements with superior quality and no observable defects.				
4	Very Good	Fully meets requirements with only minor, non-material imperfections.				
3	Satisfactory	Meets minimum requirements; quality and finish are acceptable.				
2	Below Expectations	Has noticeable deficiencies that affect quality, appearance, or usability.				
1	Poor	Has major defects or substantially fails to meet the stated criterion.				
<u>PAYMENT DETAILS</u>						
Payment Terms:		1. Total cost should not exceed ABC. 2. Price quotation is inclusive of 12% VAT and all applicable taxes and charges. 3. Payment shall be made promptly, after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.				
Banking Institution						
Account Number						
Account Name						
Branch						



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Documentary Requirements and Relevant Guidelines for Specific Modes of Procurement Under Republic Act No. 12009⁴

Mode of Procurement	PhilGEPS Registration Number	Mayor's / Business permit	Professional License / Curriculum Vitae (Consulting Services)	NFCC Computation or Committed LoC (Infra)	PCAB License (Infra.)	Income/ Business Tax Return	Omnibus Sworn Statement (OSS)
SECTION 31. DIRECT CONTRACTING	✓	✓				✓ For ABCs above P500K	
SECTION 34. SMALL VALUE PROCUREMENT	✓	✓	✓		✓	✓ For ABCs above P500K	✓ For ABCs above P50K
NEGOTIATED PROCUREMENT							
NP35.1 TWO FAILED BIDDINGS	✓ PhilGEPS Platinum. If legal eligibility requirements are not subject to revision after the conduct of the mandatory review						
NP35.2 EMERGENCY CASES		✓		✓ For ABCs above P500K	✓ For ABCs above P500K	✓ For ABCs above P500K	✓ For ABCs above P50K
NP35.3 TAKE-OVER OF CONTRACTS	✓	✓	✓	✓	✓		
NP35.4. ADJACENT OR CONTIGUOUS				✓	✓		
NP35.6 SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	✓	✓	✓		✓ For ABCs above P500K		
NP35.7 HIGHLY TECHNICAL CONSULTANTS	✓	✓	✓				
NP35.9 LEASE OF REAL PROPERTY AND VENUE	✓ except for gov't agencies as lessors	✓ except for gov't agencies as lessors				✓ except for gov't agencies as lessors	

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Eligibility Requirements	Bidder's Statement of Compliance
☐ Reply Slip (Annex "A") or supplier's official proposal/quotation	
☐ Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or	
☐ Mayor's or 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 Exclusive Economic Zones or Areas; and	
☐ Registration certificate from Securities and Exchange Commission (SEC) , Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and	
☐ Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	
☐ Income/Business Tax Return (for ABC's above Php 500k)	
☐ Original duly signed Omnibus Sworn Statement (OSS) ; and if applicable, Original Notarized Secretary's Certificate in case of a corporation , partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	

CONFORME:

Signature Over Printed Name of Supplier/
Authorized Representative
Position/Designation:
Contact Number:
Email Address:

⁴GPPB Circular No. 06-2026 Documentary Requirements and Relevant Guidelines for Specific Modes of Procurement Under Republic Act No. 12009 dated 03 February 2026



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Item	Description	Quantity and Unit	Unit Price	Total Price	Evaluation Criteria ² %	Bidder's Statement of Compliance ³
1	3-FOLD AUTOMATIC UV PROTECTION FOLDABLE UMBRELLA 10 double ribs With individual plastic With logo print - one panel Opening method: Automatic Color: Black/Dark Blue/Dark Green Size: 23 Inch Type: Automatic Folding Umbrella Frame: 20Rib Windproof Frame Function: UV Protection & Rain Protection Material: Waterproof Fabric must provide actual sample with logo	1,160 Unit/s				
2	600mL SILICONE FOLDING WATER BOTTLE Capacity:600ml Material:Silicone +PP Size: 22*7*7cm/8.7*2.8*2.8inches 7*11*11cm/2.8*4.3*4.3(Folding) Weight:50g Colors:pink, gray, blue, green Package includes:1 x water bottle with logo print - logo shall be printed on the cap or displayed on an attached tag must provide actual sample with logo	1,160 Unit/s				
3	FOLDABLE WATERPROOF LARGE-CAPACITY SHOPPING BAG Material: Waterproof Polyester / Oxford Fabric Unfolded Size: Approx. 40cm(W) x 40cm(H) x 15cm(D) Folded Size: Approx. 12cm x 10cm (palm-sized!) Load Bearing: Up to 15-20kg Weight: Only ~50g (super light!) Closure: Snap button / Foldable pouch with logo print must provide actual sample with logo	1,160 Unit/s				
4	MINI DESK CALENDAR Size: 8x6" landscape Stande: Pasteboard 30 with imitation cover Pages: C2S 180 7 leaves Full colors back to back print Binding: Wire-O (0.50 diameter) must provide actual sample with logo	1,160 Unit/s				
5	GREETING CARDS with ENVELOPE AND TAGS	1,000 set/s				

²GPPB Circular No. 04-2026 Guidelines on the Resolution of Tied Bids through Tie-Breaking Method dated 19 February 2026

³Bidders 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. 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. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented shall render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.



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ANNEX C

LAYOUT

Item 1) 3-FOLD AUTOMATIC UV PROTECTION FOLDABLE UMBRELLA

10 double ribs
With individual plastic
With logo print - one panel; one color
Opening method: Automatic
Color: Black/Dark Blue/Dark Green
Size: 23 Inch
Type: Automatic Folding Umbrella
Frame: 20Rib Windproof Frame
Function: UV Protection & Rain Protection
Material: Waterproof Fabric



Item 2) 600mL SILICONE FOLDING WATER BOTTLE

Capacity: 600ml
Material: Silicone + PP
Size: 22*7*7cm/8.7*2.8*2.8inches 7*11*11cm/2.8*4.3*4.3(Folding)
Weight: 50g
Colors: pink, gray, blue, green
Package includes: 1 x water bottle
with logo print - logo shall be printed on the cap or displayed on an attached tag





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Item 3) FOLDABLE WATERPROOF LARGE-CAPACITY SHOPPING BAG

Material: Waterproof Polyester / Oxford Fabric

Unfolded Size: Approx. 40cm(W) × 40cm(H) × 15cm(D)

Folded Size: Approx. 12cm × 10cm (palm-sized!)

Load Bearing: Up to 15–20kg

Weight: Only ~50g (super light!)

Closure: Snap button / Foldable pouch

The LIBI logo shall be printed on the body of the bag or displayed on the handle or an attached tag.





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Item 4) MINI DESK CALENDAR

Size: 8x6" landscape

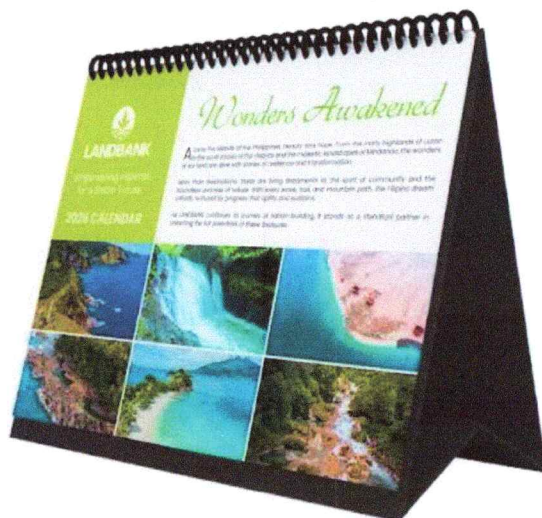
Standee: Pasteboard 30 with imitation cover

Pages: C2S 180 7 leaves

Full colors back to back print

Binding: Wire-O (0.50 diameter)

Final layout will be provided, must present the sample and quality of the prints

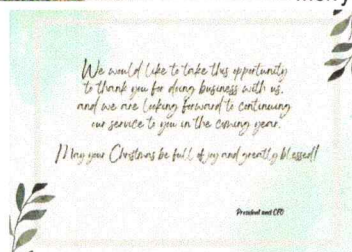


<https://landbank-calendars.my.canva.site/2026-landbank-calendars>

Item 5) GREETING CARDS with ENVELOPE AND TAGS



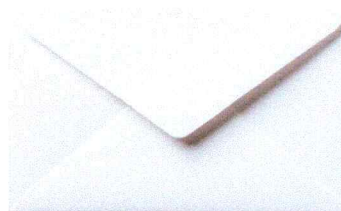
Merry Christmas Font is glossy/shiny and embossed



Full colored print C2S 160lbs (250gsm)



Back



Front

Tag



*final layout will be provided, provide sample and quality of prints



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LOGO



https://drive.google.com/file/d/1fDEC9MhLncBsZcBtFwLVtImCyulHvUkP/view?usp=drive_link



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https://drive.google.com/file/d/1vynVL6s7OMuA92xtU7-lLkEKgOqcDZ7x/view?usp=drive_link

https://drive.google.com/file/d/13u-Mz2NrYaCtPWKDSNjlkpfmQGVUx7jf/view?usp=drive_link

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https://drive.google.com/file/d/1dRW9vvc9mBKUkTNR03WCbMzrrpXNCVg/view?usp=drive_link



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ANNEX B

TERMS AND CONDITIONS

1. Bidder shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **sixty (60) calendar days from** the date of submission of quotation.
3. Price quotation/s, to be denominated in **Philippine peso** shall include **all** taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are **signed or initiated** by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirement specified in the Technical Specifications.
8. The LIBI-BAC shall have the **right to inspect** and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders have been post-qualified as LCRB, MEARB, MARB, or HRRB, the LIBI-BAC shall be non-discretionary and non-discriminatory adopt and employ "draw lots" as the tie-breaking method to finally determine the winning provider in accordance with GPPB Circular 04-2026.
10. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Cashier, prior to the final payment of the contract. FAILURE to present/provide a valid and updated Tax Clearance shall entitle LIBI to suspend the final payment due to the Supplier.**
11. **Payment shall proceed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Payment shall be made promptly, through Check or Land Bank's Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
13. Liquidated damages equivalent to one-tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LIBI **may** rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the purchase order, without prejudice to other courses of action and remedies open to it.

CONFORME:

Signature Over Printed Name of Supplier/ Authorized Representative
Position/Designation:
Contact Number:
Email Address:

OMNIBUS SWORN STATEMENT

[In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020]

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

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____, _____, and with residence at
[Address _____ of _____ Affiant]
House/Block/Lot No. _____ Street _____, _____, _____
City/Municipality _____ Province _____, 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 _____ with office
address _____ at _____ [Address _____ of _____ Bidder]
House/Block/Lot No. _____ Street _____, _____, _____
City/Municipality _____ Province _____;

[If a partnership, corporation, cooperative, or joint venture:]

I am the duly authorized and designated representative of _____ with office
address _____ at _____ [Address _____ of _____ Bidder]
House/Block/Lot No. _____ Street _____, _____, _____
City/Municipality _____ Province _____;

[If individual consultant not registered under a sole proprietorship, in case of Consulting Services:]

I am the individual consultant or authorized representative of _____ with office
address _____ at _____ [Address _____ of _____ Bidder]
House/Block/Lot No. _____ Street _____, _____, _____
City/Municipality _____ Province _____;

2. [Select one, delete the other:]
[If a sole proprietorship:]

As the owner and sole proprietor, or authorized representative of _____, 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
_____ of the
Name of Project
_____, as supported by 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
_____ of the
Name of Project
_____, as supported by the attached
duly notarized Special Power of Attorney;

3. _____ 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;**
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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

Name of Bidder

6. [Select one, delete the rest:]

[If a sole proprietorship:]

The _____ and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, 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;

Name of Bidder

[If a partnership:]

The partnership itself and the partners of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, 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;

Name of Bidder

[If a cooperative:]

The cooperative itself and members of the board of directors, general manager, or chief executive officer of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, 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;

Name of Bidder

[If a corporation or joint venture:]

The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, 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;

Name of Bidder

[If individual consultant not registered under a sole proprietorship, in case of Consulting Services:]

The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, 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 Head of the Procuring Entity, 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.

[Select one, delete the rest:]

[In case of corporations:]

_____ declares its beneficial ownership consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC in accordance with its annual reportorial requirements.

Name of Bidder

[In case of Foreign Bidders:]

_____ submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

Name of Bidder

8. _____ complies with existing labor laws and standards; and

Name of Bidder

9. _____ is aware of and has undertaken the following responsibilities as a Bidder:

Name of 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 Project

10. _____ *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.

11. In case advance payment was made or given to _____ *Name of Bidder*, 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* day of _____ *Month* of _____ *Year*
at _____ *City*, Philippines.

Duly authorized to sign the Bid for and behalf of:

Name of Bidder

Affiant's Signature over Printed Name

Position / Designation / Date

[Jurat]

SUBSCRIBED AND SWORN to before me this _____ *Day* 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 _____, with his/her photograph and signature appearing thereon, with no. _____, *insert type of government identification card used*.

WITNESS MY HAND AND SEAL this _____ *Day* 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 _____.