



REQUEST FOR QUOTATION

1. The Philippine Ports Authority (PPA), Port Management Office (PMO) Mindoro, through its Bids and Awards Committee (BAC), invites contractors duly registered with the Philippine Contractors Accreditation Board (PCAB) to submit their quotation or bid proposal for the maintenance project described herein. This procurement will be conducted in accordance with Rule IV, Section 34 of Republic Act No. 12009 (NGPA) and its Implementing Rules and Regulations (IRR), which governs Small Value Procurement:

- a. Project Title : Maintenance of TMO's Quarter and OIC Office
- b. Location : Port of Puerto Galera, Oriental Mindoro
- c. Project ID No. : MPF-MDO-10-2026
- d. Scope of Works :

Item #	Description	Quantity	Unit
1.00	Mobilization, Demobilization and Cleaning Up	1.00	l.s.
2.00	TMO's Quarter		
2.01	Remove and Dispose Existing Flooring System	1.00	l.s.
2.02	Supply and Install Wooden Flooring and Steel Floor Joist including Painting of Steel Framing	67.36	sq.m.
2.03	Restoration and Painting of Cut Dry Wall Portion including Re-installation of New and Existing Doors	9.69	sq.m.
3.00	OIC Office		
3.01	Supply and Install Fixed Glass Panels	8.10	sq.m.

- e. Approved Budget for the Contract (ABC) : Php 999,858.77
- f. Contract Duration : Sixty (60) Calendar Days

2. Prospective bidders shall submit the best offer for the item/s described herein, subject to the Terms and Conditions provided including the following required documents duly signed by you or your duly authorized representative:

1. Copy of PCAB License;
2. Copy of PhilGEPS Certificate of Registration;
3. Omnibus Sworn Statement;
4. Duly signed PERT/CPM;
5. Duly signed Specifications;
6. List of Equipment, if required:
 - a. Scaffolding
 - b. Electric Grinder
 - c. Cut-off Machine

d. Welding Machine

3. Quotation/bid proposal must be delivered to the Bids and Awards Committee (BAC), c/o BAC Secretariat, PPA PMO Mindoro, Port Area, San Antonio, Calapan City, Oriental Mindoro on or before 9:00 a.m., June 16, 2026.

4. Terms and Conditions:

4.1 The Price Quotation (Annex "A") shall be in the BAC prescribed form and be submitted in the open or sealed envelope to the Bids and Award Committee (BAC), PPA PMO-Mindoro at the address above, not later than the time and date specified hereof.

4.2 Price Quotations should be typewritten or legibly handwritten in indelible ink and values/prices of the items quoted totaled accordingly. Any interlineation, erasure or overwriting shall be valid only if they are signed or initialed by signatory or his/her duly authorized representative.

4.3 The bidder shall include in his/her Price Quotation all related expenses and obligations, including Value Added Tax (VAT), as well as the carrying out of services and supply of necessary labor and materials in undertaking the works in accordance with relevant conditions, rules, regulations, drawing and specifications prescribed by Philippine Ports Authority, Port Management Office – Mindoro.

4.4 All Price Quotations shall carry a validity period of at least Thirty (30) calendar days after receipt of the Notice to Proceed (NTP).

4.5 Liquidated damages equivalent to one tenth of one percent (0.1%) of the cost of the unperformed portion of the works per day of delay. The PPA, PMO-Mindoro 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 courses of action and remedies open to it.

4.6 Warranty of the works shall be for a period of One (1) year from the date of acceptance by the PPA, PMO – Mindoro.

5. The Philippine Ports Authority, PMO-Mindoro reserves the right to reject any and all bids, declare a failure of bidding, without offering any reason, waive any defect therein and make an award to the bidder whose quotation is the most advantageous to the Authority. PPA likewise assumes no obligation for whatever losses that may be incurred by the bidder in preparation of quotations nor does it guarantee that the award shall be made.


LEO A. ROMERO
BAC Chairperson

Date of Posting : June 08, 2026

Philippine Ports Authority
PORT MANAGEMENT OFFICE - MINDORO
Port Area, San Antonio, Calapan City
Oriental Mindoro

BILL OF QUANTITIES

INSTRUCTIONS

- 1. Accomplish the RFQ including this supporting documents correctly.
- 2. Do not alter the contents of all forms in any way.
- 3. Failure to comply with any of the mandatory requirements will disqualify your quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the project below:

Name of Project : Maintenance of TMO's Quarter and OIC Office					
Location : Port of Puerto Galera, Oriental Mindoro					
Item No.	Description	Quantity	Unit	Unit Price (Pesos)	Amount (Pesos)
1.00	General Expenses				
1.01	Mobilization, Demobilization and Cleaning Up	1.00	L.S.		
2.00	TMO's Quarter				
2.01	Remove and Dispose Existing Flooring System including some Portion of the Wall and Unsuitable Items	1.00	L.S.		
2.02	Supply and Install Wooden Flooring and Steel FloorJoist including Painting of Steel Framing	67.36	SQ.M.		
2.03	Restoration and Painting of Cut Dry Wall Portion and other Damaged Portions including Re-installation of Door and Other Removed Items	9.69	SQ.M.		
3.00	OIC Office				
3.01	Supply and Install Fixed Glass Panels on Aluminum Powder Coated Frame	8.10	SQ.M.		
Total Bid Price _____					
_____ Php _____					

Price Quotation Form

Date : _____

The Chairperson

Bids and Awards Committee (BAC)
Philippine Ports Authority
Port Management Office – Mindoro
Port Area, San Antonio
Calapan City, Oriental Mindoro

Dear Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the procurement of the project, entitled: **Maintenance of TMO's Quarter and OIC Office, Port of Puerto Galera, Oriental Mindoro** with Project ID No. **MPF-MDO-10-2026**, we hereby submit our quotation corresponding to your requirements.

The Total Price of our Quotation is _____ (Php _____).

The above quoted prices are inclusive of all costs and applicable taxes.

We/I shall complete the works in accordance with the Drawing and Bid Documents within _____ Calendar Days beginning at the most, five (5) days from the date of receipt of Notice to Proceed.

We/I understand that the Authority may order additions to or deletions from the scope of work as specified if necessary.

Enclosed herewith also are the detailed estimates and computations of the cost of all items of works.

Very truly yours,

Name and Signature : _____

Position : _____

Company : _____

PhilGEPS Reg No. : _____

Contact Number : _____

Philippine Ports Authority
PORT MANAGEMENT OFFICE – MINDORO
Engineering Services Division
San Antonio, Port Area, Calapan City
Oriental Mindoro

MAINTENANCE OF TMO’s QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO

TECHNICAL SPECIFICATIONS

I. GENERAL CONDITION

The Work generally consists of furnishing of all labor, materials, and equipment required to carry out and complete the *Maintenance of TMO’s Quarter and OIC Office, Port of Puerto Galera, Oriental Mindoro* in accordance with the contract drawings and in conformity with these specifications.

PLANS AND SPECIFICATIONS

All drawings, whether on a small scale or detailed, are intended to correspond with specifications to form part thereof and the contract documents. Where figures are given, they are to be followed in preference to measurement by scale. Anything shown on the drawings but not indicated in the specifications or vice-versa or anything not expressly set forth in either, but which is reasonably implied, shall be furnished and installed as though specifically shown and mentioned in both, without extra cost to PPA.

II. SCOPE OF WORKS

1.00 General Expenses

1.01 Mobilization, Demobilization and Cleaning Up

A. General Requirements

The Contractor is responsible for the systematic mobilization of all necessary personnel, and equipment required to execute the project scope. This includes the subsequent demobilization and final site restoration upon project completion.

B. Hazard Mitigation and Safety Protocols

The Contractor shall be responsible for ensuring the safety and health of its personnel, workers, and all persons affected by the project activities and shall provide the necessary safety devices, protective equipment, warning signs, and other safety measures required for the proper execution of the works.

Daily Site Safety: To prevent accidents involving falling objects or equipment-related hazards, the Contractor must maintain the workplace in a secure and orderly condition at the end of each workday.

Operational Cleanliness: The site must remain clean and accessible throughout the duration of the maintenance work to ensure physical facilities are not obstructed.

Protective Measures: During specific tasks like painting, the Contractor must utilize protective coverings to shield floors, fixtures, and existing equipment from damage or paint spatter.

C. Final Cleaning and Restoration

The Contractor is tasked with the systematic removal of all old materials, debris, and temporary structures as part of the cleaning-up process prior to final turnover. All surfaces must be free from dirt, dust, and deleterious matter, ensuring the facility is returned to PPA in a "first-class" condition.

2.00 TMO's Quarter

2.01 Remove and Dispose Existing Flooring System including some Portion of the Wall and Unsuitable Items

Flooring Removal and Preparation

The scope of work involves the systematic removal of all existing floor finishes. The process requires stripping the area down to the structural frames and the surface to eliminate residues. This ensures a clean and level substrate, prepared specifically for the installation of new materials without interference from old debris.

Wall Removal and Debris Segregation

For the partial demolition of walls and the extraction of unsuitable items, precision is prioritized to maintain structural integrity. Designated wall sections must be saw-cut to create clean edges.

Waste Management and Site Clearance

The final phase focuses on rigorous waste management and site restoration. Work is considered complete only after the area has been thoroughly cleaned and inspected, ensuring the site is entirely free of obstructions and ready for the next phase of construction.

2.02 Supply and Install Wooden Flooring and Steel Floor Joist including Painting of Steel Framing

Structural Steel Joist Construction

The Scope entails the structural fabrication and installation of a floor framing system . The framework consists of 2” x 4” GI tubulars (2mm thick) and 2” x 4” Channel bars (5mm thick) serving as intermediate supports. All steel components must be secured using expansion bolts and angle bars, with joints undergoing full-penetration welding before receiving two coats of Red Oxide Metal Primer for corrosion protection.

Sub-flooring and Finish Installation

A secondary layer of 3/4” thick phenolic board is installed over the steel joists to serve as a moisture-resistant sub-floor. These boards are secured with zinc-plated self-drilling screws spaced at 300mm on center to prevent structural deflection. Once the substrate is prepared and leveled, 4” x 36” interlocking vinyl plank flooring is applied using an acrylic-based adhesive to ensure a seamless, waterproof finish.

Project Scope and Financial Terms

The comprehensive technical scope includes all necessary labor, materials—such as welding rods and painting supplies—and equipment required for completion.

2.03 Restoration and Painting of Cut Dry Wall Portion and other Damaged Portions including Re-installation of Door and Other Removed Items

Drywall Restoration and Seamless Integration

The first phase focuses on the structural repair of cut or damaged drywall sections to restore the wall's integrity. New fiber cement panels are fitted to match existing thicknesses. This process includes meticulous sanding to achieve a flush, level surface that transitions invisibly into the original wall structure.

Surface Preparation and Aesthetic Finishing

The painting scope involves a multi-step process to ensure a durable and uniform finish across all repaired surfaces. After thorough cleaning, a flat latex is applied to regulate porosity, followed by at least two topcoats of elastomeric paint. Special attention is given to color-matching existing finishes, ensuring that the restored portions are indistinguishable from the surrounding areas.

Mechanical Re-installation and Site Handover

The final phase involves the functional restoration of the space through the re-installation of doors and architectural hardware. Doors must be aligned for smooth operation, and all previously removed items. Work is considered complete once all re-installed items are tested for functionality and the area is cleaned of all construction-related residues.

3.00 OIC Office

3.01 Supply and Install Fixed Glass Panels on Aluminum Powder Coated Frame

Aluminum Framing and Protective Coating

The structural component of the installation involves the assembly of high-grade extruded aluminum sections designed specifically for fixed glazing. These frames are engineered with specific profiles to provide a sleek, professional appearance while maintaining the necessary rigidity to support large glass spans.

Safety Glass and Glazing Integrity

The glazing system utilizes tempered safety glass, selected for its strength and safety characteristics in office environments. The glass is integrated into the aluminum frames using a combination of EPDM gaskets and structural silicone sealants to provide a flexible yet durable weather seal. This assembly is designed to prevent moisture ingress and air drafts, contributing to the overall insulation and comfort of the TMO's office.

Precision Installation and Final Handover

All perimeter joints are sealed with industrial-grade sealant to bridge the gap between the window unit and the wall. The scope concludes with a thorough cleaning and inspection to ensure that the glass is free of streaks and the aluminum finish is pristine and ready for use.

III. MEASUREMENT OF PAYMENT

In accordance with Section II Scope of Works of this Technical Specifications, the pertinent items of work described therein and to be executed by the contractor shall be measured and paid for according to the following terms:

All scope of works, activities shall be paid in accordance with the unit price for said item of work done indicated in the Bill of Quantities (BOQ), plan and certified by the PPA Engineer after completion of all works.

IV. AS-BUILT DRAWINGS AND PHOTOGRAPHS

1.00 Photographs taken before, during and after completion of the project shall be submitted as part of the documentary requirements for the progress billing.

2.00 At the completion of the Project, the Contractor shall prepare four (4) sets of "As-built" Drawings which shall be submitted to the PPA, PMO-Mindoro as part of the documentary requirements for the former's final billing. The as-built drawings shall indicate therein all the original items of

work, changes, deviations and additional work items (if any), undertaken by the contractor to complete the project. The as-built drawings shall bear the title block prescribed by the PPA and shall be signed by the contractor's authorized representative prior to submission to PPA, PMO-Mindoro.

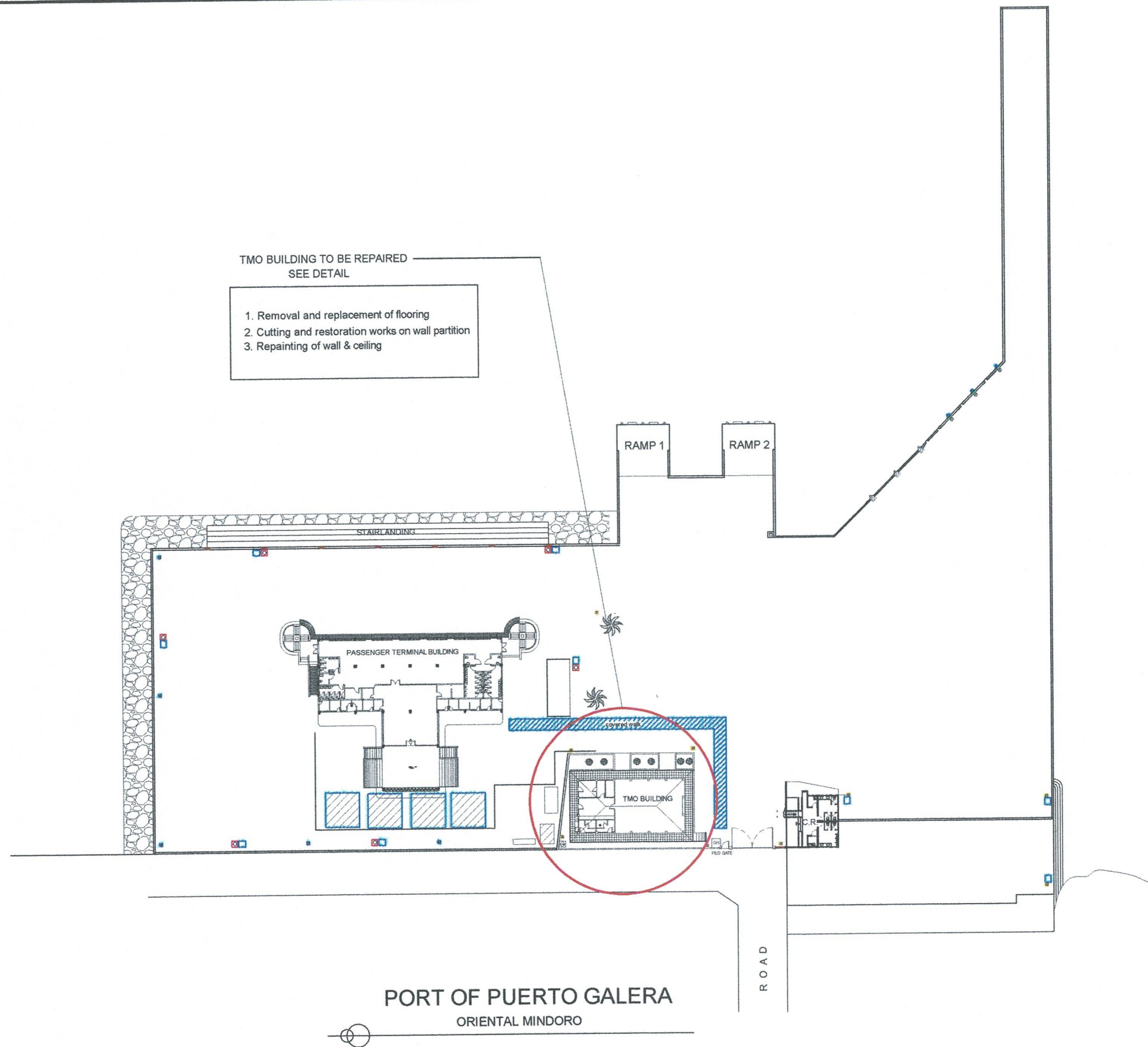
PMO MINDORO

PHILIPPINE
PORTS
AUTHORITY



PMO- MINDORO

MAINTENANCE OF TMO's QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO



PROJECT TITLE: MAINTENANCE OF TMO's QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO

PREPARED BY:
Fernando J. Galvez
FERNANDO J. GALVEZO
Engineering Assistant A

SUBMITTED BY:
Angelou A. Magboo
ANGELOU A. MAGBOO
Engineer II

CHECKED / REVIEWED BY:
Ronald O. Matibag
RONALD O. MATIBAG
Principal Engineer A

RECOMMENDING APPROVAL:
Margarito B. Dimailig
MARGARITO B. DIMAILIG
Division Manager A, ESD

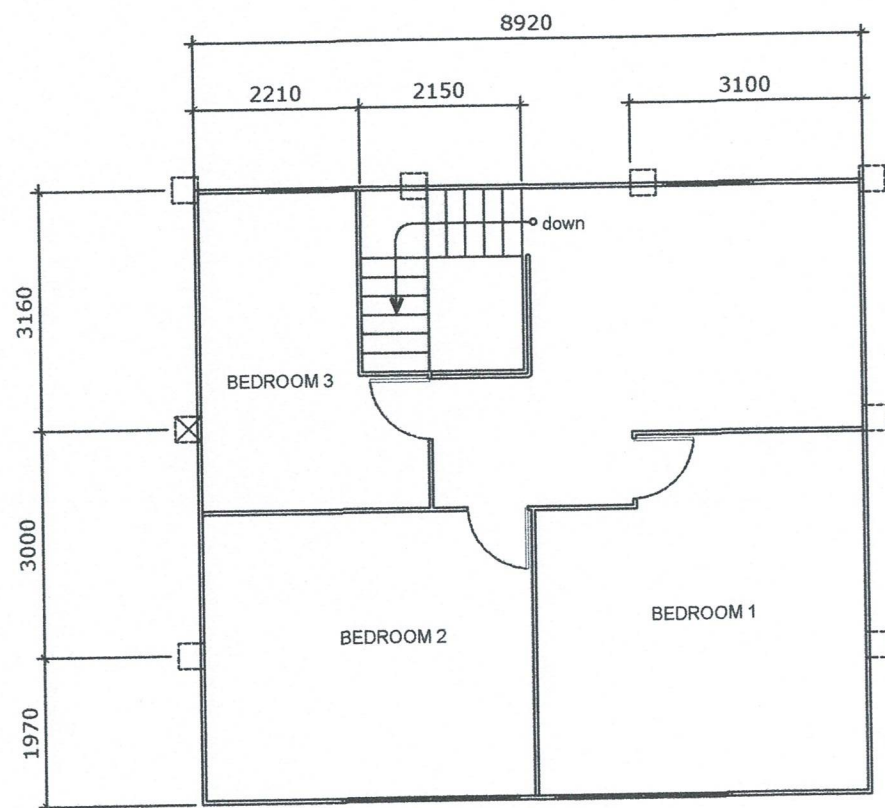
APPROVED:
Jon Gabriell M. Manansala
JON GABRIELL M. MANANSALA
Port Manager A

AS SHOWN

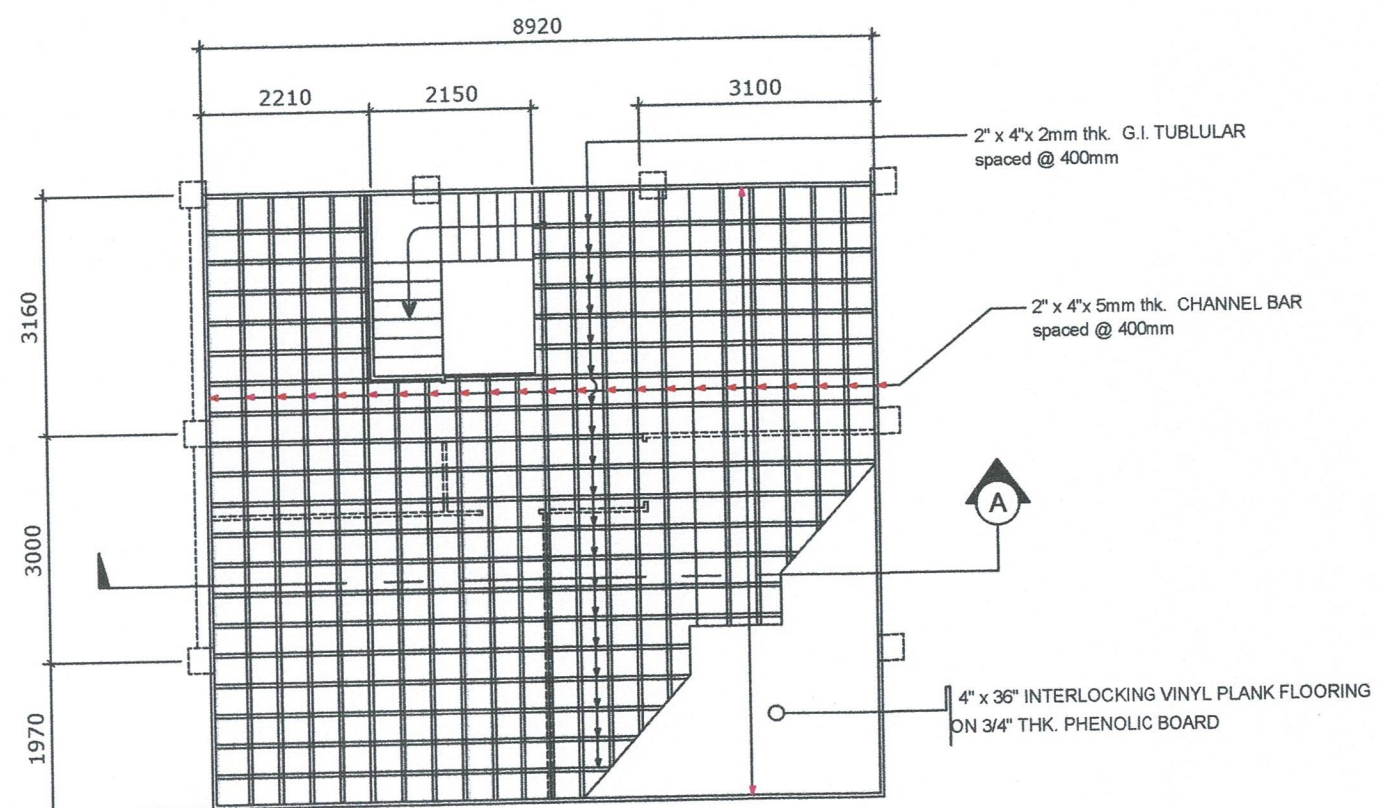
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SHEET NO.
1 of 4

DATE :
12 JAN 2026



FLOOR PLAN
SCALE 1:100 MTS.



FLOOR FRAMING PLAN
SCALE 1:100 MTS.



PROJECT TITLE: MAINTENANCE OF TMO's QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO

PREPARED BY:
Fernando J. Galvez
FERNANDO J. GALVEZO
Engineering Assistant A

SUBMITTED BY:
Angelou A. Magboo
ANGELOU A. MAGBOO
Engineer II

CHECKED / REVIEWED BY:
Ronald O. Matibag
RONALD O. MATIBAG
Principal Engineer A

RECOMMENDING APPROVAL:
Margarito P. Dimilig
MARGARITO P. DIMILIG
Division Manager A, ESD

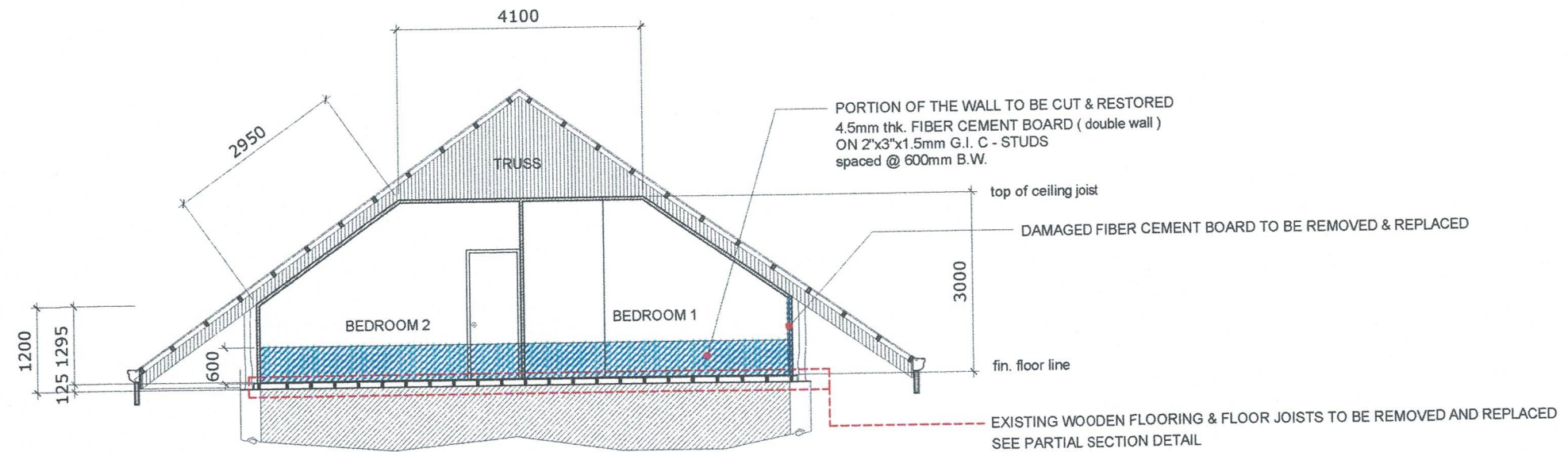
APPROVED:
Jon Gabriell M. Manansala
JON GABRIELL M. MANANSALA
Port Manager A

AS SHOWN

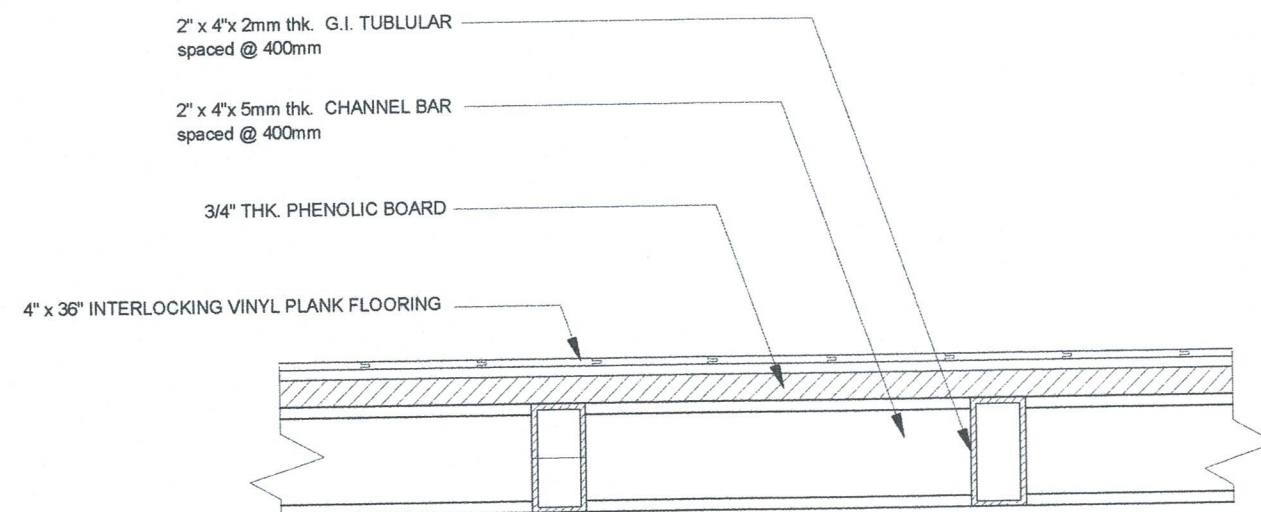
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SHEET NO.
2 of 4

DATE:
12 JAN 2026



SECTION THRU "A"
SCALE 1 : 100 MTS.



SECTION DETAIL



PROJECT TITLE: MAINTENANCE OF TMO's QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO

PREPARED BY:
[Signature]
FERNANDO J. GALVEZO
Engineering Assistant A

SUBMITTED BY:
[Signature]
ANGELOU A. MAGBOO
Engineer II

CHECKED / REVIEWED BY:
[Signature]
RONALD O. MATIBAG
Principal Engineer A

RECOMMENDING APPROVAL:
[Signature]
MARGARITO F. DIMAILIG
Division Manager A, ESD

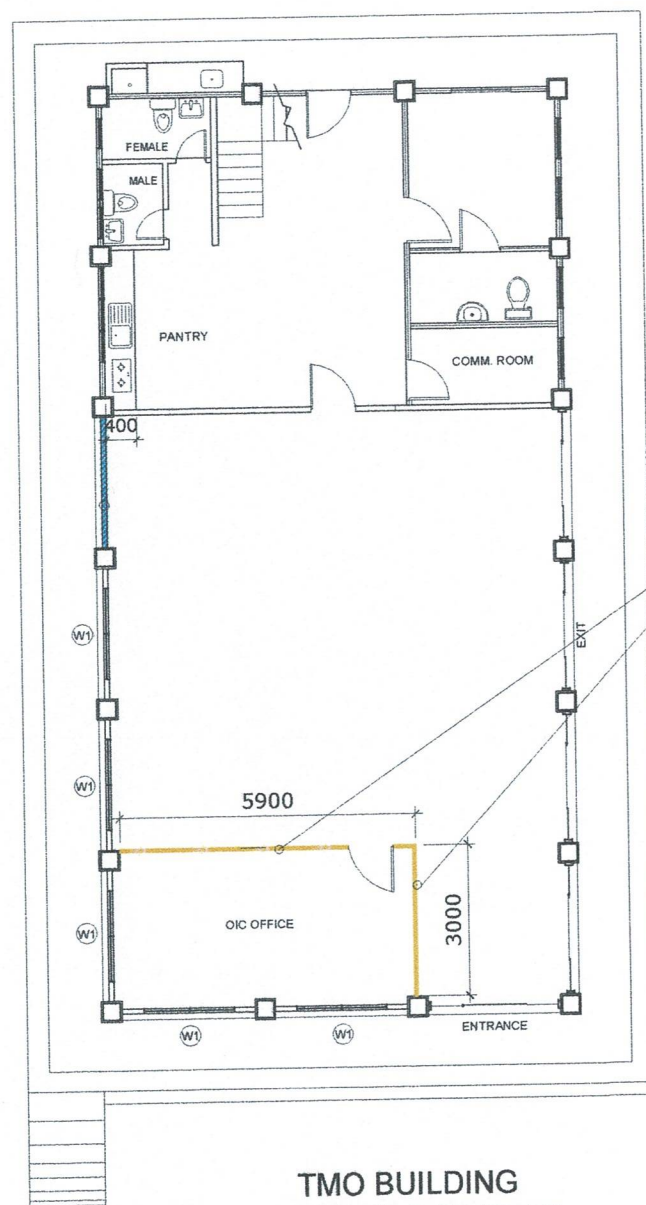
APPROVED:
[Signature]
JON GABRIEL M. MANANSALA
Port Manager A

AS SHOWN

AS SHOWN

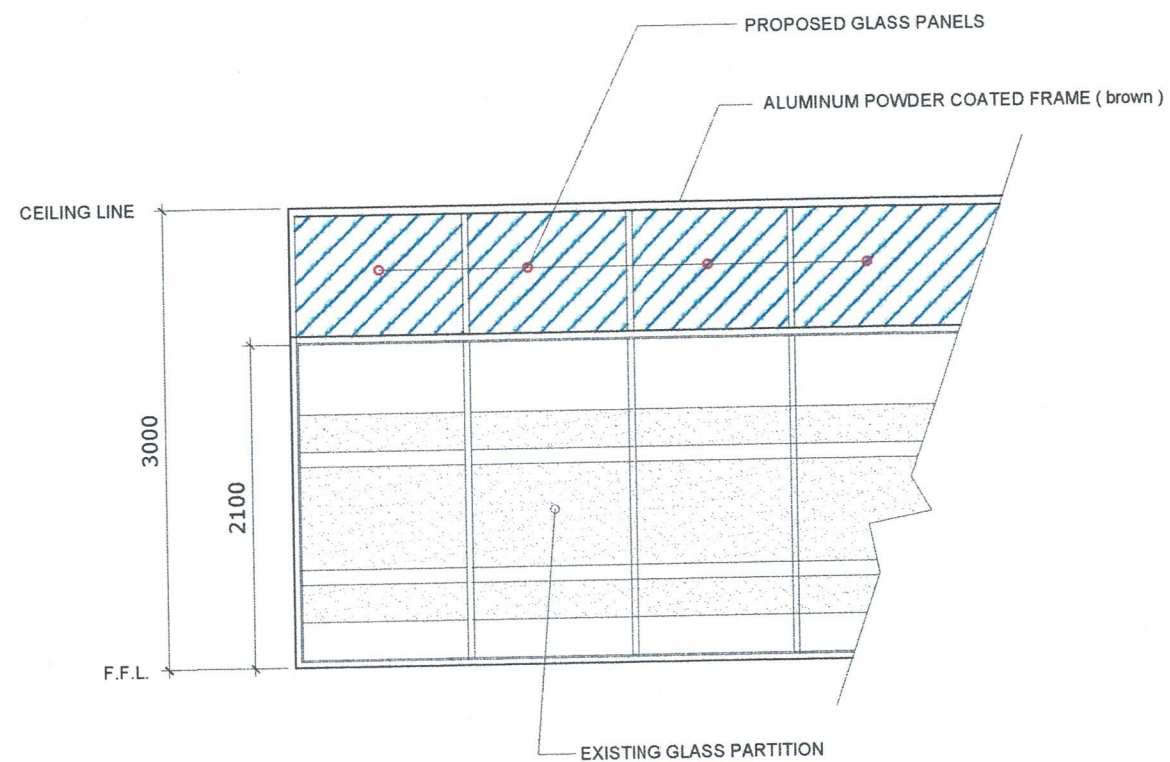
SHEET NO.
3 of 4

DATE :
12 JAN 2026



**TMO BUILDING
PROP. FLOOR PLAN**

SCALE 1: 150 MTS.



ELEVATION

SCALE 1: 50 MTS.



PROJECT TITLE: MAINTENANCE OF TMO's QUARTER AND OIC OFFICE
PORT OF PUERTO GALERA, ORIENTAL MINDORO

PREPARED BY:
[Signature]
FERNANDO J. GALVEZO
Engineering Assistant A

SUBMITTED BY:
[Signature]
ANGELOU A. MAGBOO
Engineer II

CHECKED / REVIEWED BY:
[Signature]
RONALD O. MATIBAG
Principal Engineer A

RECOMMENDING APPROVAL:
[Signature]
MARGARITO P. DIMAILIG
Division Manager A, ESD

APPROVED:
[Signature]
JON GABRIEL M. MANANSALA
Port Manager A

AS SHOWN

AS SHOWN

SHEET NO.
4 of 4

DATE:
12 JAN 2026

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

- *If sole proprietorship :* The *[Name of Bidder]* 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;

- *If partnership* : The partnership itself and the partners of *[Name of Bidder]* 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;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* 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;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* 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;
 - *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 Implementing Rules and Regulations (IRR) of Republic Act (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*: *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders*: *[Name of Bidder]* 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.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[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 *[Project Title]*.

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 under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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 _____.