

REQUEST FOR QUOTATION
NO. PG-ZAM-2023-02-001
Dated: February 06, 2023
(SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, Port Management Office of Zamboanga, Bids and Awards Committee invites suppliers to submit price quotation for the One (1) Lot Supply of Labor and Materials for the on-site general cleaning of Air Conditioning Units of PPA, PMO-Zamboanga from April 01 to December 31, 2023.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php244,350.00 shall be automatically rejected at Bid opening.

Procurement will be conducted in consonance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act". A contract will only be awarded to the Lowest Calculated Responsive Quotation.

The Opening of Sealed Quotation Envelopes shall be at 2:00 PM, February 20, 2023, Conference Room, 2nd Floor PPA Administration Building, Port Area, Zamboanga City.

For further inquiries on the procurement to be bid, please contact Ms. Jhoan B. Carrillo (Secretariat Member) or Ms. Marietta M. Miñoza (TWG Head for Goods & Services) at the Admin. Office, 2nd Floor, PPA Admin. Bldg., Port Area, Zamboanga City, Tel. No. (062) 991-2037 loc. 111 or 112.

The PPA, PMO-Zamboanga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.



ARTHUR B. NOGAS
Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

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PORT MANAGEMENT OFFICE – ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;

Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph



INSTRUCTION TO SUPPLIERS

1. The PPA, PMO-Zamboanga shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary documents.
2. Invited supplier/s shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No.21-2017 dated 30th May 2017.

The following documentary requirements shall be submitted together with the price quotation in one (1) sealed envelope during the Opening of Quotation:

- A. For Individual(s)/Sole Proprietorship
 - a) BIR Certificate of Registration
 - b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
 - c) Income/Business Tax CY 2021
 - d) Duly Notarized Omnibus Sworn Statement (see attached prescribed format)
 - e) DTI Certificate of Accreditation as Refrigeration & Airconditioning (RAC) Repair Shop; and
 - f) All technicians assigned to the office shall be a holder of National Certificate for Refrigeration and Air-Conditioning Servicing issued by TESDA for:
 - 1) Domestic Refrigeration and Air-Conditioning (DOMRAC) NC II; and
 - 2) Packaged-type Air-Conditioning Unit/Commercial Refrigeration Equipment (PACU-CRE) NC III.
- B. For Corporation/Cooperative/Partnership
 - a) Mayor's Permit CY 2023
 - b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
 - c) Income/Business Tax CY 2021
 - d) Duly Notarized Omnibus Sworn Statement (see attached prescribed format)
 - e) DTI Certificate of Accreditation as Refrigeration & Airconditioning (RAC) Repair Shop; and
 - f) All technicians assigned to the office shall be a holder of National Certificate for Refrigeration and Air-Conditioning Servicing issued by TESDA for:
 - 1) Domestic Refrigeration and Air-Conditioning (DOMRAC) NC II; and
 - 2) Packaged-type Air-Conditioning Unit/Commercial Refrigeration Equipment (PACU-CRE) NC III.
- C. Certificate of Platinum Membership may be submitted in lieu of items a & b of the above -requirements.
- D. Eligibility Certificate issued by the Office may be submitted in lieu of items a & b of the above requirements if the Supplier/s have already submitted items a & b previously and filed with the Office.
- E. Supplier/s who may not be able to complete the submission of the above-mentioned requirements during the opening of sealed quotation, shall be allowed to submit the lacking requirements within three (3) days upon receipt of Notice of Bid Results.
- F. Failure to comply the above-mentioned requirements within the prescribed period shall constitute cancellation of award to the winning bidder.

3. Sealed Quotation Envelope shall be submitted before the deadline as indicated in the Request for Quotation. Late submission of quotation envelope shall not be accepted. Price Quotation in excess of ABC shall be automatically disqualified.
4. All price quotations shall be valid for a period of Two Hundred Seventy Five (275) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
5. Canvass Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said canvass form. Any erasure/s or interlineation/s shall be signed by the supplier/s.
6. The evaluation and award of contract shall be based on a lot basis not higher than the ABC. Hence, the supplier shall reflect its total price quotation for one (1) lot in the said canvass form.

PHILIPPINE PORTS AUTHORITY
 Port Management Office-Zamboanga
 R. T. Lim Boulevard, Port Area
 Zamboanga City
 Telephone No. (062) 991-2037

CANVASS FORM
 NO. 2023-02- 003

Date : Feb. 06, 2023
 PR No. : ZAM-011-2023
 Dated : Feb. 03, 2023

 (Supplier)


Gentlemen: Please quote your government price/s for the service/s listed hereunder:

Item No.	Qty	Unit	Item Description	No. of Unit	Unit cost	Total Cost For One Qtr.
1	1	Lot	One (1) Lot Supply of Labor and Materials for the on-site general cleaning of Air Conditioning Units of PPA, PMO-Zamboanga from April 01 to Dec. 31, 2023			
			BASEPORT			
			Window Type, 1 HP to 2 HP	54		
			Wall Mounted Type, 1 HP to 1.5 HP	13		
			Floor Mounted Type, 3 TR/ 4.0 HP	19		
			Floor Mounted Type, 7.5 TR	4		
			Door Air Curtains, .2HP	2		
			TMO ISABELA			
			Window Type, 1 HP to 2 HP	7		
			Floor Mounted Type, 3 TR	1		
			TOTAL FOR ONE QUARTER	100		
			ABC - Php244,350.00			

Please submit your quotation **on or before 2:00 PM February 20, 2023.**

Attached is the Sample of Contract Agreement of the above-mentioned procurement for your information and guidance.

Very truly yours,


MELANIE C. BARRIOS
 GSO/Acting Procurement Officer B
 Canvasser


FRANCISCA CLARISSA P. DAGOY
 Administrative Division Manager

NOTE: Please fill-up Form A and submit in a sealed envelope addressed to:

THE BAC, Chairperson
 PMO, ZAMBOANGA - BAC
 PPA, PMO-zamboanga
 Port Area, Zamboanga City

AUTHORIZED SIGNATURE

 Name of Supplier/Firm/Company

 Date

Omnibus Sworn Statement (Revised)

[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]

SAMPLE OF CONTRACT AGREEMENT

THIS CONTRACT made on this _____ day of _____ 2023, by and between:

PHILIPPINE PORTS AUTHORITY (PPA), PMO-Zamboanga, a government owned and controlled corporation with office address at R.T. Lim Boulevard, Zamboanga City, herein represented by ARCIDI S. JUMAANI, hereinafter referred to as the "PPA";

-AND—

_____, a sole proprietor with office address at _____ Zamboanga City hereinafter represented by _____, referred to as "Supplier";

-WITNESSETH-

The PPA and the Supplier, in consideration of the mutual covenant and agreement herein, by one to the other, by these presents enter into a Contract, whereby the Supplier shall provide the One (1) Lot Supply of Labor and Materials for the on-site general cleaning of Air Conditioning Units to PPA, PMO - Zamboanga from April 01 to December 31, 2023 under the following terms and conditions to wit:

SECTION 1. SCOPE OF WORK:

- 1.) The provision of labor and supply of materials for the on-site general cleaning of Air Conditioning Units.
- 2.) The cleaning of Air Conditioning Units shall be scheduled by PPA on a quarterly basis.
- 3.) Minor expenses like the replacement of capacitor, rubber grommet, provision of cleaning solution and other minor charges amounting not more than P1,000.00 per unit may also be included.
- 4.) The provision of labor and supply of materials for the servicing of Air Conditioning Units shall include general cleaning only as summarized below:

1.) Baseport Zamboanga:

54 units - Window Type, 1 HP to 2 HP
13 units - Wall Mounted Type, 1 HP to 1.5 HP
19 units - Floor Mounted Type, 3 TR/4.0 HP
4 units - Floor Mounted Type, 7.5 TR
2 units - Door Air Curtains, .2 HP
92 units Sub - total

2.) TMO - Isabela:

7 units - Window Type, 1 HP to 2 HP
1 unit - Floor Mounted Type, 3 TR
8 units Sub - total

100 units Grand Total

- 5.) The services shall be done at the above-stated office address of the PPA specifically in the following locations:

Qty./ Unit	Description of Air Condition Units	Responsibility Units	Location
1 unit	Carrier, Wall Mounted, 1.5 HP with Inverter	Finance Division Manager Room	PPA, Admin. Bldg., 1 st Floor
3 units	Kolin, Window Type, 2 HP (2 units) York, Window Type, 1.5 HP (1 unit)	Finance Staff Room	-do-
1 unit	Carrier, Wall Mounted, 1.5 HP	Finance Collection Room	-do-
9 units	Panasonic, Wall Mounted, 1.5 HP Inverter (5 units) Kolin Brand, Door Air Curtain	Port One Stop Shop Port One Stop Shop	-do- PPA, Admin. Bldg., 1 st Floor

	.2 HP (2 units) Koppel, Floor Mounted, 3 TR, Inverter (1 unit) Daikin Brand, Floor Mounted, 3 TR/ 4.0 HP (1 unit)		
2 units	Kolin, Window Type, 1.5 HP Carrier, Wall Mounted, 1.5 HP	Admin. Server Room	-do-
1 unit	Koppel, Floor Mounted, 3TR	PSD - Harbor Clearing/ Marine Room	-do-
1 unit	Kolin, Window Type, 1.5 HP, Inverter	PSD - Manager's Room	-do-
2 units	Kolin, Window Type, 2 HP, Inverter	PSD - Operation Staff	-do-
2 units	York Brand, Window Type, 2 HP Carrier, Window Type, 2 HP	Office of the Port Manager	PPA, Adm. Bldg., 2 nd floor
2 units	Condura, Window Type, 2HP Carrier, Window Type, 2 HP	OPM - Staff Room	-do-
1 unit	Carrier, Window Type, 1 HP	OPM Pantry	-do-
4 units	Carrier, Window Type, 2 HP (unit) Kolin, Window Type, 2 HP (1 unit) Daikin Floor Mounted Type, 4.0 HP (2 units)	Conference Room	-do-
1 unit	Condura, Window Type, 1.5 HP	Admin. Div. Mgr's Room	-do-
1 unit	Koppel, Window Type, 1 HP	Supply Storage Room	-do-
1 unit	York Brand, Window Type, 1.5 HP	Records Room	-do-
3 units	York Brand, Window Type, 2 HP	Admin. Staff Room	-do-
1 unit	Kolin, Window Type, 2 HP	OPM-BDM Room	PPA, Admin. Bldg., 3 rd floor
2 units	Kolin, Window Type, 2 HP (2 units)	COA Room	-do-
1 unit	Carrier, Window Type, 2HP	Supply Storage Room	-do-
1 unit	Carrier, Window, 1.5 HP	ESD Manager	-do-
3 units	Kolin, Window Type, 2 HP (1 unit) Carrier, Window Type, 2 HP (1 unit) Daikin, Floor Mounted 4.0 HP (1 unit)	ESD-Staff	-do-
1 unit	Kolin, Window Type, 2 HP	ESD Prayer Room	-do-
1 unit	Kolin, Window Type, 1.5 HP	ESD Staff (Room 2)	-do-
3 units	Kolin, Window Type, 1.5 HP Kolin, Window Type, 2 HP Daikin, Floor Mounted 4.0 HP	PSD-Harbor Master	PPA, Admin. Bldg., 4 th floor
2 units	Kolin, Window Type, 2 HP (1 unit) Kolin, Window Type, 1.5 HP (1 unit)	Port Manager's Quarter	Multi-Purpose Ground
3 units	Kolin, Window Type, 2 HP (1 unit) Condura, Window Type, 2 HP Condura, Window Type, 1.5HP	GAD-Center	-do-
2 units	Kolin, Window Type, 1 HP (2 units)	PCMD Staffhouse	-do-
2 units	Carrier, Window Type, 2 HP York, Window Type, 1.5 HP	Powerhouse	PPA, Powerhouse
2 units	York, Window Type, 2 HP Carrier, window Type, 2 HP	ESD Field Office	Near PPA Powerhouse
3 units	Kolin, Window Type, 2 HP York, Window Type, 2 HP Daikin, Floor Mounted, 4.0 HP	PPD Manager's Room	PPA, PPD Bldg. (3 rd Floor)
2 units	Kolin, Window Type, 2 HP	PPD - Staff Room 1	PPA, PPD Bldg. (1 st Floor Room 1)
2 units	Kolin, Window Type, 2 HP	PPD - Staff Room 2	PPA, PPD Bldg. (1 st Floor Room 2)
1 unit	Carrier, Window Type, 2 HP	Advance Security Room	PPD Ground
20 units	Condura, Window Type, 2 HP (1 unit) Carrier, Window Type, 2 HP (1 unit) Carrier, Floor Mounted, 3 TR (9 units) Carrier, Floor Mounted, 7.5 TR (4 units) Kolin, Wall Mounted, Split Type 1.5 HP (1 unit) Kolin, Window Type, 2 HP (1 unit) Carrier, Wall Mounted, 1.5 HP (1 unit) Daikin, Floor Mounted Type, 4.0 HP (2 units)	PTB (Temporary Building)	CFS Building
1 unit	Carrier, Window Type, 1.5 HP	Malasakit Center	Corcuera Exit Gate
4 units	Kolin, Wall Mounted, 1.5 HP	GAD Halfway House	Halfway House
8 units	York, Window Type, 2 HP (1 unit) Carrier, Window, 2 HP (2 units) Sharp, Window Type, 1 HP (1 unit)	TMO-Isabela	TMO-Isabela, Basilan City

	Kolin, Window Type, 1 HP (1 unit) Kolin, Window Type, 2 HP (1 unit) Carrier, Floor Mounted, 3 TR (1 unit) Koppel, Window Type, 1 HP (1 unit)		
100 units	TOTAL		

In case of breakdown, the Supplier can be reached within regular working hours (8:00am to 5:00pm) Mondays to Fridays and will send qualified technician within twenty-four (24) hours upon notified.

When the unit is pulled-out from the office, the Supplier shall return the repaired air conditioner units to PPA as agreed upon.

SECTION 2. TERM OF THE CONTRACT:

This Contract shall be effective for a period of NINE (9) months, from April 01, 2023 to December 31, 2023. Such term is renewable upon mutual agreement of the parties, subject to the same terms and conditions as herein provided.

SECTION 3. OBLIGATIONS OF THE PARTIES:

A. The SUPPLIER shall:

- 1.) Provide **skilled and qualified technicians only** to perform the job;
- 2.) Perform all the piece work required by the Contract, specifically the services covered by the scope of work as mentioned under Section 1, or as may be required by PPA;
- 3.) Submit the Statement of Account for all the repair and cost of replaced materials incurred by PPA after end of the month. The said statement shall be submitted within the first week of the succeeding month;
- 4.) Undertake to undo what has been poorly done at its own expense within seven (7) days.

B. The PPA shall:

- 1.) Pay the actual services rendered by the supplier;
- 2.) Pay other minor expenses outside the above-mentioned scope such as minor labor fee, spare parts and/or other materials like the replacement of capacitor, rubber grommet, provision of cleaning solution and other minor charges amounting not more than P1,000.00 per unit.
- 3.) Process payment after receipt of the Statement of Account from the Supplier.

SECTION 4. CONTRACT PRICE:

The contract prices (inclusive of VAT-12%) shall be paid by PPA based on the scope of work are as follows:

General Cleaning Service Fee	<u>Cost Per Unit</u>
1.) <u>Baseport Zamboanga</u>	
a) Window Mounted, 1 HP to 2 HP	-
b) Wall Mounted, Split type, 1 HP - 1.5 HP	-
c) Floor Mounted, Split type, 3.0 TR/4.0 HP	-
d) Floor Mounted, Split type, 7.5 TR	-
e) Door Air Curtains, .2 HP	-
2.) <u>TMO - Isabela</u>	
a) Window Mounted, 1 HP to 2 HP	-
b) Floor Mounted, Split type, 3.0 TR	-

This Contract is based on actual work provided by the Supplier and shall be on a quarterly basis. The total amount of the contract shall not exceed _____.

However, in case the contract amount shall exceed _____, PPA shall shoulder its payment provided that said excess is justifiable and duly supported with receipts.

SECTION 5. WARRANTY ON SERVICES:

A one (1) month warranty shall be given in case of any defect on the replaced materials provided by the Supplier, which shall be free of charge, counted from date of replacement of materials.

SECTION 6. TERMINATION OF CONTRACT:

The following shall be considered as justifiable grounds to terminate the contract, to wit:

- 1.) End of contract term;
- 2.) Violation of any of the terms and conditions hereof, shall give PPA the right to pre-terminate the contract, including, but not limited to:
 - a. Unsatisfactory service; and
 - b. Delay in the delivery of supplies covered by the scope of work under this contract, unless, the delay is for justifiable grounds.

In case of pre-termination of contract due to the fault of the Supplier or after incurring delay, without justifiable grounds, a reduction of the contract price shall be made in proportion to the work actually completed or supplies actually delivered.

PPA shall inform the Supplier by giving at least fifteen [15] calendar days written notice in advance to that effect, which Notice shall be final and binding on both parties.

Within thirty (30) days after termination, cancellation or rescission of this Contract, the Parties shall settle their respective accountabilities as of the date of termination, cancellation or rescission. The action for termination, cancellation or rescission may be done without need of judicial action.

SECTION 7. EFFECTIVITY:

This Contract shall take effect upon its signing by both parties.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers hereunto duly authorized.

PHILIPPINE PORTS AUTHORITY

By:

By: _____

ARCIDI S. JUMAANI
Port Manager

Owner/Manager

Signed in the presence of:

FRANCISCA CLARISSA P. DAGOY
Manager, Administrative Division

AND _____

ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in the City of Zamboanga, on this _____
day _____, _____ personally appeared:

<u>Name</u>	<u>I.D. Presented</u>	<u>I.D. No.</u>	<u>Place/Date of Issue</u>
<u>ARCIDI S. JUMAANI</u>	<u>PPA ID</u>	<u>PPA00231995</u>	<u>Manila/Feb. 3, 1995</u>
_____	_____	_____	_____

Known to me and to me known to be the same persons who executed the forgoing instrument and acknowledged to me that the same is their free act and that they are the representatives of the entities represented. The foregoing instrument refers to as Service Contract consisting of five (5) pages including the page on which this acknowledgement is written, duly signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this _____ day of _____, 2023 at Zamboanga City.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20 _____;

NOTARY PUBLIC