

## (Bidder's Company Letterhead)

### Eligibility Documents Submission Form

[Date]

**Bids and Awards Committee for Infrastructure and Consulting Services  
University of the Philippines Mindanao  
G/F Administration Building, UP Mindanao  
Mintal, Tugbok District, Davao City  
Email: bac.upmindanao@up.edu.ph**

**Subject: Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**

Sir:

In connection with your Request for Expression of Interest dated [insert date] for the above subject, [Name of Bidder] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Bidder] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit;
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct; and

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Bidder  
Address  
Eligibility Documents Forms

**(BIDDER'S COMPANY LETTERHEAD)**

Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid  
Reference No. 2021-03CS

Approved Budget for the Contract – ₱3,500,000.00

**Statement of All Contracts**

1. All On-going Contracts (including Contracts awarded but not yet started, if

any) A. (of "similar nature")

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder/Consultant's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Values of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
<b>SUB-TOTAL</b>								

B. (NOT "similar nature")

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder/Consultant's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Values of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
<b>SUB-TOTAL</b>								
<b>TOTAL</b>								

**2. Completed Contracts (of “similar nature”)**

Name of Client	Title of Contract	Date of Award	Type and Brief Description of the Project	Bidder/Consultant’s Role	Amount of Contract	Duration of Contact	Proof/Certification of Satisfactory Completion or Equivalent Document
<b>TOTAL</b>							

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Notes:**

1. ALL ON-GOING CONTRACTS including contracts awarded but not yet started, if any, with the following attachments:
  - Copies of contracts (or equivalent documents containing scope of work and Contract value) signed by the contracting parties ;\_OR
  - End-User / Client Certification on the Detailed Scope of Work to be undertaken AND the Contract Value
2. ALL COMPLETED CONTRACTS of “similar nature” as defined in the bidding documents with the following attachments:
  - Copies of the contracts (or equivalent document containing scope of works signed by the contracting parties) or End-user/Client’s Certification on the Detailed Scope of Work Completed; AND
  - Copy of End User’s/Client Acceptance of the completed project or Copy of Official Receipt/s for the Completed Contracts.

**(Bidder’s Company Letterhead)**

**Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**

**Approved Budget for the Contract – ₱3,500,000.00**

**Statement of Single Largest Completed Contract of Similar Nature**

“Similar nature” shall mean Detailed Architectural and Engineering Design.

<i>(Please fill up required information below)</i>	
1) Name of Client	
2) Title of Contract	
3) Date of Award	
4) Type and Brief Description of the Project	
5) Consultant’s Role	
6) Amount of Contract	
7) Completion Date (Date of Official Receipt or Date of the Certificate of Acceptance issued by bidder’s client)	

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

*Notes:*

*For above cited contract, the following must be attached:*

- 2) *Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by bidder’s client for above contracts (Annex I-D)*
- 3) *Contract showing the terms and condition, areas of survey, number/size of sample, and/or other documents showing above required details*
- 4) *Any of the following Copy of End User’s Acceptance; or Copy of Official Receipt/s*

**(Bidder's Client's Company Letterhead)****CERTIFICATE OF PERFORMANCE EVALUATION***[To be issued separately by the Bidder's client for the Single Largest Contract of Similar Nature]*

This is to certify that \_\_\_(Name of Company/Bidder)\_\_\_ has performed Consulting services for our company/agency on \_\_\_(specify CONSULTING project)\_\_\_, with the following details:

Title of Contract	:	
Type and Brief Description of the Project	:	
Consultant's Role	:	
Value of Contract	:	

Based on our evaluation of their performance in completing the project, we give \_\_\_(Name of Company/Bidder)\_\_\_ the following rating:

Dimensions	RATING			
	EXCELLENT	VERY SATISFACTORY	SATISFACTORY	POOR
1) Competence				
2) Quality of Work				
3) Timeliness of Completion				
<b>OVERALL RATING</b>				

This Certification shall form part of the Eligibility Requirements in line with \_\_\_(Name of Company/Bidder)\_\_\_ participation in the bidding for **Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2020 in \_\_\_\_\_, Philippines

\_\_\_\_\_  
Name of Company (Bidder's Client)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Tel. No./Fax

\_\_\_\_\_  
E-mail Address

Note: Certificate must be signed not less than the current Project Manager or supervising official of the project.

**(BIDDER'S COMPANY LETTERHEAD)**

Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities  
& Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre  
bid Reference No. 2021-03CS

Approved Budget for the Contract – ₱3,500,000.00

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**

(Please show figures at how you arrived at the NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** \_\_\_\_\_ (₱ \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

<b>CA</b>	=	Current Assets	₱
<b>Less:</b>			-
<b>CL</b>	=	Current Liabilities	
		<b>Sub-Total 1</b>	₱
			X 15
		<b>Sub-Total 2</b>	₱
<b>Less:</b>			-
<b>C</b>	=	value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	₱
		<b>NFCC</b>	₱

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**Note:**

- For Local Bidders: The values of the bidder's Current Assets and Current Liabilities refers to the values of the current assets and liabilities reflected in the submitted Annual Income Tax Return and Audited Financial Statements filed through the BIR's Electronic Filing and Payment System (eFPS).  
For Foreign Bidders: The value of the bidder's Current Assets and Current Liabilities must be based on the Corporate Financial Statements or Annual Report for 2018 and 2017.**
- Value of all outstanding or uncompleted contracts refers to those listed in Annex I-B no.1.**
- Detailed computation must at least be shown using the required formula provided above.**
- The NFCC computation must at least be equal to the total ABC.**

[Date]

**Bids and Awards Committee for Infrastructure and Consulting Services**  
**University of the Philippines Mindanao**  
G/F Administration Building, UP Mindanao  
Mintal, Davao City

**Madame/ Sir:**

In compliance with the requirements of the University of the Philippines Mindanao for the **Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**, we certify that all of the owner/principals/partners and key personnel of <company name> possesses the required licenses, perform the service which are authorized by the Professional Regulation Commission (PRC) or any appropriate regulatory body.

Name of Professional Staff	Proposed Position	Educational Background	Nationality	Age	Years of Experience

And hereby confirm that:

- We are Filipino citizens wishing to participate in the bidding.
- We have the financial capability to satisfactorily render the required services.
- We possess the required professional license by the authorized regulatory body.

Very truly yours,

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Company/ Address**

**(Bidder's Company Letterhead)**

**Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**

**Approved Budget for the Contract – ₱3,500,000.00**

**CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF**

Print legibly. Tick appropriate boxes (  ) and use separate sheet if necessary. Indicate N/A if not applicable.

1. PROPOSED POSITION		2. NAME OF FIRM											
3. NAME OF STAFF		4. PROFESSION											
SURNAME													
FIRST NAME			NAME EXTENSION (JR., SR)										
MIDDLE NAME													
5. DATE OF BIRTH (mm/dd/yyyy)		6. CITIZENSHIP <input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  Pls. indicate country:											
7. PLACE OF BIRTH		<input type="checkbox"/> Male <input type="checkbox"/> Female											
8. SEX													
9. CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		10. RESIDENTIAL ADDRESS											
11. COMPANY EMPLOYEE NO.		House/Block/Lot No. Street											
		Subdivision/Village Barangay											
		City/Municipality Province											
		ZIP CODE											
12. TELEPHONE NO.		14. PERMANENT ADDRESS											
13. MOBILE NO.		House/Block/Lot No. Street											
15. E-MAIL ADDRESS (if any)		Subdivision/Village Barangay											
		City/Municipality Province											
		ZIP CODE											
16. LEVEL		NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)		YEAR GRADUATE D		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
						From To							
COLLEGE													
GRADUATE STUDIES (Masteral)													
GRADUATE STUDIES (PhD)													



17.		PROFESSIONAL LICENSE	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE NUMBER	Date of Validity
<i>(Continue on separate sheet if necessary)</i>						
18.		INCLUSIVE DATES (mm/dd/yy yy)	NAME OF PROJECT (Write in full/Do not abbreviate)	OFFICE / COMPANY (Write in full/Do not abbreviate)	POSITION DESCRIPTION	
From	To					
<i>(Continue on separate sheet if necessary)</i>						
19. Have you designed or participated in a project which is Biosafety Level 2 compliant? <b>(For Principal Architect and Mechanical Engineer Only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
20. Have you designed or participated in a project which has an ISO 17025 level accreditation? <b>(For Principal Architect Only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
21. Have you designed or participated in a project which has poor soil conditions? <b>(For Structural Engineer Only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
22. Have you designed cabling for "big data" management? <b>(For Communications Engineer Only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
23. Have you designed acoustic controlled environments? <b>(For Communications Engineer Only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
24. Have you designed temperature controlled environments? <b>(For Principal Architect and Mechanical Engineer only)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			
25. Have you designed a scientific research laboratory? <b>(For all personnel)</b>						
		<input type="checkbox"/>	<input type="checkbox"/>			

26	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
<i>(Continue on separate sheet if necessary)</i>						
I, THE UNDERSIGNED, CERTIFY THAT TO BEST OF MY KNOWLEDGE AND BELIEF, THESE DATA CORRECTLY DESCRIBED ME, MY QUALIFICATIONS, AND MY EXPERIENCE.						
SIGNATURE OF STAFF				DATE		
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE FIRM				DATE		
NAME OF AUTHORIZED REPRESENTATIVE OF THE FIRM						

**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of the staff member and authorized representative of the firm]*      *[Day/Month/Year]*

Full name of the staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**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**

**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** \_\_\_\_\_.

## DECLARATION OF COMMITMENT

In compliance with the requirements of the University of the Philippines Mindanao in the bidding for **“Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS ”** (“the Project” for brevity), I certify and commit that:

1. I am a licensed Architect with PRC No. \_\_\_\_\_:
2. I am able and ready to fulfill the obligations required once I qualify and awarded with the project;
3. I will hire key personnel such as Project Manager, Project Control Specialist, Civil/ Structural Engineer, Electrical Engineer, Communication Engineer, Mechanical Engineer, Sanitary Engineer, and Laboratory Planner and any other personnel as may be required in the project. The said personnel are necessary to complete the project and they shall be engaged for the duration of the project until issuance of Certificate of Final Acceptance.

This forms part of the Eligibility Requirements in line with       (Name of Company/Bidder)       participation in the bidding for **Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS.**

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2020 in \_\_\_\_\_, Philippines

\_\_\_\_\_  
Name of Company (Bidder's Client)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Tel. No./Fax

\_\_\_\_\_  
E-mail Address

Note: Form must be signed not less than the current Project Manager or supervising official of the project.

**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**

**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** \_\_\_\_\_.

**(Bidder's Company Letterhead)**

**Detailed Architectural and Engineering Design Services (DAEDS) of the College of Humanities & Social Sciences (CHSS) Cultural Complex Phase 2 – Performing Arts Theatre bid Reference No. 2021-03CS**  
**Approved Budget for the Contract – ₱3,500,000.00**

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**PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO  
JOINT VENTURE**

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at .....,  
represented herein by its .....,  
hereinafter referred to as “.....”;

-and-

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at .....,  
represented herein by its .....,  
hereinafter referred to as “.....”;

For submission to the **Bids and Awards Committee** of the University of the Philippines Mindanao (UP Mindanao), pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the UP Mindanao pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

Bid Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the **UP Mindanao BAC** a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case may be).

For purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

JV Partner (Name of Company):

\_\_\_\_\_  
Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

That furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part to enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued shall be a ground for non-issuance by **UP Mindanao** of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by **UP Mindanao** under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of **UP Mindanao**.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above-written.

\_\_\_\_\_  
JV Partner 1's Representative/Authorized Signatory

\_\_\_\_\_  
JV Partner 2's Representative/Authorized Signatory

*[JURAT]*

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by 2004 Rules on Notarial Practice issued \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[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]*