



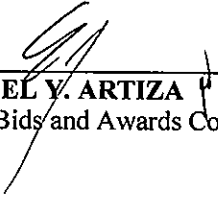
Bids and Awards Committee

**INVITATION TO PARTICIPATE IN THE NEGOTIATED PROCUREMENT
FOR THE SUBSCRIPTION TO ON-LINE DOCUMENT RETRIEVAL SYSTEM**

1. This is to invite PhilGEPS registered interested suppliers to participate in the Negotiated Procurement (Section 53.1-Two Failed Biddings of the 2016 IRR of the R.A. No. 9184) for the Subscription to On-Line Document Retrieval System with an Approved Budget of Contract (ABC) of **Five Million Five Hundred Thousand Pesos (Php5,500,000.00)**
2. Interested suppliers are invited to attend and submit their proposals during the **Negotiations** to be held at the Function Room A, 2nd Floor Secretariat Building, PICC Complex, Pasay City, to discuss the technical and financial requirements of the projects, based on the following schedule:

Date of Negotiations	Date of submission of best and final offer
July 4, 2018 @ 10:00 am	July 16, 2018 @ 10:00 am

3. Submission shall be subject to evaluation based on the **attached Schedule of Requirements (ANNEX A) and Technical Specifications (ANNEX B)** of the above-mentioned procurement project.
4. The SEC will not be responsible for any costs or expenses to be incurred by interested suppliers in connection with its participation in the said negotiation process.
5. For inquiries, please contact Bids and Awards Committee (BAC) Secretariat, 3rd Floor, Secretariat Building, PICC Complex, Pasay City, with telefax no. (632) 818-53-30.



EMMANUEL Y. ARTIZA
Chairman, Bids and Awards Committee

Section VI. Schedule of Requirements

Item Number	Description	Contract Duration
1	Subscription to On-Line Documents Retrieval System (Negotiated Procurement)	One (1) year

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which the date of delivery to the project site

Item No.	Description	Quantity	Delivery	
I	Subscription to On-Line Documents Retrieval System (Negotiated Procurement)	1 Lot	Deliverables	Required Date of Delivery
			Document Conversion Module with workflow process monitoring	Operational within 60 days from Supplier's receipt of Notice to Proceed
			On-line Document Retrieval Facility (view and print) shall be working and fully implemented	Operational within 60 days from Supplier's receipt of Notice to Proceed
			Document Migration (Migration of digitized copy of documents with their respective indexes)	Operational within 60 days from Supplier's receipt of Notice to Proceed
			Project Deployment	Within 60 days from Supplier's receipt of Notice to Proceed
			Computer assisted document receipt facility.	Operational within 60 days from Supplier's receipt of Notice to Proceed

Place of Delivery:

Securities and Exchange Commission, Secretariat Building, PICC Complex, Pasay City

I certify to comply and deliver the above requirements upon receipt of the approved Contract from SEC.

Company Name : _____
 Company Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Position : _____
 Date : _____

ANNEX B

Section VII. Technical Specifications

TERMS OF REFERENCE
SUBSCRIPTION TO ON-LINE DOCUMENTS RETRIEVAL SYSTEM
(Negotiated Procurement)

Category	Required Specifications	Bidders Statement of Compliance
I. Project Title	Subscription to On-line Documents Retrieval System [ODRS] (Subscription)	
II. Project Objective	The main objective of the Project is to provide SEC through subscription a complete package/solution (which includes hardware, manpower application system/facility) for browser-based On-line Document Retrieval System (ODRS) that meets the document on-line submission and retrieval requirements of SEC in terms of its functionalities, features, and technical specifications.	
III. Specific Objectives	Corollary to the above main objective of the ODRS, the specific objectives are as follows: <ol style="list-style-type: none">1. To provide a centralized document retrieval facility (view and print) as an alternative system to the current web-based submission and retrieval system through-out the subscription period of one (1) year.2. To provide a document conversion facility to address the updating of day-forward scanned documents available for viewing/printing using the ODRS.3. To provide an automatic migration process of existing digitized documents to the ODRS to make all documents available online.4. To provide a system that is compatible with different platforms.5. To provide for an alternative document submission facility with integration to SEC iView System.	



IV. Project Description		
A. Functionalities	<p>Document Conversion Facility</p> <ol style="list-style-type: none"> 1. Document conversion of day-forward document as a back-up to the current system. 2. Facility to capture index information per document that maybe derived by extraction from legacy systems or manual entry. 3. Standard document conversion stages of reviews and validations. 4. Administration module. Facility to administer the users, profiles and configurations of the system. 5. Facility to copy the structured documents (produced day-forward) from the current retrieval system to the ODRS. 	
	<p>Document Retrieval Facility</p> <ol style="list-style-type: none"> 1. Document Retrieval module. Facility to search documents using their index as search parameters, and view/print the imaged documents of the searched indices. 2. Administration module. Facility to administer the users, profiles and configuration of the sytem. 	
	<p>Automatic Migration Process</p> <ol style="list-style-type: none"> 1. To provide an automatic migration process of back-up volumes to the online retrieval system to make all documents available online within 45 days from project commencement. 2. Migration module. Facility to copy the structured documents from the current 3. Retrieval system to the ODRS. 	
	<p>Monitoring Facility during the Conversion Process</p> <ol style="list-style-type: none"> 1. To monitor the flow of documents and information throughout the conversion process as dictated by SEC's policies. 2. Document-centric Process Models. Online work-models translated from the SEC's legacy process flows. 	



	<ol style="list-style-type: none"> 3. Workflow module. System that monitors the progress of documents in the document conversion process according to the defined process models. 4. Workflow Administration module. Facility that manages the users, profiles and work models. 5. Workflow Process Monitoring Service. Facility that mirrors the transactions in the legacy systems to the workflow system. 													
	<p>Computer Assisted Document Receipt Facility</p> <ol style="list-style-type: none"> 1. Data Entry Module 2. Index Facility Module 3. Generation of Acknowledgment Receipt (Barcode Page) 4. Report Generation Facility 													
<p>B. System Features</p>	<p>The solution shall comprise the following main system modules:</p> <p>Document Conversion Module</p> <ol style="list-style-type: none"> 1. Document Migration Module 2. Document Retrieval Module 3. Document Submission Module 													
<p>C. Technical Specifications</p>														
<p>C.1 Document Conversion Systems</p>	<table border="1"> <tr> <td data-bbox="464 1149 539 1256">1.</td> <td data-bbox="539 1149 1347 1256">Must be able to support standard image formats (TIFF, JPG) from any document imaging equipment.</td> </tr> <tr> <td data-bbox="464 1256 539 1364">2.</td> <td data-bbox="539 1256 1347 1364">The system shall allow for unlimited number of indexes per document type.</td> </tr> <tr> <td data-bbox="464 1364 539 1471">3.</td> <td data-bbox="539 1364 1347 1471">The system must be able to interface with SEC's legacy systems for validation of captured data.</td> </tr> <tr> <td data-bbox="464 1471 539 1579">4.</td> <td data-bbox="539 1471 1347 1579">The system must be able to interface with the On-line Document Retrieval System for automatic uploading of captured documents.</td> </tr> <tr> <td data-bbox="464 1579 539 1686">5.</td> <td data-bbox="539 1579 1347 1686">The system must be able to automatically export captured documents into a format that can be uploaded to the current retrieval system of SEC.</td> </tr> <tr> <td data-bbox="464 1686 539 1935">6.</td> <td data-bbox="539 1686 1347 1935">The system must incorporate a multi-step review and quality assurance process prior to final exportation. The review tasks must be allocated to specified users according to security profiles.</td> </tr> </table>	1.	Must be able to support standard image formats (TIFF, JPG) from any document imaging equipment.	2.	The system shall allow for unlimited number of indexes per document type.	3.	The system must be able to interface with SEC's legacy systems for validation of captured data.	4.	The system must be able to interface with the On-line Document Retrieval System for automatic uploading of captured documents.	5.	The system must be able to automatically export captured documents into a format that can be uploaded to the current retrieval system of SEC.	6.	The system must incorporate a multi-step review and quality assurance process prior to final exportation. The review tasks must be allocated to specified users according to security profiles.	
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	7.	The system must incorporate a workflow monitoring system that allows users to monitor the progress of each process thread as it goes through the document conversion process. The workflow monitoring system must be able to detect changes in stages or status of documents and shall inform the user via dashboard system notifications.	
	7.a	The workflow monitoring system must have a browser-based interface.	
	7.b	The workflow monitoring system must have a facility to search for ongoing and past jobs.	
	8	The system must have a user authentication feature with at least User ID and password. After successful authentication, the system shall respond accordingly by exposing only the features delegated to the tasks and permissions assigned to the user.	
	9	The system's user security must be linked to the On-line Document Retrieval System so that they share the same users and profiles tables.	
	10	The system shall have efficient image manipulation features that are conducive to efficient data capture such as auto-zooming to pre-defined field zones, zoom-in, zoom-out, panning, magnification and rotation.	
	11.	The system shall allow changes in document taxonomies (addition, deletion or modification of index fields) without program coding and re-compiling of program files.	
	12.	The system must be able to verify captured data against special validation rules set by the SEC. The verification process must be automatic and shall aid the document conversion team in producing error-free outputs. The system shall easily accommodate changes to validation rules without re-compiling of major program files.	
	13.	The system must use a batch-processing model in the conversion of documents.	
Document Migration Module	1.	The system must be web-based application which will meet the response time of at least two (2) seconds but not more than five (5) seconds.	
	2.	The system shall be executed with minimal user intervention and shall automatically copy/transfer the critical documents and data from the existing SEC document conversion system into the On-line Document Retrieval module.	



	3.	The system shall be re-usable for the migration of documents produced on a daily basis from the current system into the alternative retrieval system.	
	4.	The system shall have user authentication with at least User ID and password.	
	5.	The system's user security must be linked to the Document Retrieval System so that they share the same users and profiles tables.	
	6.	The migration of documents shall be fully documented to derive reports of total migrated documents, the source document entities and the destination entities in the retrieval system.	
	7.	The migration of existing SEC Database to the ODRS which shall include company profile, indexes, document type and images.	
Document Retrieval Module	1.	<p>Must be able to accommodate at least 300 simultaneous users to search and view/print the scanned/imaged documents</p> <p>The system shall impose no limit on the number of documents stored or the number of users accessing them.</p>	
	2.	The system shall allow for unlimited number of indexes per document or report type defined	
	3.	The system shall be a browser-based application and shall have the capability to restrict users in viewing and printing of documents. Viewing of documents shall not prompt the user to download the file.	
	4.	The system shall include a browser-based report-generation interface to be able to compute for the number of documents accessed, number of documents viewed, and <i>number of documents/pages printed</i> based on user-defined report parameters.	
	5.	The system shall be capable to search documents via index field using logical relationships and Boolean queries.	
	6.	The system shall be capable of generating audit-trail reports of user actions specifically the time and date and other relevant details of document searching, access and printing.	
	7.	The system shall be capable of defining/sorting options in the presentation of search results.	



	8.	The system shall be capable of viewing documents to a desired zoom percentage and to rotate pages.	
	9.	The system shall not allow alteration of archived contents within the repository.	
	10.	The system shall have the capability to allow administrators to specify locations of archived contents.	
	11.	The system front-end must work in any Windows OS and must be capable of adapting to new technology.	
	12.	There must be no database skills required to install and use the system. Database tables must be automatically created.	
	13.	The system must support storage of the following image formats - TIFF (single-and multi-page/doc cd format)/JPEG/BMP/PNG Files, Portable Data Format (PDF)	
	14.	The system backend must not store the document images in the database.	
	15.	The system shall have an advanced compression technology that enables real time storage and retrieval.	
	16.	The system front-end shall be customized for the logo and aesthetics of the SEC.	
	17.	The system must provide for user ID authentication	
	18.	The system shall allow for the integration of user accounts from the SEC legacy system.	
	19.	The system shall provide System Administration functions (e.g. define access and feature rights, force log off, activate or unlock user ID, or enrolling/resetting of password, etc.)	
	20.	The system shall be capable of creating groups of users with similar security requirements.	
	21.	The system shall provide mass enrollment for user or group access rights definition.	
	22.	The system shall provide complete flexibility in restricting users or groups of users to access only those documents or types of the documents for which they are authorized.	
	23.	The system shall have a facility to define user ID and access before services can be availed.	



		User functions must be authorized by the administrator to a user or group of users.	
	24.	The system shall have a proprietary format for archives or support for encryption.	
	25.	The system shall allow definition of user groups and provide access to objects by group.	
	26.	The system shall have a GUI administrative interface for easy maintenance of user, document and access definition.	
	27.	The system shall be able to automatically disconnect inactive workstation when the threshold is exceeded. The threshold shall be defined by the administrator.	
	28.	The system shall have the capability to restrict users or groups of users from searching specific records, viewing of documents, printing of documents, and generating reports.	
	29.	The system shall have the capability for producing security audit log record reports.	
	30.	The system shall be able to handle volume of at least 10 million pages annually	
Document Submission Module	1.	Must be able to accommodate at least 35 concurrent users.	
	2.	The system shall be capable of adding, modifying and cancellation of received documents.	
	3.	The system shall be capable to generate Barcode Page compatible with the existing legacy system (Code 39)	
	4.	The system shall be capable of generating batch list/batch control sheet for every 20 documents received	
	5.	The system shall be capable to generate report on a specify date of receipt by user and document type	
	6.	The system shall be capable of receiving other documents such as letters, non-company related documents.	
	7.	The system shall be capable of reprinting the barcode and the batch list.	
	8.	The system shall be capable of receiving documents with no company profile under the exceptional document.	
	9.	Output of the document submission model should be uploaded/copied to SEC iView (SEC No., Company Name, Document Type, Receipt Date, Period Date, Image	

	Address, CD Number, Roll number, Blip Number, page start, page end, total number of pages.)	
V. Approved Budget for the Contract (ABC)	FIVE MILLION FIVE HUNDRED THOUSAND PESOS (PHP 5,500,000.00) VAT INCLUSIVE	
VI. Contract Duration	One year subscription	
VII. Schedule of Requirement	Deliverables	Required Date of Delivery
	Document Conversion Module with workflow process monitoring	Operational within 60 days from Supplier's receipt of Notice to Proceed
	On-line Document Retrieval Facility (view and print) shall be working and fully implemented	Operational within 60 days from Supplier's receipt of Notice to Proceed
	Document Migration (Migration of digitized copy of documents with their respective indexes)	Operational within 60 days from Supplier's receipt of Notice to Proceed
	Project Deployment	Within 60 days from Supplier's receipt of Notice to Proceed
	Computer assisted document receipt facility.	Operational within 60 days from Supplier's receipt of Notice to Proceed
VIII. Service Level Agreement	<p>The Service Provider shall ensure the following:</p> <ol style="list-style-type: none"> 1. 99.95 system availability 2. Response Time for Search must be at least two (2) seconds but not more than five (5) seconds. 3. Response Time for Display of Image of not more than five (5) seconds 4. Response Time for Printing of Documents of not more than five (5) seconds 5. Response Time for Receiving of documents of not more than 3 minutes. <p>All the Service Level agreements/requirements indicated above, including other requirement cited in this Terms of Reference is to be strictly implemented, any delay or any delay or any deliverables not delivered on schedule shall constitute the invocation of contractual penalties as specified below:</p>	



	<ul style="list-style-type: none"> • A penalty of 1/10 of 1% of the cost of the contract per day of a fraction thereof of any delay or non-compliance with the deliverables shall be paid by the Service Provider 	
IX. Other Requirements		
A.	<p>Proof of Concept - The Service Provider must be able to demonstrate an existing system similar to the SEC project supporting the following functionalities as part of the Post Qualification Process:</p> <ol style="list-style-type: none"> 1. Document Conversion Facility 2. Document Retrieval Facility 3. Automatic Migration Process 4. Monitoring Facility During the Conversion Process 5. Computer Assisted Document Receipt Facility <p>As part of the Post-Qualification Process, the bidder declared as the Lowest Calculated Bid (LCB) shall be required to perform POC.</p> <p>A Certificate of Acceptance, issued by the end user representative shall form part of the Post-Qualification Documents.</p> <p>In case the LCB failed to meet the requirement of the TOR, the 2nd LCB shall perform the POC and so on and so forth.</p>	
B.	An Account Manager to oversee the subscription service and ensure that all the deliverables are complied with and monitor the contract implementation	
C.	<p>A Help Desk Technical Support of at least one (1) technical personnel should be on-site (SEC premises) 8x5. The duties and responsibilities of the technical support follows:</p> <ol style="list-style-type: none"> 1. ensures system availability 2. trouble-shoots/resolves any error encountered 3. serves as focal point for escalation of a complex problem to the Help Desk Team of the Service provider 4. copies/uploads all current documents scanned and its respective indexes to the ODRS 5. copies/uploads all documents scanned and its respective indexes to SEC i-View repository when the need arises. 6. prepares the necessary documentation that maybe required during the contract period 	
D.	Migration of at least Five (5) Workstation, should be provided for the entire subscription period.	
X. MODE OF PAYMENT	Subscription Fee to be paid on 12 equal installments	



XI. TRAINING	Training	Number of Participants
	System Administration	Three (3)
	End-users' Training	Fifteen (15)
XII DOCUMENTARY REQUIREMENTS	<ol style="list-style-type: none"> 1. PhilGeps Platinum Membership Certificate 2. Statement of all its ongoing government and private contracts, including contracts awarded similar in nature and complexity to the contract for negotiation (use attached template) 3. Statement of completed private and government contracts completed within three (3) years from proposal submission, including Single Largest Completed Contract of similar in nature to the contract for negotiation (use attached template) 4. Omnibus Sworn Statement in accordance with Section 25.3 of this 2016 IRR of R.A. No. 9184 (use attached template) 	

Notes:

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

Company Name : _____
Company Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Position : _____
Date : _____



Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid

Name of Contract (Project Title/Contracting Entity Name)	Date of contract	Contract duration	Owner's name and address	kind of Goods	Amount of contract	Value of outstanding works	Date of Delivery <i>(Date of Delivery shall refer to the expected date the project shall be fully completed/delivered /paid)</i>

Note:

1. *Renewed/extended contracts shall be considered as on-going contracts.*
2. *Project's under non-disclosure agreement (NDA) should be included per GPPB NPM-034-2014*

Instructions:

- a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financing Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility documents

Submitted by:

Company Name: _____
 Authorized Representative: _____
 Designation: _____
 Date: _____

Statement of Single Largest Completed Contract similar to the contract to be bid within the five (5) years period

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

Name of Contract (Project Title/Contracting Entity Name)	Date of contract	Contract duration	Owner's name and address	Kind of Goods	Amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery <i>(Date of Delivery shall refer to the date the project was fully delivered, completed or paid)</i>

Note: Bidder shall attach the following:

1. Photocopy of approved Contract, Service Contract, Purchase Order or Work Order; and
2. End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipt issued for the contract covering the full amount of the contract

Submitted by:

Company Name: _____

Authorized Representative: _____

Designation: _____

Date: _____

Omnibus Sworn Statement

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;

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 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 *[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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____