



DEPARTMENT OF ENERGY

(Kagawaran ng Enerhiya)

Procurement Management Division

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BIDDING DOCUMENTS

INVITATION FOR NEGOTIATED PROCUREMENT FOR TWO-FAILED BIDDINGS

**PROCUREMENT OF SUPPLY AND DELIVERY OF EPPB's ICT EQUIPMENT
FOR CY2024**

(Purchase Request No. 05-0101-2024-04-0230)

**6th Edition
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PROCUREMENT OF SUPPLY AND DELIVERY OF EPPB's ICT EQUIPMENT FOR CY2024

1. The **Department of Energy (DOE)** intends to procure **Procurement of Supply and Delivery of EPPB's ICT Equipment for CY2024** with an Approved Budget for the Contract (ABC) of Six Hundred Five Thousand Pesos (Php605,000.00).
2. The **DOE – Bids and Award Committee (DOE-BAC)** now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is **Negotiated Procurement for Two-Failed Bidding (AMP 53.1)** pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. The interested bidders may obtain further information from the BAC Secretariat at the address given below from **13 November 2024 to 20 November 2024**, Monday to Friday, at 8:00AM to 4:00PM.
5. The **DOE** will hold a Negotiation Meeting on **15 November 2024 at 9:00AM** at **EPPB Conference Room**, which shall be open to prospective bidders.
6. Two (2) copies of the proposals (one original and one copy) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before **3:00 PM of 20 November 2024**. Late submission shall not be accepted.
7. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.

A. Eligibility and Technical Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es.
- b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to **Supply and Delivery of ICT Equipment** which shall be completed within the last **2 years** prior to the date of submission of the best and final offer.

- c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184: i. In case of cash, Manager's Check, Bank Guarantee ii. In case of Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration iii. Bid Securing Declaration.
- d) Conformity with the Schedule of Requirements (Annex "A").
- e) Conformity with the Technical Specifications (Annex "B").
- f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable. In case of Joint Venture, Special Power of Attorney shall be submitted by all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Documents

- h) Bid Form
 - i) Price Schedule
- 8. The Special Conditions of the Contract shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 and other related and applicable laws.
 - 9. The Head of the Procuring Entity reserves the right to reject and all Bids, declare failure of bidding, or not award the contract in accordance with Section 41 of the 2016 revised Implementing Rules and Regulations.

(SGD)

Usec. Giovanni Carlo J. Bacordo
Chairperson
Bids and Awards Committee

Schedule of Requirements

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

LOT NO.	ITEM	UNIT	QTY.	Delivery
1	Mobile Printer with Scanner	unit	7	Thirty (30) calendar day upon receipt of Notice to Proceed
2	Document Scanner	unit	3	
	High-Speed Document Scanner	unit	1	

Technical Specifications/Terms of Reference

TERMS OF REFERENCE/SPECIFICATIONS

**Bidder's
Compliance**

I. OBJECTIVE

To procure ICT equipment for improved productivity in the day-to-day operation of the bureau.

II. APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 605,000.00

III. DELIVERABLES

Lot		Item	Unit	Qty.	Unit Cost (PhP)	Approved Budget of the Contract (ABC)
1.	1	Mobile Printer with Scanner	unit	7	₱30,000.00	₱210,000.00
2.	1	Document Scanner	unit	3	₱65,000.00	₱195,000.00
	2	High-Speed Document Scanner	unit	1	₱200,000.00	₱200,000.00
TOTAL						₱605,000.00

IV. SPECIFICATIONS:

LOT No. 1 - Item 1: Seven (7) Mobile Printers (Print/Scan/Copy features)

Print Speed (A4)	Up to 5.8ipm (color) / 9.0ipm (mono)
Print Photo Speed (4x6")	53sec. (borderless)
Maximum Printing Resolution	9600 x 2400 dpi
Printable Width Bordered	Up to 203.2mm
Borderless Printing	Up to 216mm (Size: A4 / Letter / 4 x 6" / 5 x 7" / 8 x 10")
Paper Size	A4, A5, B5, Letter, Legal, 4 x 6", 5 x 7", 8 x 10", Envelopes (DL, COM10)
Paper Handling	Rear Tray
Interface	USB 2.0 Hi-Speed / USB 3.0
Wireless Connection	Built-in Wireless LAN (IEEE802.11n / IEEE802.11g / IEEE802.11b)
Frequency Band	2.4GHz
Security	WEP64 / 128bit, WPA-PSK (TKIP / AES), WPA2-PSK (TKIP / AES)

Features	Supported Apple AirPrint, Google Cloud Print, PictBridge (Wireless LAN)
Dimension (W x D x H)	Approx. 322 x 185 x 62mm
Battery	With Attached Battery Pack (Lithium-ion)
Compatibility	Compatible with Windows 8, 8.1, 10, 11 (32 and 64 bit) and Mac Operating System (Mac OS 13 Ventura or later)
Warranty	At least 2-years Warranty on parts and on-site services

LOT No. 2 - Item 1: Three (3) Document Scanner

Display	Coloured LCD screen
Scanner Type	Scan up to A4 duplex sheet-fed, Automatic Document Feeder (ADF)
Sensor Type	Contact Image Sensor (CIS)
Min Document Size	50.8 x 50.8 mm (2 in x 2 in)
Max Document Size	215.9 x 6,096 mm
Supported Paper Weight	27 - 413 g/m ²
ADF Capacity	100 sheets (80g/m ²)
Daily Scan Volume	Up to 9,000 pages / day
Scan Speed	at 300dpi: up to 85ppm / 170ipm (Simplex / Duplex) at 200dpi: up to 85ppm / 170ipm (Simplex / Duplex) at 600dpi: up to 23ppm / 46ipm (Simplex / duplex)
Features	Automatic Feeding Mode; Automatic Size Recognition; Text Enhancement; Document Skew Correction
Interface	USB 3.0
Supported Operating System	Windows 10, 11 or later Mac OS 13 Ventura or later
Warranty	At least 2-years Warranty on parts and on-site services

LOT No. 2 - Item 2: One (1) High-Speed Document Scanner

Display	Coloured LCD screen
Scanner Type	Scan up to A3 duplex sheet-fed, Automatic Document Feeder (ADF)
Sensor Type	Colour CIS
Min Document Size	50.8 x 69mm
Max Document Size	304.8 x 5588mm
Supported Paper Weight	27 - 413 g/m2
ADF Capacity	Up to 413 g/m2) and up to paper length of 5,588 mm.
Daily Scan Volume	Up to 40,000 pages / day
Scan Speed	200 dpi: 90 ppm / 180 ipm 300 dpi: 90 ppm / 180 ipm 600 dpi: 26 ppm / 52 ipm
Features	Automatic Feeding Mode; Automatic Size Recognition; Text Enhancement; Document Skew Correction
Interface	USB 3.0
Supported Operating System	Windows .310, 11 or later Mac OS 13 Ventura or later
Warranty	At least 2-years Warranty on parts and on-site services

V. OTHER REQUIREMENTS:

- a) Only one product brand should be offered by the bidder for item/s that have more than one unit requirement.
- b) The price quoted must be firm and irrevocable and not subject to any changes whatsoever even due to the cost of raw material components and fluctuations in foreign exchange rates and excise duties.
- c) The product to be delivered must be authentic and come from the manufacturer of the brand.
- d) Bid price must be inclusive of all costs (insurance, freight, brokerage, duties, and taxes, etc.) attendant to the delivery of the items at DOE.
- e) The Supplier must conduct an operational demonstration of the item as part of the end-user acceptance.

- | | |
|---|--|
| <p>f) Within the warranty period, machines/equipment that cannot be repaired within twenty-four (24) hours shall be immediately replaced with a service unit with similar specifications or better at no cost to the DOE.</p> <p>g) The supplier must provide a technical support helpdesk via phone call during office hours (Monday to Friday, 8am – 5pm) and email (24/7).</p> <p>VI. DELIVERY SCHEDULE
The delivery shall be Thirty (30) Calendar days upon receipt of the Notice to Proceed.</p> <p>VII. TERMS OF PAYMENT
The 100% payment shall be processed 30 days after completion of delivery and signing of the Certificate of Acceptance.</p> | |
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Bidding Forms

Mandatory Submission of Bidding Forms

ANNEX A

STATEMENT OF ONGOING, COMPLETED AND/OR AWARDED CONTRACTS

**The Bids and Awards Committee
Department of Energy
Energy Center, Rizal Drive, Bonifacio Global City
Taguig, Metro Manila**

Ongoing, completed or awarded but not yet started projects for the period: last two (2) years, where applicable.

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar" or "Not Similar"

Submitted By:

(Signature over Printed Name)

Note:

1. May be reproduced, if necessary
2. Please attach end-user's certificate of acceptance

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

**The Bids and Awards Committee
 Department of Energy
 Energy Center, Rizal Drive, Bonifacio Global City
 Taguig, Metro Manila**

Single Largest Completed Contract (SLCC) for the period: last two (2) years, where applicable.

Procurin g Entity / Date of Contract	Kinds of Goods Sold and/or Service s Offered	Amount of Contract and Value of Outstandin g Contracts	Date of Deliver y	End- user’s Acceptanc e if Complete d (date)	Specify whether a Prospective Bidder is a Manufacture r, Supplier, Distributor or Service Provider	Indicat e whethe r “Simila r “or “Not Similar ”

Submitted By:

 (Signature over Printed Name)

Note:

1. May be reproduced, if necessary
2. Please attach end-user’s certificate of acceptance

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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]

Omnibus Sworn Statement
[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 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]

Bid Form for the Procurement of Goods and Services
[shall be submitted with the Bid]

BID FORM

Date: _____

Project Identification No.: _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs).
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs.
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:
Name and address Amount and Purpose of Agent Currency/Commission or gratuity

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf _____

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part.

WHEREAS the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs).
 - i. Schedule of Requirements.
 - ii. Technical Specifications.
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted.

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation.
- iii. Performance Security.
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after

the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:
Department of Energy

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:
[Insert Name of Supplier]

Witness for DOE
[Position Title]

Witness for Supplier
[Position Title]

Helen C. Roldan
OIC – Chief, Accounting Division
Witness

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]