



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

www.philgeps.gov.ph / www.pnoc.com.ph

REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **October 12, 2023**
Project Title : **Engagement of Service Provider for the Overall Event Management for the 50th Anniversary of PNOC**
Reference No. : **2023-10-223**
Total ABC : **PhP900, 000.00**
Submission Deadline : **October 16, 2023 / 10:00 AM**
Project Location : **PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and cdbbool@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Latest Income/Business Tax Return
- DTI Registration/ SEC Certificate
- Certificate of Completion from previous clients of other documents (Official Receipt, Contract) (Annex A)
- Signed and accomplished Form/ Checklist in Annex B.
- Submit a compilation of company's previous works such as portfolio of implemented events.
- Omnibus Sworn Statement (Annex C) – (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- List of proposed band performers

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

Thank you.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Engagement of Service Provider for the Overall Event Management for the 50th Anniversary of PNOC

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	Engagement of Service Provider for the Overall Event Management for the 50th Anniversary of PNOC <i>Note: Please see attached Terms of Reference</i> (ABC: PhP900,000.00)	1	
Contract Duration:		Engagement of the service provider: a. Kick-off meeting - within two (2) working days after the issuance of the Notice to Proceed (NTP) b. Anniversary Program – November 9, 2023 (Thursday) c. Submission of Terminal Report – within ten (10) working days from the end of the conduct of the event.		
Location :		PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig		

DETAILED TERMS OF REFERENCE

ENGAGEMENT OF SERVICE PROVIDER FOR THE OVERALL EVENT MANAGEMENT FOR THE 50TH ANNIVERSARY OF PNOC

I. BACKGROUND

The Philippine National Oil Company was created in 1973 to ensure an adequate supply of oil and oil products to sustain the economy's growth and the nation's social well-being. Since then, amendments have been made to its charter to include the country's exploration, exploitation, and development of all energy resources.

This year, PNOC is gearing up to celebrate its 50-year journey with the theme "Thankfulness and Transformation." This theme encapsulates a profound sense of gratitude for the past half-century's accomplishments and a forward-looking anticipation of the ongoing transformation that promises a brighter, more sustainable future.

The celebration will be a "Partners Night," an event that would extend heartfelt gratitude not only to PNOC employees but also to the invaluable partner agencies and companies.

In line with PNOC's Golden Anniversary celebration, PNOC needs to engage the services of an Event Organizer Company to provide services to ensure a seamless and quality conduct of the 50th PNOC Anniversary program as they have the access to essential service providers, including experts in Lights and Sounds, Event Styling, Video Production, Photography, and more. They should have updated knowledge with the latest trends and advancements in event management.

The conduct of this event requires a professional service provider for the following:

1. Overall events management and implementation;

2. Production/ Creation/ Operation of Audio Visual Presentation (AVPs)
3. Photo and Video documentations;
4. Venue décor, set-up, styling,
5. Stage and technical/digital requirements;
6. Comprehensive lighting system;
7. Sound System; and
8. Band Performers (Acoustic)

II. REQUIREMENTS

The service provider should be registered with the Philippine Government Electronic Procurement System (PHILGEPS) and should submit PHILGEPS registration/ PHILGEPS Platinum Membership to PNO.

1. The service provider must have been in the Events Management industry for the last three (3) years preferably specializing in corporate events (i.e. conferences, launches, stakeholders meeting), and must have managed/produced at least one (1) event for at least 300 pax. The service provider shall submit document/s as proof/s of the existence of business (DTI Registration/ SEC Certificate and latest Mayor's Permit), and copy of the corresponding certificate of completion from previous clients (Annex A) or other documents (Official Receipt, Contract), as proof of previously-managed/produced corporate events.
2. It must have the resources indicated in the List of Physical and Technical Requirements (See page 8 of this TOR). Service Provider to submit signed and accomplished Form/ Checklist in Annex B).
3. The service provider must have a team that can provide services for pre-event coordination, on-the-day execution, and post-event requirements for the Project (refer to item IV. Scope of Work 1.2. Event Management Team). It must submit a compilation of the company's previous works such as a portfolio of implemented events.
4. The service provider must submit names of their team members for the minimum required event personnel that includes but will not limited to the following:

	Staff	Name
1.	Account Manager	
2.	Production Manager	
3.	Production Coordinator	
4.	Spinner	
5.	Lighting operator	
6.	Show Director	
7.	Stage manager	
8.	Technical Director	
9.	Utility	
10.	Videographers	
11.	Video Editor	
12.	Photographers	
13.	Sound engineer	

III. DURATION

The Anniversary Program will be on November 9, 2023 (Thursday). The engagement of the service provider begins with the issuance by PNOC of the Notice to Proceed (NTP). Within two (2) working days after the issuance of the NTP, PNOC and the service provider shall hold a kick-off meeting to discuss the details and timeline for the project. The engagement ends after the conduct of the post activity meeting. The terminal report shall be submitted to PNOC within ten (10) working days from the end of the conduct of the event.

IV. SCOPE OF WORK

1. Overall events management and creative direction

The event management company shall:

1.1. Implement and manage the overall program scenario:

1.2. Event Management Team

1.2.1. Form an Event Management Team/ Production Team who will execute, oversee, and manage the required physical and technical requirements of the event. The minimum requirements for the Event Management/Production Team includes, but will not be limited to the following:

	Staff	No.
14.	Account Manager	1
15.	Production Manager	1
16.	Production Coordinator	1
17.	Spinner	Minimum 1
18.	Lighting operator	Minimum 1
19.	Show Director	Minimum 1
20.	Stage manager	Minimum 1
21.	Technical Director	Minimum 1
22.	Utility	Minimum 1
23.	Videographers	Minimum 2 - at least 1 for live feed - at least 1 for roving highlights
24.	Video Editor	Minimum 1
25.	Photographers	Minimum 2
26.	Sound engineer	1

1.2.2. The Service Provider shall be responsible for assigning understudies for personnel/staff requirements. They shall also accomplish and sign the Form/Checklist B for the composition of the events management team.

1.2.3. The Service Provider shall also provide for the meals/meal allowance of its technical crew and personnel during the ingress, event proper, and egress; cost of which shall be for the account of the Service Provider.

1.3. Coordination with the PNOC Team

1.3.1. Attend kick-off meetings and regular updates meetings with PNOC to discuss the project details, update and give status reports on milestones, present pre-visualisations and align expectations.

1.3.2. Attend ocular inspection based on the schedule to be set and coordinated by PNOC with the venue provider.

1.3.3. Coordinate with PNOC on the required pre-event and event proper preparations.

2. Production/ Creation/ Operation of Audio Visual Presentation (AVPs)

2.1. Produce one (1) video (with duration of three (3) minutes to five (5) minutes of the highlights/recap of PNOC's accomplishments in the last fifty (5) years, with script to be developed in coordination with and approved by the PNOC. The final AVP should be submitted to PNOC not later than October 30, 2023.

3. Venue décor and set-up

3.1. Setup a 10ft L x 8ft HT photo wall with PVC wrap printed branding, based on approved final artwork. Include a 10x 5ft red carpet.

3.2. Set Up a 24 ft L x 9 ft HT stage backdrop with PVC wrap printed based on final approved artwork.

3.3. Provide/transport all required equipment, facilities and staff responsible for the venue décor, stage and technical requirements, lighting systems and sound system to and from the venue at the agreed time, cost of which shall be for the account of the Service Provider including cost of all the required permits.

3.4. Ingress at least twelve (12) hours before the program, not later than 6:00 AM on November 9, 2023, in coordination with the venue provider, and ensure that the venue is ready by 3:00 PM on November 9, 2023.

3.5. Egress at 10:00 PM or earlier, if applicable on November 9, 2023.

4. Stage and technical requirements

3.1 Setup a hard panel stage backdrop 24ft x 9ft with print based on approved final artwork.

5. Comprehensive lighting system

5.1. Comply with the lighting system requirements and equipment.

6. Sound System

6.1. Comply with the sound system requirements and equipment.

7. Photo and video documentation

7.1. Conduct photo and video documentation during the entire program.

7.2. Submit all raw and edited photos taken during the entire event documentation/coverage, not later than five (5) working days from the conduct of the event.

7.3. Submit all videos taken during the entire event documentation/coverage, not later than five (5) working days from the conduct of the event.

7.4. Produce a 3-minute Post-event highlights Edit in the final edited and creative version of the "PNOC 50th Anniversary Video" and submit to PNOC including the raw files not later than ten (5) working days at the end of the conduct of the event. This post-event highlights must include up to 5 revisions.

8. Band performers

- 8.1. Arrange for a three-part/set band's performance/playlist to run for a combined time of at least forty five (45) minutes per set which may start after dinner service or based on the final approved program flow by PNOC. The second and third part of the performance shall be after the final segment of the program has been completed.
- 8.2. Submit the songs of the chosen performers and the band at least three (3) weeks prior to the event proper, for final approval by PNOC.

V. **APPROVED BUDGET FOR CONTRACT (ABC)**

Budget: P900,000.00 (inclusive of all applicable taxes and all other charges)

VI. **PAYMENT DETAILS**

	REQUIRED OUTPUT	SUBMISSION	PAYMENT
1	Inception Report/Work Plan detailing the activities and specific tasks to be undertaken by the events management firm in fulfilling the scope of work in the Item IV of the TOR.	Within ten (10) working days from the issuance of Notice to Proceed (NTP)	First tranche: 25%
2	Event plan, inclusive of, but not limited to the following: <ul style="list-style-type: none"> a. Theme and décor/production design; b. Concepts/storyboards for AVPs required; c. Production schedule/timeline; d. Photo and video documentation of the entire event 		To be processed upon PNOC's approval of deliverables and upon PNOC's approval of the Certificate of Completion (COC)
3	List of Event Management Team members and profiles		
4	Submission of all raw photos and videos (via USB flash drive or online drive, i.e., Google Drive, etc.)	Within five (5) working days from the conduct of the event	Second Tranche: 50%
5	Submission of final AVP of highlights of PNOC's 50th anniversary celebration including raw and editable files (via USB flash drive or online drive, i.e., Google Drive, etc.)		To be processed upon PNOC's approval of deliverables and upon PNOC's approval of the COC
6	Submission of the final edited and creative version of the "PNOC 50th Anniversary Video"	Within ten (10) working days from end of the conduct of the event	Last tranche: 25%
7	Conduct a post activity meeting, including recommendations for the service provider to help PNOC further improve its conduct of corporate events		To be processed Upon PNOC's approval of deliverable and upon PNOCs approval of the COC

NOTE: Materials required are for the account of the Service Provider. Please see page 8 for the list of Physical and Technical Requirements.

VII. RESPONSE TO COVID-19

The Service Provider shall ensure that its deployed employees are fit to work and are not infected with the Covid-19. Personnel with Covid-19 like symptoms shall be immediately isolated and shall not be allowed to report for work. Service Providers are also mandated to comply with the Department of Health (DOH) and other government agency protocols in the management of the health and safety of its deployed workers.

VIII. EVALUATION PROCEDURE

Bids received will be evaluated based on a Pass or Fail criteria. The contract will be awarded to the bidder that has met ALL the requirements indicated in this TOR and who has been determined by PNOC as the Lowest Calculated and Responsive Bid (LCRB).

IX. OWNERSHIP OF THE PROJECT

All materials for this Project shall be exclusive property of the PNOC. The use/or reproduction, in whole or in part, shall be undertaken only after express approval of PNOC.

All materials produced for the Project shall be turned over to PNOC and maybe used by PNOC for other public awareness projects/campaigns even beyond the scope of this Project, at no additional cost to PNOC. The PNOC may use any and/or all the materials produced for the Project in perpetuity for purposes and for other platforms it deem fit, other than the original formats used; and beyond the engagement with the service provider.

LIST OF PHYSICAL REQUIREMENTS

(Note: Actual requirements may change/increase after planning sessions with PNOC)

1. PHYSICAL REQUIREMENTS

- 1.1. Stage backdrop 24 ft L x 9 ft HT, hard panel with PVC wrap based on approved final artwork
- 1.2. Event Styling/Venue enhancement, Stage Set-up in key areas to liven them up as entrances, stage area, etc.
- 1.3. Trucking and Manpower (for ingress and egress)
- 1.4. Production

2. TECHNICAL REQUIREMENTS

- 2.1. 10x8-Event Photowall at the Foyer venue entrance
- 2.2. 24 x 9 ft Stage backdrop
- 2.3. Coordination with venue for technical setup, usage of slide projectors and power requirements
- 2.4. HDMI splitter, Seamless switcher for video, and slides playback
- 2.5. Provide cables to connect and switch live feed to projectors
- 2.6. Use gimbal for the roving video cameras

3. COMPREHENSIVE LIGHTING SYSTEM

- 3.1. At least 8x LED pars
- 3.2. At least 8 Fresnels
- 3.3. Lighting setup on T-truss
- 3.4. Lighting board and other lighting requirements
- 3.5. Cables and connectors

4. SOUND SYSTEM

- 4.1. At least 6 mid-high Speakers
- 4.2. At least 2 subs
- 4.3. At least 4 Wired Microphones
- 4.4. At least 4 Wireless Microphones
- 4.5. 2 Rostrum microphones
- 4.6. Cables and connectors

5. PRODUCTION OF AUDIO-VISUAL PRESENTATIONS (AVPs)

- 5.1. Highlights/recap of PNOC's accomplishments in the past fifty (50) years, with script to be developed in coordination with the PNOC (Duration: up to five minutes (5) max.)
- 5.2. Final post-event creative video documentation of the event
- 5.3. Event key visual slide, speaker introductions and other segment slides for side projector screens

6. BAND EQUIPMENT FOR BAND

- 5.1 Full band gear set-up, line ins, amplifiers, sound monitors, mic stands, etc

7. PHOTO AND VIDEO COVERAGE

- 7.1. Photo and video documentation of the entire event
- 7.2. Final edited and creative version of the "PNOC 50th Anniversary Video"

8. OTHER REQUIREMENTS

- 8.1.** Transport cost of all equipment, trucking, backdrops, etc.
- 8.2.** Food provision for all crew members of service provider (ingress to event proper to egress)
- 8.3.** Required permit and licenses, if any

9. MINIMUM COMPOSITION OF THE PROFESSIONAL EVENT MANAGEMENT TEAM WHO WILL COORDINATE WITH PNOG FROM PREPARATIONS TO EXECUTION

- 9.1.** Account Manager (1)
- 9.2.** Production Manager (1)
- 9.3.** Spinner (Minimum 1)
- 9.4.** Light Programmer (Minimum 1)
- 9.5.** Director (Minimum 1)
- 9.6.** Technical Director (Minimum 1)
- 9.7.** Stage Manager (Minimum 1)
- 9.8.** Utility (Minimum 1)
- 9.9.** Videographers (Minimum 2)
 - 9.9.1. at least 1 for live feed
 - 9.9.2. at least 1 for roving highlights
- 9.10.** Video Editor (Minimum 1)
- 9.11.** Photographers (Minimum 2)

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Organization : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____

ANNEX "A"

Sample Certificate of Completion duly signed by previous client

Project Name	
Client	
Date Completed	
Short Description of the Project	

Pursuant to the engagement of services of (**Name of Service Provider**) by the (**Name of Previous Client**) for (**Project name**) with the project cost amounting to P_____ (VAT inclusive), we certify that (**Name of Service Provider**) successfully completed all requirements covering the conceptualization and implementation of the Project. (**Name of Service Provider**) successfully completed the project, in fulfillment of the terms of reference of the said project.

This certification is issued upon the request of (**Name of Service Provider**) as part of technical requirements for bidding purposes.

Prepared by:

Signature over printed name
Designation and Name of Institution

Date: _____

ANNEX "B"

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Please put a check mark under the applicable column (Compliant or Non Compliant) for each item/requirement listed below:

REQUIREMENT	COMPLIANT	NON-COMPLIANT
1. Mayor's/Business Permit		
2. PhilGEPS Registration Number		
3. Signed Terms of Reference/Technical Specifications Sheet		
4. Latest Income/Business Tax Return		
5. DTI Registration/SEC Certificate		
6. Certificate of Completion from previous clients of other documents (Official Receipt, Contract) (Annex A)		
7. Signed and accomplished Form/Checklist In Annex B		
8. Compilation of the company's previous works or portfolio of events implemented		
9. Omnibus Sworn Statement (Annex C)- (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)		
10. Names of the event personnel included in the formed event management team		
11. List of proposed band performers		

Note: Actual requirements may change /increase after planning sessions with PNOC

This certifies that the aforesaid physical and technical requirements for the event management and overall direction of the PNOC Anniversary Gala program are available and ready for deployment, in accordance with the requirements of this Terms of Reference.

I further certify that the understudies for event coordinator, event manager/director, floor director, stage production/project manager, technical director, and script/content writer shall be assigned and will be available in the event the named team members become unavailable.

Prepared by:

Signature over printed name
Designation and name of Institution

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, **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

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. _____ 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 _____