



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
BOOKS

02 December 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **BOOKS (APP 2021-0169)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 07 December 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307
Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0169

**TECHNICAL SPECIFICATION
BOOKS**

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 200,000.00) | | Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u>) |
|--------------|------|-----|---|---|-------|---|
| | | | | Unit Price | Total | |
| 1 | lot | 1 | <ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery | | | _____ _____ |
| TOTAL | | | | | | |

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021.0169

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

BOOKS

I. BACKGROUND

The National Privacy Commission (“Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for personal data protection.

Its functions include rulemaking, advisory, public education, compliance and monitoring, complaints and investigations, enforcement, and others that may be necessary to fulfill its mandate. To assist the Commission in its operation, a Secretariat, composed of several offices including Privacy Policy Office (PPO) was established. The PPO is composed of two (2) divisions, the Policy Development Division (PDD) and Policy Review Division (PRD).

The PDD recommends and develops circulars, advisories, and other issuances and guidelines on data subjects’ rights, emerging privacy and data protection issues and proposes legislation, amendments, or modification to Philippine laws on privacy or data protection. The PDD likewise manages the Commission’s international commitments which involves participation in conferences and meetings with counterparts in the data protection authorities in other jurisdictions.

On the other hand, the PRD prepares advisory opinions on matters related to the interpretation of the DPA vis-à-vis other laws having privacy implications, reviews bills from the Senate and House of Representatives and provides comments and/or position papers to address any privacy implications. It also reviews privacy policies, consent forms, privacy notices, data sharing agreements, among others, upon the request of various stakeholders from the government and the private sector.

The PPO’s complement of lawyers, development management officers and legal assistants are also highly involved in the Commission’s privacy roadmap involving the sectoral approach, whereby policy advisers are assigned to the different sectors to help address the respective sectors’ privacy and data protection concerns, as well as the Key Privacy Theme (KPT) concept championed by the Privacy Commissioner.

In order to perform its tasks with much effectiveness and efficiency, the PPO finds it essential to acquire reliable references, materials, publications, and other resources on data privacy, data protection, and data security, such as published books.

II. OBJECTIVES

The reference materials, particularly published books, will provide the necessary reference and guidance to the PPO as it will readily present both the basics and general knowledge as well as the emerging issues and concerns with respect to data privacy and data security which will aid the PPO in its research and studies for its core functions, its sector engagements, and KPT tasks.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

The provider must be able to provide one (1) copy of each of the following books, whether in paperback or hardcover:

| | TITLE | AUTHOR | Available At |
|---|---|---|---|
| 1 | Turning Point Policymaking in the Era of Artificial Intelligence | Darrell M. West, John R. Allen | https://www.amazon.com/dp/0815738595?creativeASIN=0815738595&linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=3&tag=uid10-20 |
| 2 | The Internet in Everything Freedom and Security in a World with No Off Switch | Laura DeNardis | https://www.amazon.com/dp/0300233078?creativeASIN=0300233078&linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=27&tag=uid10-20 |
| 3 | Big Data, Political Campaigning and the Law Democracy and Privacy in the Age of Micro- Targeting | Normann Witzleb, Moirra Paterson, Janice Richardson | https://www.amazon.com/Big-Data-Political-Campaigning-Micro-Targeting/dp/0367230542?creativeASIN=0367230542&linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=33&tag=uid10-20 |
| 4 | Digital and Media Literacy in the Age of the Internet | Mary Beth Hertz | https://www.amazon.com/Digital-Media-Literacy-Age-Internet/dp/1475840411?creativeASIN=1475840411&linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=57&tag=uid10-20 |
| 5 | Emerging ICT Policies and Regulations | V. Sridhar | https://www.amazon.com/Emerging-ICT-Policies-Regulations- |

| TITLE | | AUTHOR | Available At |
|-------|--|---|---|
| | | | Economies/dp/9813290218?creativeASIN=9813290218&linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=63&tag=uid10-20 |
| 6 | Data Protection and Privacy: Data Protection and Democracy (Computers, Privacy and Data Protection) | Dara Hallinan (Editor), Ronald Leenes (Editor), Serge Gutwirth (Editor), Paul De Hert (Editor, Series Editor) | https://www.amazon.com/dp/1509932747?linkCode=w61&imprToken=qgCphGCNk-iUlbSaF5BAnQ&slotNum=91&tag=uid10-20 |
| 7 | The Fundamental Right to Data Protection: Normative Value in the Context of Counter-Terrorism Surveillance | Maria Tzanou | https://www.amazon.com/Fundamental-Right-Data-Protection-Counter-Terrorism-dp-1509901671/dp/1509901671/ref=mt_other?encoding=UTF8&me=&qid= |
| 8 | Asian Data Privacy Laws: Trade & Human Rights Perspectives | Graham Greenleaf | https://www.amazon.com/Asian-Data-Privacy-Laws-Perspectives-dp-0198810091/dp/0198810091/ref=mt_other?encoding=UTF8&me=&qid= |
| 9 | Privacy and Healthcare Data: 'Choice of Control' to 'Choice' and 'Control' | Subhajit Basu, Christina Munns, Philip Leith | https://www.amazon.com/Privacy-Healthcare-Data-Christina-Munns-dp-0367597314/dp/0367597314/ref=mt_other?encoding=UTF8&me=&qid= |
| 10 | Protection Principles for Information Exchange at EU-Level | Franziska Boehm | https://www.amazon.com/s?k=Protection+Principles+for+Information+Exchange+at+EU-Level&i=stripbooks-intl-ship&ref=nb_sb_noss_2 |
| 11 | European Data Protection: Coming of Age | Edited by Serge Gutwirth, Edited by Ronald E. Leenes , Edited by Paul De | https://www.bookdepository.com/European-Data-Protection-Coming-of-Age-Serge-Gutwirth-Ronald-E-Leenes-Paul-De-Hert-Yves- |

| | TITLE | AUTHOR | Available At |
|----|---|---|---|
| | | Hert , Edited by Yves Poulet | Poulet/9789400795624?ref=grid-view |
| 12 | Privacy, Law Enforcement, and National Security (Aspen Casebook Series) 3rd Edition | Daniel J. Solove (Author), Paul M. Schwartz (Author) | https://www.amazon.com/Privacy-Enforcement-National-Security-Casebook/dp/154383261X/ref=sr_1_fkmr0_1?dchild=1&keywords=Privacy%2C+Law+Enforcement%2C+and+National+Security+2nd+Edition&qid=1631541517&s=books&sr=1-1-fkmr0 |
| 13 | Consumer Privacy and Data Protection (Aspen Casebook Series) 3rd Edition | Daniel J. Solove (Author), Paul M. Schwartz (Author) | https://www.amazon.com/Consumer-Privacy-Protection-Aspen-Casebook/dp/1543832598/ref=sr_1_4?dchild=1&keywords=daniel+solove&qid=1631541583&s=books&sr=1-4 |
| 14 | The Eyemonger Hardcover | Daniel J Solove (Author), Ryan D Beckwith (Illustrator) | https://www.amazon.com/Eyemonger-Daniel-J-Solove/dp/0578802686/ref=sr_1_5?dchild=1&keywords=daniel+solove&qid=1631541668&s=books&sr=1-5 |
| 15 | Privacy and the Media (Aspen Casebook Series) 4th Edition | Daniel J. Solove (Author), Paul M. Schwartz (Author) | https://www.amazon.com/Privacy-Media-Casebook-Daniel-Solove/dp/1543832571/ref=sr_1_7?dchild=1&keywords=daniel+solove&qid=1631541668&s=books&sr=1-7 |
| 16 | Privacy, Law Enforcement, and National Security (Aspen Casebook Series) | Daniel J. Solove (Author), Paul M. Schwartz (Author) | https://www.amazon.com/Privacy-Enforcement-National-Security-Casebook/dp/154383261X/ref=sr_1_9?dchild=1&keywords=daniel+solove&qid=1631541668&s=books&sr=1-9 |
| 17 | Habeas Data: Privacy vs. the Rise of Surveillance Tech | Cyrus Farivar (Author) | https://www.amazon.com/Habeas-Data-Privacy-Rise-Surveillance/dp/1612197752/ref=tm_pap_swatch_0?encoding=UTF8&qid=&sr= |

| TITLE | | AUTHOR | Available At |
|-------|--|---|---|
| 18 | Protecting Student Data Privacy : Classroom Fundamentals | Linnette Attai | https://www.amazon.com/s?k=Protecting+Student+Data+Privacy+%3A+Classroom+Fundamentals&i=stripbooks-intl-ship&ref=nb_sb_noss |
| 19 | The Data Protection Officer : IDSolves.com | Adams Choubey Williams | https://www.amazon.com/s?k=The+Data+Protection+Officer+%3A+IDSolves.com&i=stripbooks-intl-ship&ref=nb_sb_noss |
| 20 | Security and Privacy in Social Networks and Big Data : 5th International Symposium, SocialSec 2019, Copenhagen, Denmark, July 14-17, 2019, Revised Selected Papers | Edited by Weizhi Meng , Edited by Steven Furnell | https://www.amazon.com/s?k=Security+and+Privacy+in+Social+Networks+and+Big+Data+%3A+5th+International+Symposium%2C+SocialSec+2019%2C+Copenhagen%2C+Denmark%2C+July+14-17%2C+2019%2C+Revised+Selected+Papers&i=stripbooks-intl-ship&ref=nb_sb_noss |
| 21 | Emerging ICT Policies and Regulations: Roadmap to Digital Economies 1st ed. 2019 Edition | V. Sridhar | tag=uuid10-20">https://www.amazon.com/Emerging-ICT-Policies-Regulations-Economies/dp/9813290218?creativeASIN=9813290218&linkCode=w61&imprToken=pE6-pCLbWpMu4aw.-Um7ow&slotNum=46&>tag=uuid10-20 |
| 22 | Big Data, Political Campaigning and the Law 1st Edition | Normann Witzleb (Editor), Moira Paterson (Editor), Janice Richardson (Editor) | https://www.amazon.com/Big-Data-Political-Campaigning-Law-dp-1032082550/dp/1032082550/ref=mt_other? encoding=UTF8&me=&qid=1631542313 |
| 23 | A Commercial Law of Privacy and Security for the Internet of Things | Stacy-Ann Elvy (Author) | https://www.amazon.com/Commercial-Privacy-Security-Internet-Things-dp-1108741789/dp/1108741789/ref=mt_other? encoding=UTF8&me=&qid=1631542442 |
| 24 | Do No Harm: Protecting Connected Medical Devices, Healthcare, and Data | Matthew Webster (Author) | https://www.amazon.com/Harm-Protecting-Connected-Healthcare-Adversarial/dp/1119794021/ref=sr_1_6?dchild=1&keywords=data+priv |

| TITLE | | AUTHOR | Available At |
|-------|--|---------------------------------|---|
| | from Hackers and Adversarial Nation States 1st Edition | | acy&qid=1631542442&refinements=p_72%3A1250221011%2Cp_n_feature_nine_browse-bin%3A3291437011%2Cp_n_condition-type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-6 |
| 25 | An Ugly Truth: Inside Facebook's Battle for Domination | Sheera Frenkel and Cecilia Kang | https://www.amazon.com/Untitled-Sheera-Frenkel/dp/0062960679/ref=sr_1_7?dchild=1&keywords=data+privacy&qid=1631542442&refinements=p_72%3A1250221011%2Cp_n_feature_nine_browse-bin%3A3291437011%2Cp_n_condition-type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-7 |
| 26 | Attribution of Advanced Persistent Threats: How to Identify the Actors Behind Cyber-Espionage 1st ed. 2020 Edition | Timo Steffens (Author) | https://www.amazon.com/Attribution-Advanced-Persistent-Threats-cyber-espionage/dp/3662613123/ref=sr_1_9?dchild=1&keywords=data+privacy&qid=1631542442&refinements=p_72%3A1250221011%2Cp_n_feature_nine_browse-bin%3A3291437011%2Cp_n_condition-type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-9 |
| 27 | How Cybersecurity Really Works: A Hands-On Guide for Total Beginners | Sam Grubb (Author) | https://www.amazon.com/How-Cybersecurity-Really-Works-Hands/dp/1718501285/ref=sr_1_13?dchild=1&keywords=data+privacy&qid=1631542919&refinements=p_72%3A1250221011%2Cp_n_feature_nine_browse-bin%3A3291437011%2Cp_n_condition-type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-13 |

| | TITLE | AUTHOR | Available At |
|----|---|---|---|
| | | | type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-13 |
| 28 | Self-Sovereign Identity: Decentralized digital identity and verifiable credentials | Alex Preukschat (Author), Drummond Reed (Author) | https://www.amazon.com/Self-Sovereign-Identity-Decentralized-verifiable-credentials/dp/1617296597/ref=sr_1_18?dchild=1&keywords=data+privacy&qid=1631542974&refinements=p_72%3A1250221011%2Cp_n_feature_nine_browse-bin%3A3291437011%2Cp_n_condition-type%3A1294423011%2Cp_n_publication_date%3A1250227011&rnid=1250225011&s=books&sr=1-18 |
| 29 | COVID-19 Pandemic, Geospatial Information, and Community Resilience: Global Applications and Lessons | Abbas Rajabifard (Editor), Daniel Paez (Editor), Greg Foliente (Editor) | https://www.amazon.com/COVID-19-Geospatial-Information-Community-Resilience-dp-036777531X/dp/036777531X/ref=mt_other?encoding=UTF8&me=&qid=1631543141 |
| 30 | Covid-19, Homeworking and the Law - The Essential Guide to Employment and GDPR Issues | Forbes Solicitors (Author) | https://www.amazon.com/Covid-19-Homeworking-Law-Essential-Employment/dp/1913715086/ref=sr_1_2?dchild=1&keywords=covid+%2B+data+protection&qid=1631543201&s=books&sr=1-2 |
| 31 | Health Data Privacy under the GDPR (Routledge Research in the Law of Emerging Technologies) 1st Edition | Maria Tzanou (Editor) | https://www.amazon.com/Health-Data-Privacy-under-GDPR/dp/0367077140/ref=tmm_hrd_swatch_0?encoding=UTF8&qid=1631543201&sr=1-11 |

IV. PAYMENT AND DELIVERY

Payment shall be made when the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered and

upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee.

Delivery shall be made within thirty (30) working days from issuance of Notice to Proceed/Purchase Order.

V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)


Source of Fund: NPC 2021 Annual Procurement Plan, APP Item No. 2021-0169

Approved Budget for the Contract – **Two Hundred Thousand Pesos Only (Php 200,000.00)** and shall be inclusive of all taxes, duties, fees, levies, and other charges imposed under applicable laws.

VI. MODE OF PROCUREMENT

The mode of procurement shall be NP-53.9 - Small Value Procurement.


Prepared by:

 Digitally signed by
Dimatatac Rusty Devera
Date: 2021.11.17 11:26:27
+08'00'

Sgd.


RUSTY D. DIMATATAC
Legal Assistant II, Policy Development Division

Recommending Approval:

 **Gayas Issa**
Sgd. **Genilan**

ATTY. ISSA G. GAYAS
OIC-Chief, Policy Development Division

Approved by:

 Digitally signed by
Villasoto Ivy Grace Torres
Date: 2021.11.17
Sgd. 11:40:23 +08'00'

ATTY. IVY GRACE T. VILLASOTO
OIC-Director IV, Privacy Policy Office

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____