



Republic of the Philippine
TARLAC STATE UNIVERSITY
Romulo Blvd., San Vicente, Tarlac City
Tel. No.: (045) 982 4630
Website: www.tsu.edu.ph

Invitation for Negotiated Procurement for Two-Failed Biddings

for the project

**Supply and Delivery of Printer Consumables
(EPA 2026)**

**With an Approved Budget for the Contract (ABC) of
One Million Five Hundred Thirty-Four Thousand
Three Hundred Sixty-Nine and 89/100 Pesos (₱
1,534,369.89)**

**Invitation to Bid No. Goods 2026-003nego
PhilGEPS Reference No.: 12759859**

**July 2020
6th Edition**



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**NEGOTIATED PROCUREMENT FOR
TWO-FAILED BIDDINGS**

For the Project

Supply and Delivery of Printer Consumables (EPA 2026)

Invitation to Bid No. Goods 2026-003nego

1. The Tarlac State University, through Special Budget (SB) Fund intends to apply the sum of **One Million Five Hundred Thirty-Four Thousand Three Hundred Sixty-Nine and 89/100 Pesos (₱ 1,534,369.89)** to payments under the contracts for the project: **Supply and Delivery of Printer Consumables (EPA 2026)**.

Bids received in excess of the ABC for shall be automatically rejected at bid opening.

Line Item No.	Description	Qty.	Unit	ABC, ₱
1.	DRUM, HP 19A	8	piece	46,400.00
2.	DRUM, HP 32A	1	piece	6,200.00
3.	INK BOTTLE, 6CL Dye, 70ml, Black, 057	6	bottle	4,500.00
4.	INK BOTTLE, 6CL Dye, 70ml, Cyan, 057	4	bottle	3,000.00
5.	INK BOTTLE, 6CL Dye, 70ml, Light Cyan, 057	4	bottle	3,000.00
6.	INK BOTTLE, 6CL Dye, 70ml, Light Magenta, 057	4	bottle	3,000.00
7.	INK BOTTLE, 6CL Dye, 70ml, Magenta, 057	4	bottle	3,000.00
8.	INK BOTTLE, 6CL Dye, 70ml, Yellow, 057	4	bottle	3,000.00
9.	INK BOTTLE, BLACK, BROTHER BTD60BK	2	bottle	1,000.00
10.	INK BOTTLE, Black, Epson 008, for Epson L15150	3	bottle	3,000.00
11.	INK BOTTLE, CYAN, BROTHER BT5000C	2	bottle	1,000.00

12.	INK BOTTLE, Cyan, Epson 008, for Epson L15150	2	bottle	2,000.00
13.	INK BOTTLE, dye EPSON L805 Cyan (70ml)	2	bottle	1,400.00
14.	INK BOTTLE, dye EPSON L805 Light Cyan (70ml)	2	bottle	1,400.00
15.	INK BOTTLE, dye EPSON L805 Light Magenta (70ml)	2	bottle	1,400.00
16.	INK BOTTLE, dye EPSON L805 Magenta (70ml)	2	bottle	1,400.00
17.	INK BOTTLE, dye EPSON L805 Yellow (70ml)	2	bottle	1,400.00
18.	INK BOTTLE, dye, EPSON L805, Black (70ml)	2	bottle	1,400.00
19.	INK BOTTLE, Epson 003 Black 65ml	1	bottle	420.00
20.	INK BOTTLE, Epson 003 Magenta 65ml	1	bottle	450.00
21.	INK BOTTLE, Epson 005, Black 140ml	34	bottle	34,000.00
22.	INK BOTTLE, Genuine Epson T544, Black	6	bottle	5,400.00
23.	INK BOTTLE, GI-790, BLACK, 100ml	1	bottle	300.00
24.	INK BOTTLE, GI-790, CYAN, 100ml	1	bottle	300.00
25.	INK BOTTLE, GI-790, MAGENTA, 100ml	1	bottle	300.00
26.	INK BOTTLE, GI-790, YELLOW, 100ml	1	bottle	300.00
27.	INK BOTTLE, MAGENTA, BROTHER BT5000M	2	bottle	1,000.00
28.	INK BOTTLE, Magenta, Epson 008	2	bottle	2,000.00
29.	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black	2	bottle	1,000.00
30.	INK BOTTLE, YELLOW, BROTHER BT5000Y	2	bottle	1,000.00
31.	INK BOTTLE, Yellow, Epson 008, for Epson L15150	2	bottle	2,000.00
32.	INK CARTRIDGE, Black, HP 952, F6U15AN	1	piece	2,200.00
33.	INK CARTRIDGE, Black, HP 953	5	bottle	11,000.00
34.	INK CARTRIDGE, Cyan, HP 952, L0S49AN	1	piece	2,200.00

35.	INK CARTRIDGE, Cyan, HP 953	5	bottle	11,000.00
36.	INK CARTRIDGE, HP 938, Black	5	bottle	15,000.00
37.	INK CARTRIDGE, HP 938, Cyan	5	bottle	11,500.00
38.	INK CARTRIDGE, HP 938, Magenta	5	bottle	11,500.00
39.	INK CARTRIDGE, HP 938, Yellow	5	bottle	11,500.00
40.	INK CARTRIDGE, Magenta, HP 952, L0S52N	1	piece	2,200.00
41.	INK CARTRIDGE, Magenta, HP 953	5	bottle	11,000.00
42.	INK CARTRIDGE, Yellow, HP 952, L0S55AN	1	piece	2,200.00
43.	INK CARTRIDGE, Yellow, HP 953	5	bottle	11,000.00
44.	INK, Epson T01D, Black	3	pack	82,500.00
45.	INK, Epson T01D, Cyan	2	pack	19,000.00
46.	INK, Epson T01D, Magenta	2	pack	19,000.00
47.	INK, Epson T01D, Yellow	2	pack	19,000.00
48.	INK, Epson T7741, 140ml	22	bottle	18,700.00
49.	RIBBON CART, Epson, FX 2175	10	cartridge	14,000.00
50.	RIBBON CART, Epson, LQ2190	10	cartridge	22,000.00
51.	TONER CART, Black, HP CE285A	42	cartridge	281,400.00
52.	TONER CART, Black, W1107A, for M107A	92	cartridge	366,499.94
53.	TONER CART, HP CF217A, Black	58	cartridge	277,599.95
54.	TONER COPIER, MP2501, Black (Gestetner)	5	cartridge	14,000.00
55.	TONER, Black, HP 30X	8	cartridge	52,000.00
56.	TONER, Original HP 12A, Q2612A	17	cart	88,400.00
57.	CARTRIDGE, LK Tape 24mm x 9m LK-GWBN	25	cartridge	22,000.00
Additional Requirements: <ul style="list-style-type: none">• The bidder (s) shall submit a Letter of Authorization from the Authorized Distributor confirming the bidder's status as an authorized reseller.				

- Additionally, the bidder must provide Proof of Authenticity for all items included in the bid.

Quotations received in excess of the ABC for shall be automatically rejected at bid opening.

2. The TSU Bids and Award Committee (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 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 February 10, 2026, to February 25, 2026, Tuesday to Friday, at 7:00AM to 6:00PM.:

Ms. Mariel C. Santos
 BAC Secretariat
 Motorpool and Administration Building
 Tarlac State University
 Romulo Blvd., San Vicente, Tarlac City
 Tel. No. (045) 606-8110 ext.142 / 0998 846 0206
 Email: **tsubacsec2025@gmail.com**

5. The TSU-BAC for Goods and Services will hold a Pre-Negotiation Meeting on **February 18, 2026**, at **2:00 P.M.**, at BAC Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City, which shall be open to prospective bidders, but **only those who attended the Pre-Negotiation are eligible to submit a quotation.**
6. A complete set of the negotiated procurement documents may be acquired by interested suppliers from the address given below, free of charge. It may also be downloaded free of charge at the PhilGEPS website (www.philgeps.gov.ph) and at TSU Website (<https://www.tsu.edu.ph/opportunities/bid-opportunities/2026-bid-opportunities/>)
7. Three (3) copies of the proposals (one original, and additional copy 1 and 2) 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 **February 25, 2026 at 1:30 P.M.**, failure of bidders to comply with the said request of additional copies shall not be a ground for disqualification.

Late submission shall not be accepted.

8. Bid opening shall be on **February 25, 2026**, at **2:00 P.M.**, at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City.
9. The Summary of the procurement activities is as follows:

Activities	Date and Time	Venue
Date posted to PhilGEPS	February 10, 2026	N/A
Pre-Negotiated Conference	February 18, 2026(2:00 PM)	BAC Conference Room , 3 rd Floor, Motorpool and Administration Building, Tarlac State University,

		Romulo Blvd., San Vicente, Tarlac City
Deadline of Submission of Bids	February 25, 2026 (1:30 PM)	Procurement Office – BAC Secretariat Section , Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City
Opening of Bids	February 25, 2026 (2:00 PM)	BAC Conference Room , 3 rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City

10. 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) (all pages) in accordance with Section 8.5.2. of the IRR;
 - b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
 - c) 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 be the supply and delivery of similar goods comprising the Project, which shall be completed within the last 5 years prior to the date of submission of the best and final offer.
 - d) 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 (2% of the ABC)
 - ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (5% of the ABC)
 - 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) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

- h) 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

- i) Original of duly signed and accomplished Financial Bid Form; and
- i) Original of duly signed and accomplished Price Schedule(s).
11. The Special Conditions of the Contract (Annex "C") 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.
12. 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.

ATTY. WILMARK J. RAMOS, DBA
BAC Chairperson – Goods and Services



SCHEDULE OF REQUIREMENTS

The delivery date for the Goods covered by the Contract shall be within **thirty (30)** calendar days upon receipt of the Notice to Proceed.

I hereby verify to comply with the above requirements.

Signature Over Printed Name of the Authorized Representative

Company Name

Date

Technical Specifications

Item No.	Specification
Printer Consumables	
1.	DRUM, HP 19A
2.	DRUM, HP 32A
3.	INK BOTTLE, 6CL Dye, 70ml, Black, 057
4.	INK BOTTLE, 6CL Dye, 70ml, Cyan, 057
5.	INK BOTTLE, 6CL Dye, 70ml, Light Cyan, 057
6.	INK BOTTLE, 6CL Dye, 70ml, Light Magenta, 057
7.	INK BOTTLE, 6CL Dye, 70ml, Magenta, 057
8.	INK BOTTLE, 6CL Dye, 70ml, Yellow, 057
9.	INK BOTTLE, BLACK, BROTHER BTD60BK, COMPATIBLE WITH DCP-T720 DW
10.	INK BOTTLE, Black, Epson 008, for Epson L15150
11.	INK BOTTLE, CYAN, BROTHER BT5000C, COMPATIBLE WITH DCP-T720 DW
12.	INK BOTTLE, Cyan, Epson 008, for Epson L15150
13.	INK BOTTLE, dye EPSON L805 Cyan (70ml)
14.	INK BOTTLE, dye EPSON L805 Light Cyan (70ml)
15.	INK BOTTLE, dye EPSON L805 Light Magenta (70ml)
16.	INK BOTTLE, dye EPSON L805 Magenta (70ml)
17.	INK BOTTLE, dye EPSON L805 Yellow (70ml)
18.	INK BOTTLE, dye, EPSON L805, Black (70ml)
19.	INK BOTTLE, Epson 003 Black 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190
20.	INK BOTTLE, Epson 003 Magenta 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190
21.	INK BOTTLE, Epson 005, Black 140ml; for printer M3170/M2140
22.	INK BOTTLE, Genuine Epson T544, Black, Compatible with Epson L3110
23.	INK BOTTLE, GI-790, BLACK, 100ml
24.	INK BOTTLE, GI-790, CYAN, 100ml
25.	INK BOTTLE, GI-790, MAGENTA, 100ml
26.	INK BOTTLE, GI-790, YELLOW, 100ml
27.	INK BOTTLE, MAGENTA, BROTHER BT5000M, COMPATIBLE WITH DCP-T720 DW
28.	INK BOTTLE, Magenta, Epson 008, for Epson L15150
29.	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black, Compatible with Tank 115 / Ink Tank AIO 310 315 319 410 415 / Wireless Ink tank 419 / Smart Ink Tank Wireless 450 455 / Smart Tank 500 515 530 615 / Desk Jet AIO GT 5810 5820
30.	INK BOTTLE, YELLOW, BROTHER BT5000Y, COMPATIBLE WITH DCP-T720 DW
31.	INK BOTTLE, Yellow, Epson 008, for Epson L15150
32.	INK CARTRIDGE, Black, HP 952, F6U15AN
33.	INK CARTRIDGE, Black, HP 953
34.	INK CARTRIDGE, Cyan, HP 952, L0S49AN
35.	INK CARTRIDGE, Cyan, HP 953
36.	INK CARTRIDGE, HP 938, Black
37.	INK CARTRIDGE, HP 938, Cyan
38.	INK CARTRIDGE, HP 938, Magenta
39.	INK CARTRIDGE, HP 938, Yellow
40.	INK CARTRIDGE, Magenta, HP 952, L0S52N
41.	INK CARTRIDGE, Magenta, HP 953
42.	INK CARTRIDGE, Yellow, HP 952, L0S55AN
43.	INK CARTRIDGE, Yellow, HP 953
44.	INK, Epson T01D, Black, High-Capacity, Yield: 50,000 pages

45.	INK, Epson T01D, Cyan, High-Capacity, Yield: 50,000 pages
46.	INK, Epson T01D, Magenta, High-Capacity, Yield: 50,000 pages
47.	INK, Epson T01D, Yellow, High-Capacity, Yield: 50,000 pages
48.	INK, Epson T7741, 140ml
49.	RIBBON CART, Epson, FX 2175
50.	RIBBON CART, Epson, LQ2190
51.	TONER CART, Black, HP CE285A,for LaserJet P1102/ P1102w
52.	TONER CART, Black, W1107A, for M107A
53.	TONER CART, HP CF217A, Black, for HP LaserJet Pro M102a Printer
54.	TONER COPIER, MP2501, Black (Gestetner)
55.	TONER, Black, HP 30X, High Yield, LaserJet
56.	TONER, Original HP 12A, Q2612A
57.	CARTRIDGE, LK Tape 24mm x 9m LK-GWBN, for label printer
Additional Requirements: <ul style="list-style-type: none">• The bidder (s) shall submit a Letter of Authorization from the Authorized Distributor confirming the bidder's status as an authorized reseller.• Additionally, the bidder must provide Proof of Authenticity for all items included in the bid.	

I hereby verify to comply with all the above requirements.

Signature Over Printed Name of the Authorized Representative

Company Name

Date

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p> <p>Incidental Services –</p> <p>Not Applicable</p> <p>Spare Parts –</p> <p>Not Applicable</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications Note: put each item with its corresponding number.</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer Facility, within thirty (30) calendar days after receipt of billing. In case of accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor’s account. Only Actual number of liters purchase per month based on pump price shall be paid</p>
4	<p>The inspections and tests that will be conducted are: visual and sensory inspection and test.</p>

Bid Documents Checklist

This Bid Documents Checklist is provided to guide the Bidder in preparing his/her bid. The checklist may be used by the Bidder to verify if the Bid includes all the prescribed documents.

The Bidder, in submitting the required documents, must use the prescribed forms found in the Bidding Forms. However, should a bidder choose to use a different formatting style for a required document, the bidder must ensure that the substance in the form given for that particular document is substantially captured in the equivalent document.

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of 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.

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements 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.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; and
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

[Bidder’s Letterhead]

Date]

To: Tarlac State University
Re: Invitation to Bid No.

List of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started

Row 1: Name of Contract Row 2: Location of Project Row 3: Contract Price	Row 1: Procuring Entity Row 2: Contact Person/Address Row 3: Telephone No.	Description of Goods	Row 1: Date of Award Row 2: Date Started Row 3: Contract Duration	Value of Outstanding Goods

Attached herewith are the following documents: Notice of Award, Notice to Proceed, and Official Receipts/Invoices, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

Signature]

Name of Bidder or Authorized Representative]

Position or Title]

[Bidder’s Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

Statement of Single Largest Completed Contract Similar to the Contract to be Bid

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

I hereby verify to comply with all the above requirements.

Signature Over Printed Name of the Authorized Representative

Company Name

Date

BID SECURING DECLARATION

Republic of the Philippines
City/Municipality Of _____) S.S.

X-----X

Invitation to Bid *[Insert reference number]*

To: Tarlac State University

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 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 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 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;
 - c. I am/we are declared as 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]*.

[Signature]
[Name of Bidder's Authorized Representative]
[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. ____.

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

[Name and Signature of Notary Public]

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

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

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

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

[Bidder’s Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

Item No.	Description	Bidder’s Compliance State “Comply” below if your offer is complying with the specifications, otherwise state “We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]
PRINTER CONSUMABLES		
1.	DRUM, HP 19A	
2.	DRUM, HP 32A	
3.	INK BOTTLE, 6CL Dye, 70ml, Black, 057	
4.	INK BOTTLE, 6CL Dye, 70ml, Cyan, 057	
5.	INK BOTTLE, 6CL Dye, 70ml, Light Cyan, 057	
6.	INK BOTTLE, 6CL Dye, 70ml, Light Magenta, 057	
7.	INK BOTTLE, 6CL Dye, 70ml, Magenta, 057	
8.	INK BOTTLE, 6CL Dye, 70ml, Yellow, 057	
9.	INK BOTTLE, BLACK, BROTHER BTD60BK, COMPATIBLE WITH DCP-T720 DW	
10.	INK BOTTLE, Black, Epson 008, for Epson L15150	
11.	INK BOTTLE, CYAN, BROTHER BT5000C, COMPATIBLE WITH DCP-T720 DW	
12.	INK BOTTLE, Cyan, Epson 008, for Epson L15150	
13.	INK BOTTLE, dye EPSON L805 Cyan (70ml)	
14.	INK BOTTLE, dye EPSON L805 Light Cyan (70ml)	
15.	INK BOTTLE, dye EPSON L805 Light Magenta (70ml)	
16.	INK BOTTLE, dye EPSON L805 Magenta (70ml)	
17.	INK BOTTLE, dye EPSON L805 Yellow (70ml)	
18.	INK BOTTLE, dye, EPSON L805, Black (70ml)	
19.	INK BOTTLE, Epson 003 Black 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190	
20.	INK BOTTLE, Epson 003 Magenta 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190	
21.	INK BOTTLE, Epson 005, Black 140ml; for printer M3170/M2140	
22.	INK BOTTLE, Genuine Epson T544, Black, Compatible with Epson L3110	
23.	INK BOTTLE, GI-790, BLACK, 100ml	
24.	INK BOTTLE, GI-790, CYAN, 100ml	
25.	INK BOTTLE, GI-790, MAGENTA, 100ml	

26.	INK BOTTLE, GI-790, YELLOW, 100ml	
27.	INK BOTTLE, MAGENTA, BROTHER BT5000M, COMPATIBLE WITH DCP-T720 DW	
28.	INK BOTTLE, Magenta, Epson 008, for Epson L15150	
29.	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black, Compatible with Tank 115 / Ink Tank AIO 310 315 319 410 415 / Wireless Ink tank 419 / Smart Ink Tank Wireless 450 455 / Smart Tank 500 515 530 615 / Desk Jet AIO GT 5810 5820	
30.	INK BOTTLE, YELLOW, BROTHER BT5000Y, COMPATIBLE WITH DCP-T720 DW	
31.	INK BOTTLE, Yellow, Epson 008, for Epson L15150	
32.	INK CARTRIDGE, Black, HP 952, F6U15AN	
33.	INK CARTRIDGE, Black, HP 953	
34.	INK CARTRIDGE, Cyan, HP 952, L0S49AN	
35.	INK CARTRIDGE, Cyan, HP 953	
36.	INK CARTRIDGE, HP 938, Black	
37.	INK CARTRIDGE, HP 938, Cyan	
38.	INK CARTRIDGE, HP 938, Magenta	
39.	INK CARTRIDGE, HP 938, Yellow	
40.	INK CARTRIDGE, Magenta, HP 952, L0S52N	
41.	INK CARTRIDGE, Magenta, HP 953	
42.	INK CARTRIDGE, Yellow, HP 952, L0S55AN	
43.	INK CARTRIDGE, Yellow, HP 953	
44.	INK, Epson T01D, Black, High-Capacity, Yield: 50,000 pages	
45.	INK, Epson T01D, Cyan, High-Capacity, Yield: 50,000 pages	
46.	INK, Epson T01D, Magenta, High-Capacity, Yield: 50,000 pages	
47.	INK, Epson T01D, Yellow, High-Capacity, Yield: 50,000 pages	
48.	INK, Epson T7741, 140ml	
49.	RIBBON CART, Epson, FX 2175	
50.	RIBBON CART, Epson, LQ2190	
51.	TONER CART, Black, HP CE285A,for LaserJet P1102/ P1102w	
52.	TONER CART, Black, W1107A, for M107A	
53.	TONER CART, HP CF217A, Black, for HP LaserJet Pro M102a Printer	
54.	TONER COPIER, MP2501, Black (Gestetner)	
55.	TONER, Black, HP 30X, High Yield, LaserJet	
56.	TONER, Original HP 12A, Q2612A	
57.	CARTRIDGE, LK Tape 24mm x 9m LK-GWBN, for label printer	
Additional Requirements: <ul style="list-style-type: none"> • The bidder (s) shall submit a Letter of Authorization from the Authorized Distributor confirming the bidder's status as an authorized reseller. • Additionally, the bidder must provide Proof of Authenticity for all items included in the bid. 		

Attached herewith are the manufacturer’s product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

Note: Bidders must state in the Statement of Compliance either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter

of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provision of **ITB** Clause 4.

I hereby verify to comply with all the above requirements.

Signature Over Printed Name of the Authorized Representative

Company Name

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:**

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

- a. *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;
 - b. *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:**

- a. *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;
- b. *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;

- c. *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.

10. In case advance payment was made or given, failure to perform or deliver any of 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 delivery 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.

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 _____

[Bidder’s Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Bid, the summary of our firm’s financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Bid, our Net Financial Contracting Capacity (NFCC) is:

NFCC = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

NFCC =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Bidder or Authorized Representative]
[Position or Title]

[Bidder’s Letterhead]

[Date]

FINANCIAL BID FORM

To: Tarlac State University
Re: Invitation to Bid No.

Date : _____

Project Invitation to Bid No. : _____

To: Tarlac State University

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 of agent	Amount and Purpose
	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: _____

[Bidder’s Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

SCHEDULE OF PRICES

Item No.	Description	Qty.	Unit	Unit Price	Total Price
PRINTER CONSUMABLES					
1.	DRUM, HP 19A	8	piece		
2.	DRUM, HP 32A	1	piece		
3.	INK BOTTLE, 6CL Dye, 70ml, Black, 057	6	bottle		
4.	INK BOTTLE, 6CL Dye, 70ml, Cyan, 057	4	bottle		
5.	INK BOTTLE, 6CL Dye, 70ml, Light Cyan, 057	4	bottle		
6.	INK BOTTLE, 6CL Dye, 70ml, Light Magenta, 057	4	bottle		
7.	INK BOTTLE, 6CL Dye, 70ml, Magenta, 057	4	bottle		
8.	INK BOTTLE, 6CL Dye, 70ml, Yellow, 057	4	bottle		
9.	INK BOTTLE, BLACK, BROTHER BTD60BK, COMPATIBLE WITH DCP-T720 DW	2	bottle		
10.	INK BOTTLE, Black, Epson 008, for Epson L15150	3	bottle		
11.	INK BOTTLE, CYAN, BROTHER BT5000C, COMPATIBLE WITH DCP-T720 DW	2	bottle		
12.	INK BOTTLE, Cyan, Epson 008, for Epson L15150	2	bottle		
13.	INK BOTTLE, dye EPSON L805 Cyan (70ml)	2	bottle		
14.	INK BOTTLE, dye EPSON L805 Light Cyan (70ml)	2	bottle		
15.	INK BOTTLE, dye EPSON L805 Light Magenta (70ml)	2	bottle		
16.	INK BOTTLE, dye EPSON L805 Magenta (70ml)	2	bottle		
17.	INK BOTTLE, dye EPSON L805 Yellow (70ml)	2	bottle		
18.	INK BOTTLE, dye, EPSON L805, Black (70ml)	2	bottle		
19.	INK BOTTLE, Epson 003 Black 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190	1	bottle		
20.	INK BOTTLE, Epson 003 Magenta 65ml; Compatible with Epson L1110/ L3100/ L3101/ L3110/ L3150/ L5190	1	bottle		
21.	INK BOTTLE, Epson 005, Black 140ml; for printer M3170/M2140	34	bottle		
22.	INK BOTTLE, Genuine Epson T544, Black, Compatible with Epson L3110	6	bottle		
23.	INK BOTTLE, GI-790, BLACK, 100ml	1	bottle		
24.	INK BOTTLE, GI-790, CYAN, 100ml	1	bottle		
25.	INK BOTTLE, GI-790, MAGENTA, 100ml	1	bottle		
26.	INK BOTTLE, GI-790, YELLOW, 100ml	1	bottle		
27.	INK BOTTLE, MAGENTA, BROTHER BT5000M, COMPATIBLE WITH DCP-T720 DW	2	bottle		
28.	INK BOTTLE, Magenta, Epson 008, for Epson L15150	2	bottle		

29.	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black, Compatible with Tank 115 / Ink Tank AIO 310 315 319 410 415 / Wireless Ink tank 419 / Smart Ink Tank Wireless 450 455 / Smart Tank 500 515 530 615 / Desk Jet AIO GT 5810 5820	2	bottle		
30.	INK BOTTLE, YELLOW, BROTHER BT5000Y, COMPATIBLE WITH DCP-T720 DW	2	bottle		
31.	INK BOTTLE, Yellow, Epson 008, for Epson L15150	2	bottle		
32.	INK CARTRIDGE, Black, HP 952, F6U15AN	1	piece		
33.	INK CARTRIDGE, Black, HP 953	5	bottle		
34.	INK CARTRIDGE, Cyan, HP 952, L0S49AN	1	piece		
35.	INK CARTRIDGE, Cyan, HP 953	5	bottle		
36.	INK CARTRIDGE, HP 938, Black	5	bottle		
37.	INK CARTRIDGE, HP 938, Cyan	5	bottle		
38.	INK CARTRIDGE, HP 938, Magenta	5	bottle		
39.	INK CARTRIDGE, HP 938, Yellow	5	bottle		
40.	INK CARTRIDGE, Magenta, HP 952, L0S52N	1	piece		
41.	INK CARTRIDGE, Magenta, HP 953	5	bottle		
42.	INK CARTRIDGE, Yellow, HP 952, L0S55AN	1	piece		
43.	INK CARTRIDGE, Yellow, HP 953	5	bottle		
44.	INK, Epson T01D, Black, High-Capacity, Yield: 50,000 pages	3	pack		
45.	INK, Epson T01D, Cyan, High-Capacity, Yield: 50,000 pages	2	pack		
46.	INK, Epson T01D, Magenta, High-Capacity, Yield: 50,000 pages	2	pack		
47.	INK, Epson T01D, Yellow, High-Capacity, Yield: 50,000 pages	2	pack		
48.	INK, Epson T7741, 140ml	22	bottle		
49.	RIBBON CART, Epson, FX 2175	10	cartridge		
50.	RIBBON CART, Epson, LQ2190	10	cartridge		
51.	TONER CART, Black, HP CE285A,for LaserJet P1102/ P1102w	42	cartridge		
52.	TONER CART, Black, W1107A, for M107A	92	cartridge		
53.	TONER CART, HP CF217A, Black, for HP LaserJet Pro M102a Printer	58	cartridge		
54.	TONER COPIER, MP2501, Black (Gestetner)	5	cartridge		
55.	TONER, Black, HP 30X, High Yield, LaserJet	8	cartridge		
56.	TONER, Original HP 12A, Q2612A	17	cart		
57.	CARTRIDGE, LK Tape 24mm x 9m LK-GWBN, for label printer	25	cartridge		
Aggregate Bid Amount					

[Signature]

[Name of Authorized Signatory]

[Position/Title of Authorized Signatory]