DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2026-09-0545-0165
Purchase Request No.:	02-0101-2026-09-0545

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF SERVICES FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATIONS (AVPs) FOR THE ENERGY SUPPLY AND DEMAND OUTLOOK METHODOLOGY (ESDO), OUR ENERGY FUTURE, AND JUST ENERGY TRANSITION (JET) INITIATIVES, AND OTHER MULTIMEDIA MATERIALS TO SUPPORT ACTIVITIES OF THE POLICY FORMULATION AND RESEARCH DIVISION (PFRD)/EPPB-PFRD**
Approved Budget for the Contract	**: Php 792,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: 60 Calendar Days upon receipt of Purchase Order**
Delivery Location Payment Terms	: Department of Energy Main Office, BGC Taguig City : Payment shall be made in **full as one-time full payment** within thirty (30) calendar days upon the issuance of a Certificate of Acceptance from the end user, subject to the service provider's complete delivery and submission of all final and approved outputs required under this Terms of Reference (TOR) and submission of the original invoice to the DOE.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig or through email at the following address: bacsecretariat@doe.gov.ph not later than **(29 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
I.	**SCOPE OF WORK** The service provider shall conceptualize, in consultation with the End-User (EPPB-PFRD) the following: ***Stage 1: Pre-Production Stage*** ▪ ***For three (3) AVPs:*** • Conceptualize, in collaboration with EPPB-PFRD, the AVP through submission of pre-production visuals (or storyboards) • Hiring of talents (e.g. voice-over talents, among others) • Graphics and effects (FX)			

- ***For 2025 Key Energy Statistics (KES) Infographic Brochures:***
  - Concept, design, and layout specialized for offset printing of infographics

Stage 2: Production Stage

- The Service Provider shall be responsible for all production shoots, including all related expenses.

- As much as possible, **video clips must capture real-life situations in the Philippines and** not entirely AI generated videos (i.e., 70% real life Philippine setting and 30% AI generated)

Stage 3: Post-Production Stage

- Full-high definition (HD) editing and animation
- Professional voice over talent **(human talent, strictly not AI generated)**, Digital Non-linear audio editing on sound forge software, adobe audition or equivalent, Musical Scoring using original soundtrack production, original musical scoring, studio recording, soundtrack mix, sound effects, audio mixing & lay-in, color grading, Post-production editing / effects, 2D graphics

Hierarchy of Prioritization	REQUIRED OUTPUTS:	DURATION / QUANTITY:
1	**2025 Key Energy Statistics (KES) Infographic Brochures**	150 pcs
2	**Three (3) AVPs in One (1) External Hard Drive**	
	Just Energy Transition (JET)	5 to 8 minutes
	ESDO Methodology	5 to 8 minutes
	Our Energy Future	5 to 8 minutes

Deliverables/Final Output:

- All scripts and storyboards developed;
- High-quality master copies (digital format) of the AVP in an external hard drive;
- Ensure materials are suitable for use on physical and online platforms (e.g., websites, social media, presentations, conferences);
- Use graphics, animations, and narratives that clearly and creatively present statistical results and messages.

Output 1: 2025 Key Energy Statistics (KES) Infographic Brochures

Technical Specifications and Compliance Parameters for the 2025 KES Infographic Brochures

- **Quantity:** 150 pcs.

- **Content:** Based on the approved 2025 Key Energy Statistics content provided/validated by EPPB-PFRD;

- **Design and Layout:** Must conform to the approved concept, layout, branding, and specifications of EPPB-PFRD;

- **Printing Quality:** High-quality, full-color offset printing with clear and legible text, graphics, charts, and statistical figures;

- **Paper/Material:** Minimum 150 - 170 GSM C2S (Coated Two Sides) paper or equivalent, suitable for high-quality full-color offset printing. The quality of paper stock shall be subject to End-User approval prior to mass printing.

- **Color Accuracy:** Colors must be consistent with the approved design and DOE branding;

- **Proofing:** A digital proof and/or physical proof shall be submitted for review and approval prior to mass printing ***(refer to Timetable of Activities)***;

- **Finishing:** Must conform to the approved binding/folding, trimming, and finishing specifications;

- **Quality Control:** All copies shall be free from printing defects, smudging, misalignment, damaged pages, or other material defects; and

- **Acceptance:** Final printed layout of brochures shall be subject to final review of EPPB-PFRD prior to acceptance.

Output 2: AVPs on Energy Supply and Demand Outlook Methodology (ESDO), Our Energy Future, And Just Energy Transition (Jet) Initiatives

Production Staff

- Overall Director
- Copywriters / Writers
- Scriptwriters
- Cameramen
- Lighting Crew
- Editors
- Talents (if necessary)
- Graphic Artist / Animators
- Directors of Photography
- Producers
- Production Manager
- Production Assistant
- Sound Technicians
- Lighting Director
- Technical Support Staff
- Photographer
- Photo Editor

Technical Facilities and/or Equipment

- Three (3) Professional Cameras with complete standard and zoom lens
- Drone *(if necessary)*
- Camera Accessories (Zoom and Prime EF Lenses 35mm F 1.4, 85mm F1.8,) filter and time-lapse controller
- Action Camera *(if necessary)*

Audio Equipment

- Audio System - Wireless Lapel, Boom Microphone with 10ft pole, Zoom h1 digital audio recorder

Camera Support

- Portable Jib, Glide Cam Pro, Camera Glide track, Camera Dolly with three tracks, LED monitor, Tripod

Professional Lights and Other Accessories

- LED Lights, Arri Fresnel and Red Head *(if necessary)*

Full HD Capable Editing

- HD – Professional Editing Software and equipment
- Animation and editing software / tools and equipment

II. SERVICE PROVIDER QUALIFICATIONS

The Service Provider shall submit the following:

a. Should be a reputable **video production, communication, advertising, multimedia, or creative agency** with a proven track record and capability in producing high-definition AVPs, graphic materials, and professional photography outputs, supported by:

   - Certification that it is a video production company or advertising firm established in the Philippines and operating for **at least three (3) years**;
   - Submit **at least one (1) certification** of a *"very satisfactory"* rating from previously awarded similar contract.
   - Submit **at least three (3) samples of the following multimedia projects** to verify the quality of the service;

     a) AVPs or multimedia projects;
     b) Infographics, publication, brochures, or similar graphic design outputs; and
     c) Professional corporate, institutional or personnel photography

b. List of available equipment and facilities for video production, photography, audio recording, lighting, editing, graphic design, and printing, as applicable;

c. Should have previously worked on similar AVP production projects whose projects dealt with creatively translating technical processes and information for layman audiences;

d. Should have the capability to provide professional photography, and graphic design, layout, editing, and printing services required for the AVPs, 2025 KES Infographic Brochures, respectively; and

e. Have dedicated personnel for the project to facilitate immediate coordination and proper understanding between the service provider and end-user on conceptualization and creatives of the AVP.

III. RESPONSIBILITIES

The Service Provider shall:

a. Ensure timely and satisfactory delivery of all required outputs in accordance with the approved schedule and specifications;

b. Closely coordinate with the end-user (EPPB-PFRD) throughout the conceptualization, pre-production, production, post-production, photography, graphic design, and finalization stages;

c. Provide qualified and experienced production staff, photographers, videographers, editors, graphic artists, animators, voice-over talents, and other personnel necessary for the completion of the outputs;

d. Provide audio and visual materials for the AVPs including voice-over talent, original or properly licensed images, video footage, music, sound effects, graphics, and other production elements;

e. Ensure that all photographs, video footage, music, graphics, and other third-party materials used in the outputs are original, properly licensed, or otherwise cleared for official use;

f. Conceptualize, layout, finalize, and print 150 copies of the 2025 Key Energy Statistics (KES) Infographic Brochures based on the content and specifications approved by EPPB-PFRD;

g. Ensure that the AVPs, brochure, and photographs are **consistent with the Department's official branding, messaging, data, and communication standards**, subject to the approval of EPPB-PFRD;

h. Ensure that all statistical figures, technical information, names, titles, labels, and other substantive content are accurately presented and subject to validation and approval by the End-User;

i. Provide final digital copies of all approved outputs and relevant source/working files, as agreed upon with the End-User;

j. Cover all applicable **travel, transportation, production, photography, printing, equipment, talent, and other related expenses** incurred in the performance of the contract; and

k. Make necessary revisions based on the consolidated comments and recommendations of EPPB-PFRD until the outputs conform to the approved requirements.

l. Determine the acceptability of the deliverables and shall be the approving authority; and

m. Coordinate with the Service Provider regarding the schedule of production shoots, photoshoot sessions, consultations, reviews, and final delivery of outputs.

IV. TIMETABLE OF ACTIVITIES

Activity	Deliverables	Responsible Office	No. of calendar days
Pre-production (AVPs and Brochure)	Briefing Session and Discussion of Initial Storyboard • JET • SDO Methodology • Our Energy Future • 2025 KES	End-user	1 Services shall commence upon the service provider's receipt of the Purchase Order (PO).
Deliverable 1:	Conceptualization, layout, design, printing and production of	Service Provider	8

Brochure Production	2025 Key Energy Statistics Infographic Brochure (150 copies)		
	Delivery of 150 copies of the 2025 Key Energy Statistics Infographic Brochure	Service Provider	1 (On or before 16 October 2026)
Deliverable 2: AVPs Storyboard and scripts	Conceptualization and brainstorming for the AVPs, and brochure	End-user and Service Provider	4
	1st draft of scripts and storyboards (AVPs) and layout design (infographics)	Service Provider	14
	2nd draft of scripts and storyboards (AVPs) and layout design (infographics)	Service Provider	5
	Final and approved scripts and storyboards (AVPs) and layout design (infographics)	Service Provider	4
Deliverable 3: AVPs Production	Production Shoot for JET, SDO Methodology and Our Energy Future AVPs	Service Provider	6
	Submission of rough / draft AVP edits	Service Provider	3
	Review and Approval (proofing) of rough / draft AVP edits	End-User	2
Post-Production	Edited versions of the Three (3) AVPs and Edited PFRD Personnel Photographs	Service Provider	4
	Review and Consolidation of Comments	End-User	3
	Final and Approved Versions of the Three (3) AVPs and Final Photographs with E-file (in external hard drive)	Service Provider	5
TOTAL			**60**

- Conceptualization, layout, design, and production activities of infographic brochures and AVPs may be undertaken concurrently, as appropriate, to ensure completion of all required outputs within the **sixty (60) calendar-day contract period**. The **2025 Key Energy Statistics Infographic Brochure shall be completed and delivered on or before 16 October 2026**. The exact schedule of the production shoot shall be coordinated by the End-User.

V. BUDGET

- The approved budget contract for the project is **SEVEN HUNDRED NINETY-TWO THOUSAND PESOS ONLY (PHP 792,000.00)** inclusive of taxes and duties.

The ABC shall cover all costs necessary for the complete delivery and acceptance of the required outputs, including, but not limited to, the following:

Deliverables	**Inclusions**
2025 KES Infographic Brochures	Conceptualization, design, layout, proofing, printing, and delivery of 150 copies
AVP Production – JET	Pre-production, production, post-production, graphics, voice-over, music, and related expenses

AVP Production – ESDO Methodology	Pre-production, production, post-production, graphics, voice-over, music, and related expenses
AVP Production – Our Energy Future	Pre-production, production, post-production, graphics, voice-over, music, and related expenses
Production Personnel and Technical Staff	Director, writers, scriptwriters, cameramen, editors, graphic artists/animators, sound technicians, and other personnel necessary for project completion
Equipment and Facilities	Camera, lighting, audio, editing, animation, and other equipment necessary for production
Transportation and Other Production Expenses	Travel, transportation, logistics, and other necessary production-related expenses
Taxes and Other Applicable Charges	Other applicable taxes, fees, and charges
TOTAL ABC	**PHP 792,000.00**

VI. OWNERSHIP

- All materials developed with this project shall be owned by DOE with exclusive rights on future use.

VII. TERMS

- Quoted prices are final and cannot be changed due to component cost increases, and foreign exchange rates (FOREX) fluctuations, or excise charges.

- The supplier should warrant that all components shall be new and of first quality according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement whenever necessary.

- Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., to the delivery of the materials.

VIII. GENERAL CONDITIONS:

- **Payment terms:** Payment shall be made in **full as one-time full payment** within thirty (30) calendar days upon the issuance of a Certificate of Acceptance from the end user, subject to the service provider's complete delivery and submission of all final and approved outputs required under this Terms of Reference (TOR) and submission of the original invoice to the DOE.

- For small value procurement or Section 53.9, the documentary requirements shall be attached / included in the submission of proposal / quotation:

    - Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

    - Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;

- **Latest** BIR Income Tax Returns (ITR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
- **Updated** Certificate of PhilGEPS Registration;

As applicable, other appropriate licenses and permits required by law and stated in the bidding documents/post-qualification letter [additional documents especially the requirements stated in the Mayor's Permit; additional requirements stated in theTechnical Specifications/Terms of Reference/Bidding Documents].

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
   a) Mayor's / Business Permit
   b) PhilGEPS Registration Number/Certificate
   c) Income /Business Tax Return ***(For ABCs above 500k)***
   d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms :

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				

General Conditions:

1.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative _____

<u>Company Name/Business Name and Address</u> that will be used in the Notice of Award and Purchase Order/Notice to Proceed _____

Tel. No. / Cellphone No./ email address _____

Date _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

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

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[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 *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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 OF NOTARY PUBLIC
Notarial Commission No. _____
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 _____.