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

RFQ No.	RFQ-02-0101-2026-10-0605-1016-0175
Purchase Request No.:	02-0101-2026-10-0605

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: RENOVATION OF THE DOE CANTEEN / AS-GSD**
Approved Budget for the Contract	**: Php 2,000,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: Lowest Calculated and Responsive Bid (LCRB) / Single Calculated and Responsive Bid (SCRB)**
Bidding Terms	**: Per Lot**
Delivery Terms/Schedule	**: Thirty (30) calendar days from receipt of Purchase Order**
Delivery Location	: DOE Canteen, Department of Energy Main Office, BGC Taguig City
Payment Terms	: The DOE shall make a one-time payment of one hundred percent (100%) of the contract price, released only after completion of all works, successful testing and commissioning, submission of all turnover documents and the warranty security, and final acceptance by the DOE, subject to government accounting and auditing rules. Payment shall be made through the List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA), credited to the winning bidder's bank account. There shall be no advance payment and no progress billing.

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 **(20 October 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Renovation of the DOE Canteen	1 lot	Php 2,000,000.00	Php 2,000,000.00
	TOTAL ABC			**Php 2,000,000.00**

TERMS OF REFERENCE
RENOVATION OF THE DOE CANTEEN

I. BACKGROUND

The Department of Energy (DOE) intends to renovate its existing canteen (approx. 158 sq.m) at the Energy Center, Rizal Drive, Bonifacio Global City, Taguig City 1632, to improve its appearance, functionality, electrical safety, and accessibility. The existing daycare area adjacent to the canteen shall be used as an extension of the new canteen dining hall, effectively increasing the floor area of the canteen dining hall to approximately 226 sq.m.

The works shall also make provisions for a future second floor, including its indoor staircase, and for a future rooftop solar photovoltaic (PV) system, as described in Section II.

II. SCOPE OF WORK

The Bidder shall furnish all labor, materials, tools, equipment, supervision, design inputs, testing, and commissioning necessary to complete the following works. All materials shall be brand new and supported by technical data sheets and warranties; equivalent products may be proposed subject to DOE approval. All works shall comply with the National Building Code (PD 1096), Philippine Electrical Code, National Plumbing Code, Fire Code (RA 9514), BP 344, and the Code on Sanitation (PD 856). All finishes, colors, and materials shall be subject to the approval of the DOE.

A. Preparatory and Demolition Works

- Mobilization, site protection, temporary barriers, and housekeeping, coordinated so as to minimize disruption to DOE operations.
- Verification of existing conditions and site measurements.
- Removal of the existing glass double door, and removal and disposal of affected existing fixtures, wiring, and finishes. All debris shall be hauled out of the DOE premises.
- Teardown of the wall separating the canteen from the adjacent daycare, including removal and disposal of its finishes, fixtures, and wiring.
- Removal and disposal of the existing floor finishes of the canteen dining hall, including the existing vinyl tiles and adhesive and the floor finish of the daycare area, with surface preparation and levelling of the floor slab.

B. Architectural Works

- Supply and installation of a new double swing door at the existing daycare doorway, and replacement of the existing glass double door with a new double swing door fitted to the existing opening. Both doors shall be of glass with aluminum framing, complete with stainless steel hinges or floor closers, push and pull handles, and locksets. Door sizes shall be as shown in the DOE drawing.
- Supply and installation of new windows for the canteen and the daycare area, with aluminum frames, glazing, locks, and insect screens, sealed and fitted to the existing openings.
- Canteen dining hall flooring: supply and installation of a new floor finish over the entire dining hall, including the daycare area, of either seamless epoxy floor coating or slip-resistant porcelain floor tiles with matching skirting, as approved by the DOE. The floor shall be continuous and level throughout the hall, with a wear-resistant surface suitable for heavy foot traffic, installed over a clean, dry, and level slab per the manufacturer's recommendations.
- Wall works, canteen dining hall: repair, patching, and repainting of all walls, columns, and ceiling or exposed ceiling elements, plus wall accents (accent paint colors and a feature wall with decorative panels or graphics) as shown in the DOE-approved perspective drawings. Surfaces shall be cleaned, repaired, and sanded, then given one primer coat and two finish coats of low-VOC paint.
- Accessible route from the new doors, in accordance with BP 344.
- Exterior works: repainting of all exterior walls, columns, and trims of the canteen building, including pressure washing, removal of loose paint, repair of cracks and spalled areas, one primer coat, and two finish coats of exterior-grade, weather-resistant acrylic paint, in colors approved by the DOE.
- Roof eaves: removal and disposal of the existing roof eaves (fascia and eave soffit), and supply and installation of new fiber cement fascia and soffit boards on galvanized metal

framing, with eave vents where required, painted to match the exterior, including removal and reinstallation of affected gutters and downspouts.

C. Electrical Works

- Replacement of the canteen main feeder line from the Power House to the canteen main panelboard, and of its circuit breaker at the Power House. The feeder conductors, raceway, and breaker shall be sized for the computed load, including the second-floor and solar PV allowance, and checked for voltage drop. The power shutdown for the changeover shall be scheduled with the DOE.
- Replacement of panelboards based on the computed connected load, with spare capacity for a possible second-floor expansion and provision for a future rooftop solar PV system (see item F). Panelboards shall have bolt-on molded-case circuit breakers, with enclosure and main lugs sized for the computed load plus these allowances.
- Rewiring of the lighting and power circuits of the canteen dining hall in conduits, using THHN/THWN-2 copper wires, with lighting homeruns of not less than 3.5 mm². The existing kitchen circuits shall be reconnected to the new panelboards and tested.
- Supply and installation of LED lighting fixtures, convenience outlets, switches, and wiring devices for the canteen dining hall.
- One (1) master electrical submeter for the entire canteen, clearly labelled.
- Restoration of in-the-way works: since the existing electrical panel is located inside the kitchen, the removal and replacement of the panelboards, feeders, and conduits will affect the kitchen walls, ceiling, floor, and fixtures. The Bidder shall carefully remove, protect, and reinstall these as needed, and restore all affected areas to their original condition, with matching finishes and paint, and with minimal interruption to the kitchen.
- Grounding system, and reconnection or relocation of the existing air-conditioning units only where affected by the works.

D. Plumbing Works

- One (1) master water submeter for the entire canteen, of brass or equivalent body, with a gate valve. The water point of connection shall remain the same as existing.
- Repair of existing water supply and drainage lines affected by the works.

E. Fire and Life Safety

- Supply and installation of fire extinguishers, emergency lighting units, and illuminated exit signs, in accordance with the Fire Code.

F. Design Provisions for Future Works

The layout and design inputs shall consider and provide for the following:

- **Indoor staircase:** reserve the space, clearances, and location for a future indoor staircase leading to the future second floor, so that it can be built without reworking the new finishes and installations.
- **Second-floor feeder:** provide a feeder circuit provision from the main panelboard to the future second-floor electrical panel, consisting of a dedicated feeder breaker sized for the second-floor load and roughing-ins (conduits and pull boxes) up to the location of the future panel.
- **Solar PV:** provide the electrical requirements for a future rooftop solar PV system, including spare capacity and breaker space in the panelboards and roughing-ins (conduits, pull boxes,

and cable routes) from the panelboard to the roof. The solar PV tie-in point shall be located before (on the supply side of) the canteen master electrical submeter.

- **Furniture:** coordinate outlet locations and the dining layout with the furniture to be supplied by the concessionaire/s.

G. Testing and Commissioning

Upon completion of the works, the Bidder shall conduct the following tests, witnessed by DOE representatives, and document the results in testing and commissioning reports:

- Insulation resistance and grounding tests of the new wiring, feeders, and panelboards.
- Checks of the circuit breakers and the electrical and water master submeters.
- Operation test of the emergency lighting units, exit signs, and doors.
- Water leak test of the water submeter connection.
- Visual, level, and bonding check of the new dining hall floor finish.

III. CONTRACT DURATION AND SCHEDULE

The project shall be completed within thirty (30) calendar days from receipt of the Notice to Proceed, inclusive of DOE review periods, following the schedule below:

Activity	Duration	Calendar Days
Mobilization and submittal of design inputs and for DOE review	2 days	Day 1 to 2
DOE review, demolition, and rough-ins	7 days	Day 3 to 9
Flooring, wall works, exterior painting, roof eaves, doors, windows, and electrical and plumbing installations	18 days	Day 10 to 27
Testing, commissioning, turnover, and acceptance	3 days	Day 28 to 30
Total Contract Duration	**30 days**	

IV. DESIGN INPUTS AND SUBMITTALS

Within two (2) calendar days from the Notice to Proceed, the Bidder shall submit for DOE approval:

- Layout of the works, including the daycare area extension and the door and window openings, showing the reserved space for the future indoor staircase and the furniture layout.
- Perspective drawings of the renovated canteen, interior and exterior, showing the proposed finishes, colors, lighting, wall accents, the new doors, and the exterior paint scheme and roof eaves.
- Electrical load computation, main feeder sizing and voltage drop calculation, panel schedule, and single-line diagram, showing the second-floor feeder and the solar PV allowance and tie-in point, signed and sealed by a licensed Electrical Engineer.
- Material samples and data sheets for flooring, interior and exterior paint, roof eave boards, doors, windows, and lighting.
- Work schedule.

V. DELIVERABLES

Upon completion of the works, the Bidder shall turn over the following to the DOE:

- Completed works in accordance with Section II, free of defects, with the site cleaned and all debris removed.

- As-built drawings (architectural, electrical, and plumbing), signed and sealed, in one (1) copy on tracing paper, three (3) copies in blueprint, and soft copies in PDF and editable CAD format.
- Testing and commissioning reports, signed by the Bidder and witnessed by DOE representatives.
- Warranty certificates, manufacturers' warranties, and the warranty security.
- Operation and maintenance manuals for the panelboards and circuit breakers, electrical and water master submeters, emergency lighting units and exit signs, and door floor closers.
- Technical data sheets for the epoxy floor coating or porcelain tiles and adhesive, interior and exterior paint, fascia and soffit boards, wall accent materials, wires, LED lighting fixtures, wiring devices, windows, doors (glass, aluminum framing, and hardware), and fire extinguishers.
- Photo documentation of the works before, during, and after construction.
- Certificate of Completion and punch list completion report.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is TWO MILLION PESOS (PhP 2,000,000.00), inclusive of all applicable taxes, labor, materials, equipment, permits and fees, testing, securities, insurance, warranties, and all incidental costs. Offers exceeding the ABC shall be rejected.

VII. PAYMENT

The DOE shall make a one-time payment of one hundred percent (100%) of the contract price, released only after completion of all works, successful testing and commissioning, submission of all turnover documents and the warranty security, and final acceptance by the DOE, subject to government accounting and auditing rules. Payment shall be made through the List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA), credited to the winning bidder's bank account. There shall be no advance payment and no progress billing.

VIII. QUALIFICATION OF BIDDER

The Bidder shall:

- Have completed at least one (1) building renovation or fit-out project within the last five (5) years.
- Inspect the site before submitting an offer and include a Certificate of Site Inspection issued by the DOE General Services Division.
- Assign a licensed Project Engineer or Architect and a licensed Electrical Engineer to the project.

IX. WARRANTY

The winning bidder shall provide a warranty of one (1) year on workmanship and materials from final acceptance, secured by a warranty security as required under the applicable procurement rules, plus the manufacturers' warranties on equipment. Defects shall be corrected at no cost to the DOE within seven (7) calendar days of notice.

X. LIQUIDATED DAMAGES

The winning bidder shall be liable for liquidated damages of one-tenth of one percent (0.1%) of the cost of the unperformed portion for every calendar day of delay. The DOE may terminate the contract once these reach ten percent (10%) of the contract amount.

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)
   e) Certificate of Site Inspection issued by the DOE General Services Division
   f) Proof of at least one (1) completed building renovation or fit-out project within the last five (5) years
   g) PRC licenses of the assigned licensed Project Engineer or Architect and licensed Electrical Engineer
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 : Renovation of the DOE Canteen
Delivery Date/Delivery Terms: Thirty (30) calendar days from receipt of the Notice to Proceed
Delivery Location : DOE Canteen, Department of Energy Main Office, BGC Taguig City
Payment Terms : One-time payment of 100% of the contract price upon completion and final acceptance, through LDDAP-ADA; no advance payment and no progress billing

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.	Renovation of the DOE Canteen	1 lot		
XI	**TOTAL BID**			

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
   c) Income / Business Tax Return
   d) Omnibus sworn Statement (Annex C)
   e) Certificate of Site Inspection issued by the DOE General Services Division
   f) Proof of at least one (1) completed building renovation or fit-out project within the last five (5) years
   g) PRC licenses of the assigned licensed Project Engineer or Architect and licensed Electrical Engineer
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.

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 _____

Company Name/Business Name and Address 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 *Renovation of the DOE Canteen* of the *Department of Energy[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 *Renovation of the DOE Canteen* of the *Department of Energy*, 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 *Renovation of the DOE Canteen* of the *Department of Energy*, 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;

XII.

    c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

XIII.

    d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *Renovation of the DOE Canteen*.

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 _____.