

*Bidding / Revised Nov 2010*

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

**SECRETARY'S CERTIFICATE**

I, (Name of Corporate/Partnership Secretary), single/married, Filipino, of legal age, with business address at \_\_\_\_\_, after having been duly sworn to an oath in accordance with law, hereby depose and say:

That I am the Corporate/Partnership Secretary of (Name of the Corporation/Partnership), a corporation/partnership duly organized, registered and existing under and by virtue of the Republic of the Philippines, with principal office or place of business at (Place);

In a special/regular meeting of the Board of Directors of the Corporation/Partnership held on (date of meeting) at (place where the meeting took place), at which meeting a quorum was present and acting throughout, the following was unanimously passed and approved and adopted, and the same have not been annulled, revoked and amended in anyway whatever and are in full force and effect on the date hereof:

**RESOLUTION NO. \_\_\_\_\_**

"RESOLVED, as the Board/Partners hereby resolved that (Name of Representative, Position), whose signature appears below, is hereby authorized in the name of the Corporation/Partnership to participate in the public bidding, submit a bid to the Philippine Deposit Insurance Corporation (PDIC) in the amount of \_\_\_\_\_ (₱ \_\_\_\_\_) (Philippine Currency), make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind which includes the Owner's Duplicate Copy of TCT (or Tax Declaration, if untitled) No. \_\_\_\_\_, as may be necessary to carry into effect the purchase of a certain property located at \_\_\_\_\_ and covered by Transfer Certificate of Title (or Tax Declaration, if untitled) No. \_\_\_\_\_ issued by the Registry of Deeds of \_\_\_\_\_ in the name of \_\_\_\_\_. In case of a tie, (Name of Representative) is also authorized to submit a second bid not exceeding the amount of \_\_\_\_\_ (₱ \_\_\_\_\_) (Philippine Currency."

IN WITNESS WHEREOF, I have signed this instrument on \_\_\_\_\_ 2010 at \_\_\_\_\_.

\_\_\_\_\_  
Printed Name and Signature of  
the Corporate/Partnership Secretary

\_\_\_\_\_  
Printed Name and Signature of  
Representative

**SUBSCRIBED AND SWORN TO BEFORE ME** on this \_\_\_\_ day of \_\_\_\_\_ 2010 at \_\_\_\_\_. Affiant exhibited to me his/her valid identification No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

**NOTARY PUBLIC**

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**(THIS IS A SUGGESTED FORMAT. IT MAY BE REVISED IN ACCORDANCE WITH THE SPECIFIC POWERS THAT THE BUYER SHALL ASSIGN TO THE ATTORNEY-IN-FACT/REPRESENTATIVE.)**