EYN PROJECTS

EYN/CARE/GBV/NGALA/MAR/2022

NATIONAL CALL FOR TENDER

PART A- Instructions to bidders EYN Projects

Date: _____

Tender Number **EYN/CARE/GBV/NGALA/MAR/2022**

EYN Projects is requesting through this Tender a company to detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. Description: SUPPLY OF NON-FOOD ITEMS TO NGALA

2. Product class / category: Supply

3. Product stage: Finished products

4. INCOTERM: DDP – NGALA

5. Quantity and specifications: As per request during the validity of the Framework Agreement.

Delivery within 5 working days after reception of purchase order.

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, and total price.
- An ID copy of the company legal representative. (Preferably international Passport, voters' card, National ID card, Driver license)
- A registration document/certification/quality certificate from the relevant government agency, copy of his registration at the relevant Chamber of Commerce.
- Proof of past performance with recommended three (3) similar contract preferably with NGOs (e.g similar value contracts, work in similar operational areas, etc.).

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RESPONSIBILITIES OF THE CONTRACTOR:

1. Date of delivery: Delivery within 5 working days after reception of purchase order

2. Validity of the offer: 6 months (6 Months fixed term framework agreement)

The answers to this tender should include the following elements, filled in English, and signed and stamped by the supplier:

a. An original copy of the bid if delivered by envelope (compulsory)

b. Instructions to Bidders (compulsory)

c. Offer Form with prices in NGN (compulsory)

d. Bidder's Questionnaire Form (compulsory)

e. Bidder's Ethical Declaration (compulsory)

f. Bidder's Checklist (compulsory)

g. ANNEXES – proofs of past performances in a similar field of activity (e.g., past contracts of similar services, similar value contract, etc).

h. ANNEXES – a copy of company registration documents and license are included and ID of the legal representative of the company (preferably international Passport, Driver license, voters' card, National ID card).

SPECIFIC CONDITIONS:

1. On request, samples of the items should be available for delivery to EYN Projects within 24-48 hours. Each sample should be labelled clearly with bidder's company name. Bidder should be able to provide samples to EYN Projects' office in Maiduguri.

2. Samples may be inspected shortly after the closing date of this tender and all offers made will be considered now that EYN Projects requires these items. It is anticipated that suppliers for these items will be selected from these offers for the entirety of the Five (5) months quotation validity. 3. Bidders should provide offer(s) for all items in each lot to be considered in the award of a contract. 4. Bidders are welcome to offer more than one type/size/exact specification of each item listed in the table below, at different prices. This may

be favourable to your quotation owing to expected changes in identified demand. In that case, you may provide different offer forms for each item.

5. In case of making an error when writing the prices, please discard the page. Any alterations including the use of correction fluid will render your offer invalid.

6. Queries and request for clarification of the specification can be made by E-mail to Procurements@eynprojects.org, copying eyn@eynprojects.org -up to two full working days may be required for a response - or by Telephone +2347014800006.

7. Payment will be performed in Nigerian Naira (NGN) hereby selected as the contractual currency for this tender.

8. Payments from EYN Projects to the successful candidate will be done through bank transfer or cheque within EYN Projects' premises.

9. EYN Projects reserves the right to contact previous organization with who the bidder has worked and any financial or security authority for verification.

SELECTION CRITERIA

A technical analysis will be conducted by EYN Projects for the bidder's selection based on these criteria detailed below and ranked in order of importance.

1. **QUALITY/TECHNICAL SPECIFICATION**
   Quality/technical specification will be the first criteria to be considered by EYN Projects to select a vendor. The technical check will be based on FAIL/PASS criteria. If a supplier does not meet the minimum standards of quality. EYN Projects will not consider the offer.
2. **PRICE REASONABLENESS**
   The price will be the second criteria to be considered by EYN Projects to select the most competitive supplier. Tenderers must quote in Nigerian Naira (NGN) as the contract currency shall be in NGN.
3. **PAST EXPERIENCES**
   Preference will be given to suppliers with proof of previous experience preferably with local or International Organizations. (At least 3 contracts must be provided e.g similar value contracts, work in similar operational areas, etc.).

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4. **LEAD TIME**

Preference will be given to suppliers proposing short and relevant lead time (Not more than 10 days).

GENERAL CONDITIONS:

1. The closing date of this tender is fixed on 06/05/2022 at 2:00 pm local time in EYN Projects office at the following address:

EYN PROJECTS OFFICE
NO.4, OFF AGAJA ROAD, OLD GRA
MAIDUGURI,
BORNO STATE.

and/or Procurements@eynprojects.org copying eyn@eynprojects.org

2. Tenderers will fill, sign, stamp and return the Offer form according to EYN Projects' format.

3. Tenderers will sign and return all pages of the Product Specifications for which they apply.

4. The offer to the call for tender will not result in the award of a contract.

5. All the applicable taxes should be indicated in the offer. All prices should be in NGN.

6. The offer must be submitted to EYN Projects procurement department in a sealed envelope With "***EYN/CARE/GBV/NGALA/MAR/2022"***
NOT to be opened before
6TH MAY2022 at 2:00 pm local time'' and the purpose of the offer or by email to both Procurements@eynprojects.org and copying eyn@eynprojects.org.

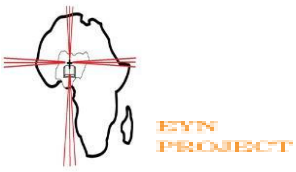
7. Unsealed envelope and late offers will not be considered.

8. Quantities are indicative and are subject to change.

9. Bidder should submit with the offer, Tax registration & company registration.

10. EYN Projects will accept one final offer from each company that participates in the Tender. If a vendor wishes to submit an updated offer, after submitting their first offer but before the closing date, this should be clearly marked in the email.

11. Each Bid shall include a unique company name, representative and signature, phone number, and email address. Any similarities could result in rejecting the bid.



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12. Company Stamps should be unique, and the company name should be included in the Stamp, and any information contained in the stamp should be unique to the company submitting the offer.

13. THE OFFER WILL NOT BE CONSIDERED ELIGIBLE IF:

- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Electronic stamp and signature.

To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists in line with EYN donor compliance policy. To this end, EYN Projects reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: EYN Projects adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, EYN Projects has adopted a participatory approach to promote and ensure transparency within the organization and has set up a complaint focal point via a specific e-mail address complaints@eynprojects.org. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact us by phone on the following phone number ***07080601415*** and/or send an e-mail to complaints@eynprojects.org copying eyn@eynprojects.org

Name & Position of Bidder's authorized representative _____ _____

Authorized signature _____

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B – OFFER FORM EYN PROJECTS

Date:_____ .

Tender number EYN/CARE/GBV/NGALA/MAR/2022

To be filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)

2. Company Authorized Representative Name: (_____ _____)

3. Company Registration No: (_____)

4. Company Specialization: (_____ _____)

5. Mailing Address: (_____)

a. Contact Numbers: (Mobile No:_____)

b. E-mail Address: (_____)

I undersigned _____ , agree to provide EYN Projects, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

PLEASE COMPLETE THE FOLLOWING TABLE: NOTE THAT ALL ITEM PRICES SHOULD BE FILLED. IN CASE, SOME ITEMS ARE NOT QUOTED, EYN Projects WILL NOT CONSIDER THE OFFER.

Line #	Description of Goods	Unit	Qty	Unit cost	Total cost
1	Cotton wrapper	Pieces	424		
2	Solar flash light	Packs	424		
3	Vaseline (Medium)	Pieces	848		
4	Laundry soap	Pieces	2120		
5	Hair comb	Pieces	424		

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6	20L bucket with cover	Pieces	424		
7	Hijab cotton big size (assorted colors)	Pieces	424		
8	Dr brown toothpaste big size	Pieces	424		
9	Toothbrush (Big Size)	Pieces	424		
10	Reusable Sanitary Pad (6 pieces)	Packs	848		
11	Detergent 100g	Pieces	848		
12	Pants (Ladies under wear)Mixed sizes	Pieces	1696		
13	Whistle(Small)	Pieces	2544		
14	Brassiere (Ladies underwear)Mixed sizes	Pieces	848		
15	Packaging bag (Ghana Must Go)Medium	Pieces	424		
16	Mosquito Net (Big size)	Pieces	424		
17	Slippers adult size	Pieces	424		

18	Mats (Medium)	Pieces	424		
				TOTAL	



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BIDDER'S COMMENTS/REMARKS:

1._____

_____

2._____

_____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 5 months or more)

2. Terms of delivery: _____

3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

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PART C - B IDDER'S QUESTIONNAIRE EYN PROJEC TS

Date: _____

Tender NumberEYN/CARE/GBV/NGALA/MAR/2022

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees			
Name (as in passport or other government issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo		Type of ID	



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Type of Business (multiple choices possible):	☐ Manufacturing ☐ Consulting Company ☐ Authorized Agent	☐ Manufacturing ☐ Trader ☐ Other, please specify:_____
Sector of Business (multiple choices possible):	☐ Goods / supplies ☐ Services ☐ Equipment	☐ Works ☐ Other, please specify :_____
Year Established:		Country of registration:_____

B. Financial Information

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Standard Payment Terms:			

C. Experience

Company's recent business with EYN Projects and/or other National/International Aid Organizations:

Line	Organization	Contact person	Email/Phone	Goods/Works /Services	Value (NGN)
1					
2					
3					
4					
5					

D. Technical Capability

Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended

business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law? ☐Yes ☐No

If you answered yes, please provide details:_____

Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata? ☐Yes ☐No

If you answered yes, please provide details:_____

Has your company ever been guilty of grave professional misconduct proven by other means? ☐Yes ☐No

If you answered yes, please provide details:_____

Has your company ever not fulfilled its obligations relating to the payment of taxes in accordance with the law of the country in which it is established, or those of the country where the contract is to be performed? ☐Yes ☐No

If you answered yes, please provide details:_____

Has your company ever been the subject of a judgment, which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity?

☐Yes ☐No

If you answered yes, please provide details: _____

Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country? ☐Yes ☐No

If you answered yes, please provide details:_____

Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country? ☐Yes ☐No

If you answered yes, please provide details:_____

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Has your company ever been in any dispute with any Government Agency, or National/International Aid Organisations?? ☐Yes ☐No

If you answered yes, please provide details:_____

Do you agree with terms of payment of 100% after delivery? ☐Yes ☐No

PART II: CERTIFICATION
I, the undersigned warrant that the information provided in these forms are correct, and in the event of changes, details will be provided to EYN Projects as soon as possible in writing. I also understand that EYN Projects does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of EYN Projects' Child Protection, Sexual Exploitation and Abuse, Conflict of Interest, Anti-fraud, and Data Protection Policies.

Name:_____ _____

Date:_____ Title/Position Place:

mail address _____ E-

(for contact for verification purposes):

Signature:_____Phone number _____

(for contact for verification purposes): Company Stamp:

Check list of supporting documents For EYN Projects use only

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1) Trading license	☐ Attached		☐ Checked
2) VAT registration/tax clearance certificate	☐ Attached		☐ Checked
3) Company profile	☐ Attached		☐ Checked
4) Proof of trading/dealership/agent	☐ Attached		☐ Checked
5) Evidence of similar contracts	☐ Attached		☐ Checked
6) References (optional)	☐ Attached		☐ Checked
7) Particulars of CEO and key personnel	☐ Attached		☐ Checked

8) Certificate of incorporation

9) Latest Financial statements (optional)

10) Other (specify):

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information. I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____ Position: _____

Signature & Stamp: _____ Date: _____

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PART D - B IDDER'S ETHICAL DECLARATION –EYN PROJECTS

Date:_____

Tenderer's name: _____

Tenderer's address: _____ ___

CODE OF CONDUCT:

1. Labour Standards The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- Employment is freely chosen

  There is no forced, bonded or involuntary prison labour. Workers are not required to lodge `deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.
- Freedom of association and the right to collective bargaining are respected

  Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
- Working conditions are safe and hygienic

  A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the

basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- Child Labour shall not be used

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- Living wages are paid

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- Working hours are not excessive

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- No discrimination is practiced

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

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- Regular employment is provided

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regu lar employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- No harsh or inhumane treatment is allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- Waste Management

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- Packaging and Paper

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- Conservation

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water and productive land in certain situations.

- Energy Use

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- Safety precautions for transport and cargo handling

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to EYN Projects beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of EYN Projects' beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. EYN Projects procurement rules and regulations

Suppliers should comply with EYN Projects procurement rules and regulations outlines in EYN Projects Procurement Manual. EYN Projects expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other outworkers.

2. Assign responsibility for implementing the Code of Conduct to a senior manager.

3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to EYN Projects

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.

3. Avoid discriminating against enterprises in developing countries

4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.

5. seek arbitration in the case of unresolved disputes.

Qualifications To The Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, EYN Projects will purchase necessary goods and services from the most appropriate available source. EYN Projects can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality. I undersigned _____ agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature & stamp _____

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PART E - CONSENT LETTER EYN PROJECTS

With this document that you fill in, your personal data that you share with EYN Projects are collected within the scope of tender process in order to carry out proposal assessments. During this process, EYN Projects will store physically or electronically the data you have shared, classify under the relevant headings and share, if necessary, with EYN Projects headquarters. In addition, the company will keep these data within the scope of the tender process and determine a reasonable period in accordance with the purpose of retention after the termination of this process. In addition, you have the right to request to change, update, destroy or anonymize your data. You may use such rights by contacting EYN Projects. Upon this request, your data will be changed, updated, destroyed or anonymized or other necessary actions will be taken by EYN Projects accordingly. Any request in order to exercise these rights must be sent by e-mail to the following address: Procurements@eynprojects.org along with the copy of a signed identity document. It is understood that you have obtained the necessary consent from the relevant people to process their personal data of the mentioned people in this document. In this context, you accept and undertake that the legal responsibility for the processing of this data. I, hereby, accept and declare that I submitted my personal within the scope this document to EYN Projects with my explicit consent upon explained data processing purposes, method of data collection, legal reasons, my legal rights and the purpose of transfer of my data to HQ above by EYN Projects.

Name/Surname :_____

Date :_____

Signature:_____

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PART F - BIDDER'S CHECK LIST EYN PROJECTS:

Date: _____

Tender number **EYN/CARE/GBV/NGALA/MAR/2022**

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		**For EYN Projects use only (to be filled in by Purchase Committee**)		
	Included		Present		Comments
	Yes	No	Yes	No	
1.An original of the bid have been provided (compulsory).					
2. PART 1 – Instructions to Bidders is attached, filled, signed and stamped by the supplier (compulsory)					
3. PART 2 –Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in NGN, including all applicable taxes (compulsory)					
5. PART 3 – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					

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7. PART 5 – Consent Letter is attached, filled, signed and stamped by the supplier. (requested)					
8. The Bidding documents are filled in English					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (requested).					
10. ANNEXES – A Copy of Company registration documents and license are included and ID of the legal representative of the company (requested)					
11. PART 6 – Bidder's Checklist is attached, filled, signed and stamped by the supplier (compulsory)					

Name & Position of Bidder's authorized representative _____ _____

Authorized signature _____