



## REQUEST FOR QUOTATION (RFQ) (Goods)

To: Interested bidders	DATE: November 23, 2020
	REF: <b>RFQ/UNDP/120283/067/2020 – ICT Equipment for PMU RESTORE UNDP Project</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/120283/067/2020 – ICT Equipment for UNDP RESTORE Project**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **November 30, 2020 at 1500hours** Jakarta Local Time (GMT +7) via email to the address below:

**United Nations Development Programme**

Menara Thamrin Building, 7th Floor  
Jl. M.H. Thamrin, Kav. 3, Jakarta 10250

[bids.id@undp.org](mailto:bids.id@undp.org)

And should be marked / titled: **RFQ/UNDP/120283/067/2020 – ICT Equipment for PMU RESTORE UNDP Project**

**Attn: Procurement Unit**

Quotations submitted by email must be limited to a maximum of 8MB, virus-free and no more than four (4) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	DAP
Customs clearance <sup>1</sup> , if needed, shall be done by:	Supplier/offeror

<sup>1</sup> Must be linked to INCO Terms chosen.

Exact Address/es of Delivery Location/s (identify all, if multiple)	<ul style="list-style-type: none"> <li>- UNDP Office Menara Thamrin – 8<sup>th</sup> floor, Jln. MH Thamrin Kav 3, Jakarta Pusat.</li> <li>- Kost Maharani Room 211. Jl Rajawali. Kelurahan Heludulaa Selatan. Kecamatan Kota Timur. Kota Gorontalo. Gorontalo</li> <li>- UN Joint Office Kantor Dinas Perikanan Lama Jl. Sulawesi no.6-8, Dok 7 Jayapura – 99112, Papua</li> <li>- UNDSS Indonesia Pekanbaru Graha Pena Riau Lt. 7 Jl. H.R. Soebrantas KM 10.5 Panam Pekanbaru 28294</li> </ul>	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	NA	
Distribution of shipping documents ( <i>if using freight forwarder</i> )	NA	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	Max. 2 weeks after issuance of Purchase Order	
Delivery Schedule	Required	
Delivery Place	<ul style="list-style-type: none"> <li>- UNDP Office Menara Thamrin – 8<sup>th</sup> floor, Jln. MH Thamrin Kav 3, Jakarta Pusat.</li> <li>- Kost Maharani Room 211. Jl Rajawali. Kelurahan Heludulaa Selatan. Kecamatan Kota Timur. Kota Gorontalo. Gorontalo</li> <li>- UN Joint Office Kantor Dinas Perikanan Lama Jl. Sulawesi no.6-8, Dok 7 Jayapura – 99112, Papua</li> <li>- UNDSS Indonesia Pekanbaru Graha Pena Riau Lt. 7 Jl. H.R. Soebrantas KM 10.5 Panam Pekanbaru 28294</li> </ul>	
Packing Requirements	YES, to avoid any damage during the shipment process	
Mode of Transport	<input type="checkbox"/> AIR  <input type="checkbox"/> SEA	<input type="checkbox"/> LAND  <input checked="" type="checkbox"/> OTHER as proposed by the bidders in order to meet the required delivery Date and Time
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: For Local Bidders	
Value Added Tax on Price Quotation <sup>4</sup>	Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of as specified by manufacture for each item	

<sup>2</sup>Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<sup>3</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>4</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Deadline for the Submission of Quotation	<i>Monday, November 30, 2020 and (1500hrs Jakarta Local Time)</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	Not Permitted
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0,5% Max. no. of days of delay: 1 (one) week After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than one week
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection upon delivery to those three locations mentioned above <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing will be tested within 48 hours upon received of goods

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>6</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>7</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ <sup>8</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	Sri Hastutiningsih <i>Procurement Unit</i> <i>Sri.hastutiningsih@undp.org</i>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>9</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



*Martin Stephanus Kurnia*  
November 23, 2020

**Annex 1****Technical Specifications**

<b>No</b>	<b>Minimum Requirement Specification of Goods</b>	<b>Quantity</b>	<b>Delivery Place</b>
1	<b>ASUS ZenBook 14 UX434FLC or equivalent</b> (Intel® Core™ i7-10510U/MX250/16G/1T PCIe/SCREENPAD/Windows 10 Home) Processor: Intel Core i7-10510U Processor 1.8 GHz (8M Cache, up to 4.9 GHz) Graphics: NVIDIA® GeForce® MX250 2GB DDR5 Memory: 16GB LPDDR3 2133MHz SDRAM Onboard Operating System: Windows 10 Home (64bit) upgrade to Windows 10 Pro Storage: 1TB PCIe® Gen3 x4 SSD Display: 14" (16: 9) LED-backlit FHD (1920x1080) 60Hz Glare Panel dengan 72% NTSC Wireless Data Network: - 802.11AC Bluetooth 5.0 Webcam: HD IR/RGB Combo Camera Ports: - 1x Headphone-out & Audio-in Combo Jack - 1x HDMI - 1x USB 2.0 - 1x USB3.1 Type A (Gen1) - 1x USB3.1 Type C (Gen 2) - 1x Micro SD Card Reader Battery: 50WHrs, 3S1P, 3-cell Li-ion	2 Units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta
2	<b>Lenovo Thinkpad X13 or equivalent</b> , Indonesia, Standard Image (Preload), Windows 10 Pro 64 bit, Color: Black, Integrated Graphics, Intel Core i7-10510U Processor (1.80GHz, up to 4.90GHz with Turbo Boost, 4 cores 8MB Cache), 16GB DDR4 3200MHz Onboard, SSD512GB, Intel Wi-Fi 6 AX201 2x2ax, Bluetooth Version 5.0 or above, System unit X13 i7-10510U IG+16G+AX201, Enable Discrete TPM 2.0, BIOS Absolute Enabled, 13.3" FHD (1920x1080),	4 Units	<b>Soesatyo Budi Kurniawan</b> UNDSS Indonesia Pekanbaru Graha Pena Riau Lt. 7 Jl. H.R. Soebrantas KM 10.5 Panam, Pekanbaru 28294 <b>Bernandus Thusi Bonandito</b> Kost Maharani Room 211. Jl Rajawali. Kelurahan Heludulaa Selatan. Kecamatan Kota Timur. Kota Gorontalo. Gorontalo <b>Hadrianus Edi Handoko</b> UN Joint Office Kantor Dinas Perikanan Lama Jl. Sulawesi no.6-8, Dok 7 Jayapura - 99112 Papua <b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta
3	<b>Lenovo X1 Carbon Gen 7 or equivalent</b> THINKPAD X1 Carbon 20QD00M9ID 7th Gen, Intel Core i7-8665U (4M cache, 1.9 Ghz) / 14.0" Full HD Anti Glare WVA Panel / 16GB 2133Mhz SoDimm LPDDR3 / Intel UHD Graphics / 512GB SSD M.2 2280 NVMe Harddisk / Wifi 802.2 x 2 a/c / Bluetooth / HD + IR Camera with ThinkShutter / 4 Cell Up to 18.3 hours*	1 unit	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta

	51Whr battery / 2x Thunderbolt™ <sub>4</sub> 3 2x USB3.1 Type A 1x HDMI 1.4 1x Audio / Windows 10 Pro / Backlit Keyboard, Fingerprint, Dolby Audio, ThinkShutter /323.5 x 217.1 x 14.9mm / 1.08Kg / 3 year Onsite + Premier Support Touch screen version		
4	Adobe indesign and illustrator (1year subscription) or equivalent	1 Unit	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta
5	Kaspersky Internet Security or equivalent	7 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta
6	Logitech Mouse M331 or equivalent	7 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta
7	Microsoft Office Pro 2019 or equivalent	3 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta

**A. WARRANTY SCHEME**

Warranty on Parts and Labor for minimum period of as specified by manufacture for each item

**B. DELIVERY TIME** from the issuance of the Purchase Order (PO) is mandatory:

2 (two) weeks

**C. LOCAL SERVICE**

The Supplier should describe the after-sales service that is available locally, technical support and availability of spare part in Indonesia.

**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>10</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>11</sup>)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ/UNDP/120283/067/2020 – ICT Equipment for PMU RESTORE UNDP Project:**

**TABLE 1 : Offer to Supply Goods Compliant with Terms of Reference**

<b>No</b>	<b>Minimum Requirement Specification of Goods</b>	<b>Quantity</b>	<b>Delivery Place</b>	<b>Unit Price</b>	<b>Total Price</b>
1	<b>ASUS ZenBook 14 UX434FLC or equivalent</b> (Intel® Core™ i7-10510U/MX250/16G/1T PCIe/SCREENPAD/Windows 10 Home) Processor: Intel Core i7-10510U Processor 1.8 GHz (8M Cache, up to 4.9 GHz) Graphics: NVIDIA® GeForce® MX250 2GB DDR5 Memory: 16GB LPDDR3 2133MHz SDRAM Onboard Operating System: Windows 10 Home (64bit) upgrade to Windows 10 Pro Storage: 1TB PCIe® Gen3 x4 SSD Display: 14" (16: 9) LED-backlit FHD (1920x1080) 60Hz Glare Panel dengan 72% NTSC Wireless Data Network: - 802.11AC Bluetooth 5.0 Webcam: HD IR/RGB Combo Camera Ports: - 1x Headphone-out & Audio-in Combo Jack - 1x HDMI - 1x USB 2.0 - 1x USB3.1 Type A (Gen1) - 1x USB3.1 Type C (Gen 2) - 1x Micro SD Card Reader Battery: 50WHrs, 3S1P, 3-cell Li-ion	2 Units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
2	<b>Lenovo Thinkpad X13 or equivalent,</b> Indonesia, Standard Image (Preload), Windows 10 Pro 64 bit, Color: Black, Integrated Graphics, Intel Core i7-10510U Processor (1.80GHz, up to 4.90GHz with Turbo Boost, 4 cores 8MB Cache), 16GB DDR4 3200MHz Onboard, SSD512GB, Intel Wi-Fi 6 AX201 2x2ax, Bluetooth Version 5.0 or	4 Units	<b>Soesatyo Budi Kurniawan</b> UNDSS Indonesia Pekanbaru Graha Pena Riau Lt. 7 Jl. H.R. Soebrantas KM 10.5 Panam, Pekanbaru 28294		

<sup>10</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



	above, System unit X13 i7-10510U IG+16G+AX201, Enable Discrete TPM 2.0, BIOS Absolute Enabled, 13.3" FHD (1920x1080),		<b>Bernandus Thusi Bonandito</b> Kost Maharani Room 211. Jl Rajawali. Kelurahan Heludulaa Selatan. Kecamatan Kota Timur. Kota Gorontalo. Gorontalo		
			<b>Hadrianus Edi Handoko</b> UN Joint Office Kantor Dinas Perikanan Lama Jl. Sulawesi no.6-8, Dok 7 Jayapura - 99112 Papua		
			<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
3	<b>Lenovo X1 Carbon Gen 7 or equivalent</b> THINKPAD X1 Carbon 20QD00M9ID 7th Gen, Intel Core i7-8665U (4M cache, 1.9 Ghz) / 14.0" Full HD Anti Glare WVA Panel / 16GB 2133Mhz SoDimm LPDDR3 / Intel UHD Graphics / 512GB SSD M.2 2280 NVMe Harddisk / Wifi 802.2 x 2 a/c / Bluetooth / HD + IR Camera with ThinkShutter / 4 Cell Up to 18.3 hours* 51Whr battery / 2x Thunderbolt™ <sub>3</sub> 3 2x USB3.1 Type A 1x HDMI 1.4 1x Audio / Windows 10 Pro / Backlit Keyboard, Fingerprint, Dolby Audio, ThinkShutter / 323.5 x 217.1 x 14.9mm / 1.08Kg / 3 year Onsite + Premier Support Touch screen version	1 unit	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
4	Adobe indesign and illustrator (1year subscription) or equivalent	1 Unit	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
5	Kaspersky Internet Security or equivalent	7 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
6	Logitech Mouse M331 or equivalent	7 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih		

			Menteng Jakarta Pusat DKI Jakarta		
7	Microsoft Office Pro 2019 or equivalent	3 units	<b>UNDP Office 8<sup>th</sup> floor</b> Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta		
	<b>Total Prices of Goods</b>				
	Add: Cost of Transportation to Riau - Pekanbaru, Gorontalo, and Jayapura - Papua				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal (IF YOU CAN NOT COMPLY, YOU WILL BE AUTOMATICALLY REJECTED).</i>
Compliance to all required specification specified in Annex 1 or equivalent			
Delivery Lead Time from the issuance of the Purchase Order (PO) is mandatory: <b>2 (two) weeks</b>			
Warranty and After-Sales Requirements: <b>As specified in Annex 1 – Warranty Scheme</b>			
Validity of Quotation: 60 days			
All quoted software must be <b>original software</b>			
All Provisions of the UNDP General Terms and Conditions			:-

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*