

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-RFQ-2021-318 Purchase of Bio

Degradable bags

Date: 17 September 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the **RFQ Instructions** and Data. Please note that quotations must be submitted using **Annex 2**: **Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated in **Section 2**. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: For Knut Ostby

Title: Resident Representative, UNDP Pakistan

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Date: 17.09.2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this BEO, including any amendments made in writing
introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing
	by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies</u>
	and Procedures (POPP) on Contracts and Procurement
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the
	acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a
	result of this RFQ.
	result of this Ki Q.
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any
	kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
	Any requests for clarification about the contents of RFQ shall be sent to the email address at
	pakistan.procurement.info@undp.org
	Answers to questions/inquiries will be forwarded to all the prospective bidders.
Deadline for	Monday 4th Oct 2021 by 12:30 pm PST or 3:30 AM EDT.
the	If any doubt exists as to the time zone in which the quotation should be submitted, refer to
Submission	http://www.timeanddate.com/worldclock/.
of Quotation	
	For other devices as businesses, and indicated in other devices as about Note that as atom times are a in-
	For eTendering submission - as indicated in eTendering system. Note that system time zone is in
	EST/EDT (New York) time zone.
Method of	Quotations must be submitted as follows:
Submission	
	☐ Dedicated Email Address
	□ Courier / Hand delivery
	□ Other Click or tap here to enter text.
	Dottler click of tap fiele to effect text.
	DEC. LUL LUNDRET L. C.
	RFQ announced through UNDP E-Tendering System:
	Bid to be submitted in e-Tendering system:
	https://etendering.partneragencies.org
	Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are
	provided in the eTendering system Bidder User Guide and Instructional videos available on this link:
	https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
	File names must be maximum 60 characters long and must not contain any letter or special character
	other than from Latin alphabet/keyboard.
	All files must be free of viruses and not corrupted.
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission
preparation	of a quotation, regardless of the outcome or the manner of conducting the selection process.
of quotation	
Supplier	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge
Code of	that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct,
Conduct,	which includes principles on labour, human rights, environment and ethical conduct may be found
Fraud,	at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud,
	corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and
	requires all bidders/vendors to observe the highest standard of ethics during the procurement
	process and contract implementation. UNDP's Anti-Fraud Policy can be found at

http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit dinvestigation.html#anti Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members inclured recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent praction in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinite for a stated period, to be awarded a contract if at any time it determines that the vendor has enging in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Gifts and Hospitality Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members included recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent praction competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinite for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged.
Hospitality recreational trips to sporting or cultural events, theme parks or offers of holidays, transportatio invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practing in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinite for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged.
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UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing UNDP if you, or any of your affiliates or personnel, were involved in the preparation of requirements, design, specifications, cost estimates, and other information used in this RFQ. Big shall strictly avoid conflicts with other assignments or their own interests, and act wit consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-own officers, directors, controlling shareholders, of the bidding entity or key personnel who are far members of UNDP staff involved in the procurement functions and/or the Government of the control or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UN further evaluation and review of various factors such as being registered, operated and manage an independent business entity, the extent of Government ownership/share, receipt of subsimandate and access to information in relation to this RFQ, among others. Conditions that may
to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the
Conditions of General Conditions of Contract
Contract Select the applicable GTC:
□ General Terms and Conditions / Special Conditions for Contract.
☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,
☐ General Terms and Conditions for Works
Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-b</u>
Special
Conditions of Others [pls. specify] Contract
Eligibility A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified ineligible by any UN Organization or the World Bank Group or any other international Organizations are therefore required to disclose to UNDP whether they are subject to any sanction temporary suspension imposed by these organizations. Failure to do so may result in termination any contract or PO subsequently issued to the vendor by UNDP.
It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contract service providers, suppliers and/or their employees meet the eligibility requirements as establic by UNDP.
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Bidders must have the legal capacity (registered with SECP or Equivalent) to enter a binding
contract with UNDP and to deliver in the country, or through an authorized representative.
contract with UNDP and to deliver in the country, or through an authorized representative. Currency of Quotations shall be quoted in PKR
contract with UNDP and to deliver in the country, or through an authorized representative.

Consortium have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a Association duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. Only one Bid The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. **Duties and** Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the taxes United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: ☑ be inclusive of VAT and other applicable indirect taxes UNDP will not provide any import duty/tax exemption to the bidder. ☐ be exclusive of VAT and other applicable indirect taxes Language of quotation Including documentation including catalogues, instructions and operating manuals. **Documents** Bidders shall include the following documents in their quotation: to be Submissions must be in the form of PDF files and should be free from any form of virus or corrupted submitted contents, or the quotations shall be rejected. ☑ Properly filled-in Annex-II and III with company stamp and signature; ☑ Company's legal registration certificate -SECP or equivalent etc. ☑ Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council product catalogues relevant to the goods/services being procured; ⊠Tax Registration (NTN & STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ✓ Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years.

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provide the authorization letter from manufacturer's (Where applicable).

⊠Provide Copy of 3 PO/Contracts for supply of Similar items in past three (3) years.

☑ Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items.

☑Authorization as seller/reseller/service provider for the products/services offered. Bidder should

	⊠The specifications of the items requested in this RFQ shall be in conformity with EN 13432 <i>OR</i> US Standard ASTM D6400 OR Australian Standard AS4736 Or equivalent standards. Nidder must share relevant letters.
Quotation validity period	Quotations shall remain valid for 120 (One hundred twenty) calendar days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	 ☑ Not permitted ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	Not permitted □ Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	 ✓ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ✓ Other Click or tap here to enter text.
Conditions for Release of Payment	 □ Passing Inspection, Complete Installation ☑ Passing all Testing [UNDP will take a random sample from final product and get it tested by lab] □ Completion of Training on Operation and Maintenance ☑ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for	☐ Others [pls. specify] E-mail address: pakistan.procurement.info@undp.org;
corresponde nce, notifications	Please mention RFQ Ref number UNDP-RFQ-2021-318 in Subject Line while sending any email for clarification.
and clarifications	Attention: Quotations shall not be submitted to this address, Submission is only allowed through etendering. Bids submitted through any other means will be rejected.
	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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 28 Sept 2021
Evaluation method	
Evaluation criteria	 ⊠ Full compliance with all requirements as specified in Annex 1 ⊠ Full acceptance of the General Conditions of Contract □ Comprehensiveness of after-sales services □ Earliest Delivery /shortest lead time □ Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

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Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	☑ Purchase Order or Contract Face Sheet (Goods and-or Services)
Contract to	□ Contract for Works
be awarded	☐ Other Type/s of Contract [pls. specify]
Expected	01 November 2021
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the
	Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract
	signature.

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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Sr. #	Item Description		DESCRIPTION	Qty.	Bidder's to include Response to Compliance with Specification. Include Remarks in case of Deviation.
	Bio Degradable bags	Required quantity standard Color Feature Quality Handle Type Bag size Thickness Surface Finish Printing of Logos with white back ground Size of Logos Delivery Location	1,152,000 pieces EN 13432 Green: 576,000bags and Blue: 576,000bags Oxo-Biodegradable HD (High density) Hand friendly handles 50 width x 27 length (in Inches) 120 microns Glossy GWC, NWP, GOP, CDA, UNDP, COCaCola WORK OF COMMENCE CONTROLLE CONTRO	1,152,000 Green: 576,000 bags and Blue: 576,000 bags	
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Delivery Requirements

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods in 30 (thirty) calendar days after Contract signature.	
Delivery Terms (INCOTERMS 2020)	DDP	
Customs clearance (must be linked to INCOTERM	 □ Not applicable Shall be done by: □ Name of organisation (where applicable) ☑ Supplier/bidder □ Freight Forwarder 	
Exact Address(es) of Delivery Location(s)	Mr. Ahsan Raza Gilani, Environment and Climate Change United Nations Development Programme Serena Business Complex, 4th Floor Khayaban-e-Suharawardy, G 5/1 Islamabad, Pakistan	
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.	
Packing Requirements	All products must be packed in a way that ensures the safety of products during storage and transportation	
Training on Operations and Maintenance	Briefing on operation and maintenance required (Not applicable)	
Warranty Period	As per standard. The bags must past testing parameters	
After-sales service and local service support requirements	Availability of Repair service- if it is necessary to repair the purchased equipment within warranty period (Not Applicable)	
Preferred Mode of Transport	Land	



ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-RFQ-2021-318	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent)	□ Yes □ No
Or EN 13432[SR1] OR US Standard ASTM D6400 OR Australian Standard AS4736 Or equivalent standards.	
(If yes, provide a Copy of the valid Certificate):	
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy	□ Yes □ No

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documents on women empowerment, renewable energies or membership of institutions promoting suc (If yes, provide a Copy)					
Is your company a member UN Global Compact	er of the	☐ Yes ☐ No			
Bank Information		Bank Address: IBAN: Click or t SWIFT/BIC: Clic Account Curre Bank Account		e to enter text. er text. o enter text. here to enter text. r tap here to enter text	
Name of mandage	Clit				Thomas of a satisfation
Name of previous contracts	Cont	& Reference act Details ding e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
		Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		Ethics : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

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Yes	No	
		Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		Bankruptcy : I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature:	
Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

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ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-RFQ-2021-318	Date: Click or tap to enter a date.

Sr. #	Item DESCRIPTION and specifications		Qty.	Unit Price	Total Price
	Bio Degradable bags				
	Required quantity	1,152,000 pieces			
	standard	EN 13432			
	Color	Green: 576,000bags and Blue:			
	Color	576,000bags			
	Feature	Oxo-Biodegradable			
	Quality	HD (High density)			
	Handle Type	Hand friendly handles			
	Bag size	50 width x 27 length (in Inches)			
	Thickness	120 microns			
	Surface Finish	Glossy			
	Printing of Logos with white back ground	GWC, NWP, GOP, CDA, UNDP, CoCaCola			
		GLOBAL WATER CHALLENGE NewWorld			
		U N D P			
		Coca Cola Foundation	1,152,000		
	Size of Logos	3 Inch each on front side only	Green : 576,000		
			bags and Blue: 576,000 bags		
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Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Full compliance to Technical Specifications			Click or tap here to enter text.
Delivery Term (INCOTERMS) and delivery location (mentioned in Annex 1)			Click or tap here to enter text.
Delivery Lead Time (mentioned in Annex 1)			Click or tap here to enter text.
Warranty and After-Sales Requirements (mentioned in Annex 1)			Click or tap here to enter text.
Validity of Quotation (mentioned in Section 2)			Click or tap here to enter text.
Payment terms (mentioned in Section 2)			Click or tap here to enter text.
The goods will be new in the original packaging, previously unused			Click or tap here to enter text.
Performance tests for purchased goods and their programs upon delivery			Click or tap here to enter text.
Briefing on operation and maintenance upon delivery			Click or tap here to enter text.
Acceptance of UNDP GTC (mentioned in Section 2)			Click or tap here to enter text.
Acceptance of Special Conditions of Contract (mentioned in Section 2)			Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin:	Click or tap here to enter text.
(if export licence required this must be submitted	
if awarded the contract)	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.		
Exact name and address of company	Authorized Signature:	
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.	
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.	
Click or tap here to enter text.	Functional Title of Authorised	
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.	
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.	

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