REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP CYP RFQ 129 2022 Date: 01 July 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)
UNDP kindly requests your quotation for the Emergency works at 2 Sites 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:** General Requirements and Technical Specifications
  - **Annex 1.1:** General Requirements
  - **Annex 1.2:** Technical Specifications
  - Site 1 - Tohni/Dohni Mosque, Larnaca
  - Site 2 - Cemetery, Tohni/Dohni, Larnaca
- **Annex 2:** Quotation Submission Form
- **Annex 3:** Technical and Financial Offer
  - Annex 3.1 Bill of Quantities (BoQ) – Site 1 & 2
  - Annex 3.2 Returnable Forms 1-7.
- **Annex 4:** General Terms and Conditions for Works

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: Procurement & Operations Assistant

Date: 01 July 2022
## SECTION 2: RFQ INSTRUCTIONS AND DATA

| **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 [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti). 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. 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. |
| **Deadline for the Submission of Quotation** | 21 July 2022, 16:00 Nicosia, Cyprus Local time. If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/). |
| **Method of Submission** | Quotations must be submitted as follows: |

Quotations may be submitted on or before **July 21, 2022 at 16:00 Cyprus local time** via email only to solicitations.cy@undp.org.  
Quotations submitted by email must be limited to a maximum of 5MB, and no more than 1 email transmission. 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. |
| **Cost of preparation of quotation** | UNDP shall not 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)  
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_and_investigation.html#anti](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti) |
| **Gifts and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| **Conflict of Interest** | UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without 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-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country 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 UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.

### General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract. Select the applicable GTC:

- General Terms and Conditions for Works (Annex 4)

Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](#).

### Special Conditions of Contract

n/a

### Eligibility

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of 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-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

### Currency of Quotation

Quotations shall be quoted in **Euro**.

### Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they 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 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.

**Language of quotation**

- English

**Documents to be submitted**

Bidders shall include the following documents in their quotation:

- Annex 2: Quotation Submission Form duly completed and signed
- Annex 3: Technical and Financial Offer duly completed and signed and in accordance with Annex 1.1 & Annex 1.2
  - Annex 3.1: Bills of Quantities (BoQ)
    - Site 1 - Tohni/Dohni Mosque, Larnaca District
    - Site 2 - Cemetery, Tohni/Dohni, Larnaca
  - Annex 3.2: (Form 1-7). Administrative and Technical Compliance documents.

Forms given in Annex 3 (listed above) must be filled up and submitted together with the required annexes:

**Annex 3.2 – Administrative & Technical Compliance Documents**

**Administrative Compliance Documents**

- Form 1 - General Information Official registration documents of the Bidder from the company’s registrar including; registration, legal status, place & registration of the office, shareholders and board of directors of the Company. There is no need to submit the company constitution.
- Form 2 - Clause 26 Requirements Certification from the contractor’s registrar and association and the bidder has been registered building contractor for the current year.
- Form 3 – Financial Information

**Technical Compliance Documents**

- Form 4 – Technical Expertise/Works completed (with references from the employers)
- Form 5 – List of supervision Personnel for the Contract
- Form 6 – CVs of Supervision Personnel for the Contract (Q:4)
- Form 7 – Work plan

**Quotation validity period**

Quotations shall remain valid for 90 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.
UNDP will award the contract to one bidder for both sites (site 1 & 2)

**Partial Quotes**
- ☒ Not permitted

**Contract Award**
- Alternative Quotes: ☒ Not permitted

**Time to complete**
- 3 months from site possession for both sites (concurrently)

**Payment Terms**
- 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

**Conditions for Release of Payment**
- Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements and the works contract conditions.

**Contact Person for correspondence, notifications and clarifications**
- E-mail address: solicitations.cy@undp.org
- Any delay in UNDP's response shall not be 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 4 days before the submission deadline. The answers will be provided 2 days before the deadline.

**Evaluation method**
- ☒ The Contract will be awarded to the lowest price substantially compliant offer

**Evaluation criteria**
- ☒ Full compliance with all requirements as specified in Annex 1.1 & Annex 1.2
- ☒ Full acceptance of the General Conditions of Works contract (Annex 4)

**Evaluation Method**
- ☒ Technical responsiveness/Full compliance to requirements and the lowest priced bid.

**Evaluation Criteria - Administrative Compliance (Annex 3.2)**
- ☒ Form 1; Registered legal entity
- ☒ Form 2; Clause 26 requirement; registered building contractor for the current year.
- ☒ Form 3; Financial Information. Min turnover 150k euro 2018-2021 and Current ratio >1.0 for the latest certified year)

**Evaluation Criteria - Technical Compliance (Annex 3.2)**
- ☒ Form 4; Works completed with reference letters from employers.
  2018- 2021. Successfully completed - Completion of minimum any 2 works with cumulative value above 100,000 euros.
- ☒ Form 5; List and qualifications of the Contractor's Supervision personnel:

<table>
<thead>
<tr>
<th>Supervision personnel*</th>
<th>Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Site 1</td>
</tr>
<tr>
<td>Site architect or engineer; (Q:1)</td>
<td>X</td>
</tr>
<tr>
<td>Junior architect/engineer (Q:1)</td>
<td>X</td>
</tr>
<tr>
<td>Health &amp; Safety officer (Q:1)</td>
<td>X</td>
</tr>
<tr>
<td>Mason/Craftsmen (Q:1)</td>
<td>X</td>
</tr>
</tbody>
</table>

*There should be at least 1 Women in the list of supervision personnel.*
- **Site architect/engineer; (As need basis)**
  - Post education experience – 4 years
  - Site supervision experience - 3 years
  - At least one Similar works supervision
  - valid registration to the relevant chamber; (copy to be provided)
  - Fluent in English.

- **Junior architect/engineer**
  - Fluent in English.

- **Mason/Craftsmen**
  - At least one Similar work

- **Health & Safety Officer**
  - 3 years of site experience as H&S officer,
  - with valid certification to function (2020) (copy to be provided)
  - Fluent in English

☑️ Form 6 – CVs of Supervision Personnel for the Contract
☑️ Form 7 – Work-plan - Main works items must be included and shown in bar-chart format and all to be completed in 3 (Three) months from site handover. (Mobilisation maximum 15 days)

Owners and/or shareholders and/or directors of the contracting firms/companies shall not be accepted for the above positions.

<table>
<thead>
<tr>
<th>Right not to accept any quotation</th>
<th>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to vary requirement at time of award</td>
<td>At the time of award of Contract or Purchase Order, UNDP Cyprus 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.</td>
</tr>
<tr>
<td>Type of Contract to be awarded</td>
<td>Contract for Works</td>
</tr>
<tr>
<td>Performance Bank Guarantee</td>
<td>n/a</td>
</tr>
<tr>
<td>Insurances</td>
<td>☑️ Required The following insurances for the works within 72 hours of being given the site possession as per the Clauses 21, 22, 23 and 24 of the General Conditions of Contract for Works. The insurances must be valid 30 days beyond the issuance of the Substantial Completion Certificate. Copies of the policies shall be given to the Engineer.</td>
</tr>
<tr>
<td>Liquidated damages</td>
<td>Liquidated damages for delay – up to 20% of the contract amount. Max number of weeks of delay will be 4 weeks which UNDP reserves the right to cancel the contract afterwards.</td>
</tr>
<tr>
<td>Contract duration</td>
<td>As per Conditions of Contract for Civil Works; until the issuance of the Final Completion Certificate</td>
</tr>
<tr>
<td>Expected date for contract award.</td>
<td>01 September 2022</td>
</tr>
</tbody>
</table>
UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures.

Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://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.

### Annex 1: General Requirements and Technical Specifications

**Annex 1.1 – General Requirements (applicable for both sites)**

**Annex 1.2 – Technical Specifications**

- **Site 1** - Tohni/Dohni Mosque, Larnaca
- **Site 2** - Cemetery, Tohni/Dohni, Larnaca
# 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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ reference:</td>
<td>UNDP CYP RFQ 129 2022</td>
</tr>
<tr>
<td>Date:</td>
<td>Click or tap to enter a date.</td>
</tr>
</tbody>
</table>

## Company Profile

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Website</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal structure</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>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):</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
### Institutions promoting such issues (If yes, provide a Copy)

<table>
<thead>
<tr>
<th>Is your company a member of the UN Global Compact</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

### Bank Information

- **Bank Name:** Click or tap here to enter text.
- **Bank Address:** Click or tap here to enter text.
- **IBAN:** Click or tap here to enter text.
- **SWIFT/BIC:** Click or tap here to enter text.
- **Account Currency:** Click or tap here to enter text.
- **Bank Account Number:** Click or tap here to enter text.

### Previous relevant experience: contracts

<table>
<thead>
<tr>
<th>Name of previous contracts</th>
<th>Client &amp; Reference Contact Details including e-mail</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Bidder’s Declaration

**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](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.

**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.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐</td>
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<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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.
ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation 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 to enter text.]
RFQ reference: UNDP CYP RFQ 129 2022
Date: [Click or tap to enter a date.]

We, the undersigned, hereby accept in full the UNDP General Conditions of Contracts for Civil Works and hereby offer to supply the works below in Three (3) calendar months, in conformity with the specification and requirements of UNDP as per RFQ Reference UNDP CYP RFQ 129 2022:

<table>
<thead>
<tr>
<th>Quotation in Euro excluding VAT</th>
<th>SITE 1 - Tohni/Dohni Mosque, Larnaca</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>........................................EUR</td>
</tr>
<tr>
<td>SITE 2 - Cemetery, Tohni/Dohni, Larnaca</td>
<td></td>
</tr>
<tr>
<td></td>
<td>........................................EUR</td>
</tr>
</tbody>
</table>

Total Quotation in Euro excluding VAT (SITE 1 + SITE 2)

TOTAL ................................EUR

Attached Priced BoQ (Annex 3.1)

Technical Offer - Please submit all returnable forms (1-7) provided in Annex 3.2

Compliance with Requirements

<table>
<thead>
<tr>
<th>You Responses</th>
<th>Yes, we will comply</th>
<th>No, we cannot comply</th>
<th>If you cannot comply, pls. indicate counter - offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Lead Time</td>
<td>[____]</td>
<td>[____]</td>
<td>[Click or tap to enter text.]</td>
</tr>
<tr>
<td>Validity of Quotation</td>
<td>[____]</td>
<td>[____]</td>
<td>[Click or tap to enter text.]</td>
</tr>
<tr>
<td>Payment terms</td>
<td>[____]</td>
<td>[____]</td>
<td>[Click or tap to enter text.]</td>
</tr>
<tr>
<td>Other requirements [pls. specify]</td>
<td>[____]</td>
<td>[____]</td>
<td>[Click or tap to enter text.]</td>
</tr>
</tbody>
</table>

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

Company Name: [Click or tap to enter text.]
Address: [Click or tap to enter text.]
Phone No.: [Click or tap to enter text.]
Email Address: [Click or tap to enter text.]

Authorized Signature:
Date: [Click or tap to enter text.]
Name: [Click or tap to enter text.]
Functional Title of Authorised Signatory: [Click or tap to enter text.]
Email Address: [Click or tap to enter text.]