



GOVERNMENT OF SINDH



Arrangements for Lifting, Transportation and Burial of Offals on the occasion of Eid-ul-Azha for Jamshed Zone of DMC East.

BIDDING DOCUMENTS

Tender Reference: SSWMB-NIT-1.4/2017-18

Procuring Agency:

Sindh Solid Waste Management Board

Bungalow # 13, Al-Hamra Housing Society, Shaheed e Millat Road, Karachi

Ph # 021-9933 3704-06, Fax # 021-9933 3707 Email Address: info@sswmb.gos.pk

website: www.sswmb.gos.pk

GOVERNMENT OF SINDH
Sindh Solid Waste Management Board
Notice Inviting Tender (SSWMB/NIT-1/2017-18)



Sindh Solid Waste Management Board (SSWMB) invites sealed bids from interested Contractors / Firms for carrying out the Works / Services mentioned below under **SINGLE STAGE – ONE ENVELOPE PROCEDURE**:

TENDER REFERENCE	NAME OF WORK	ESTIMATED COST	TENDER COST
SSWMB/NIT-1.1	Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Saddar Zone of DMC South.	Open Rate	Rs.500/- for each work
SSWMB/NIT-1.2	Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Lyari Zone of DMC South.		
SSWMB/NIT-1.3	Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Gulshan-e-Iqbal Zone, DMC East.		
SSWMB/NIT-1.4	Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Jamshed zone DMC East.		

TENDER SCHEDULE

Sr. No.	Schedule	Date & Time	Venue
1.	Issuance of Bidding Documents	From 03-08-2017 to 21-08-2017 (Both days inclusive) during office hours.	Office of Assistant Director (Finance), SSWMB, Bungalow No.13, Al-Hamra Housing Society - Karachi.
2.	Submission of Bids	21-08-2017 at 1500 hours.	Committee Room, Sindh Solid Waste Management Board , Bungalow No.13, Al-Hamra Housing Society - Karachi.
3.	Opening of Bids	21-08-2017 at 1530 hours.	

- Interested companies/firms can obtain Tender Documents including eligibility criteria upon payment of Tender Document Fee (non-refundable) through **PAY ORDER OR BANK DRAFT of Pak Rs. 500/-** in favor of **Sindh Solid Waste Management Board** as per schedule given above from the office of **Assistant Director (Finance)**, SSWMB during office hours. Alternatively the documents may also be downloaded from the website www.pprasindh.gov.pk or www.sswmb.gos.pk. The companies / firms downloading the documents from the website must submit Tender Document Fee in the shape of Pay Order or Demand Draft as mentioned above at the time of submission of the bid(s).
- Bid Security of amount equivalent to 2% of the total quoted rate in the shape of **PAY ORDER OR BANK DRAFT** must be attached with the bid(s).
- Proof of Registration with FBR (NTN certificate) and Sindh Revenue Board (SRB) must be submitted with the bid(s).
- Each work of the tender shall be considered a separate tender. Sealed bid(s) must be submitted **SEPARATELY FOR EACH WORK** along with bid security.
- The envelope must clearly state:
 - Name of the Work (e.g. Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Saddar Zone, DMC South (SSWMB/NIT-1.1/2017-18))**
- In case, the date of opening of bids is declared as a public holiday or non-working day due to Force Majeure, the next official working day shall be deemed to be date for issuance, submission and opening of tenders. The time and venue shall remain unchanged.
- Sindh Solid Waste Management Board** shall not be responsible for any cost or expenses incurred by bidding firms and reserves the right to terminate the procurement process at any time & stage subject to relevant provision of SPP Rules, 2010 (Amended 2017).

Deputy Director (Procurement)
Sindh Solid Waste Management Board

Bungalow # 13, Al-Hamra Housing Society, Shaheed-e-Millat Road, Karachi.

Ph # 021-9933 3704-06, Fax # 021-9933 3707 Email Address: info@sswmb.gos.pk website: www.sswmb.gos.pk

Arrangements for Lifting, Transportation and Burial of Offals on the occasion of Eid-ul-Azha for Jamshed Zone of DMC East.

TENDER DOCUMENT SSWMB-NIT-1.4/2017-18	
Date of opening:	21 st August 2017 at 1530 hours
Place of opening:	Committee Room, Sindh Solid Waste Management Board, Bungalow No. 13, Al-Hamra Housing Society, Shaheed-e-Millat Road – Karachi
Date of issue:	
Name and address of Contractor:	
Contractor's Representative	
Name & Signature of Tender Issuing Officer:	
Bid Price: Amount in figures (PKR) ----- Amount in words: ----- _____.]	
Bid Security (2% of offered Bid) Rs. _____	
Performance Security: 10% (2% at the time of agreement + 8% from running / final bill)	
Completion period: 30 Days	

CHECK LIST / COMPLIANCE TO MINIMUM ELIGIBILITY CRITERIA

(No bid shall be considered unless Minimum Eligibility Criteria is complied)

S. No.	Criteria / Requirement	Compliance Yes / No	Remarks
1.	Registration with FBR (NTN)		
2.	Registration with Sindh Revenue Board (SRB)		
3.	Relevant experience: The bidder should have at least 03 (Three) years experience in handling Offals / Solid Waste OR at least 03 (Three) years experience as Contractor of works involving transportation of material as a part of the contract.		
4.	Proof of ability to carry out the work i.e. Detail of equipment machinery and transportation /owned/ leased hired by the bidder: i. Registration Books of Loaders / Dumpers / Suzuki / Shehzore / Mazda Truck / Tractor with trolley owned by the bidders OR ii. Agreement with Transport supplier along with proof for availability of machinery		
5.	List of similar assignments with cost completed or under execution		
6.	List of litigation (if any) within last three (03) years, nature and status / out come		
7.	Affidavit / undertaking that firm has never been black listed		
8.	Each and Every page of bidding document signed		
9.	Proof of payment of Tender Fee		
10.	Bid Security attached: - Pay order / Draft / Bank Guarantee - Amount: Rs. -----/- (Rupees -----) - Bank & Branch ----- -----		

Contractor Signature

Name of the Contractor / Company: _____

Name of the Contractor / Authorized person _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

Seal of the Firm / Company

Instruction to bidders

Instruction to bidders and conditions of contract

General

1.1 Invitation for tenders

The Sindh Solid Waste Management Board (SSWMB) hereinafter referred as 'Procuring Agency' intends to invite sealed bids from the interested contractors / firms / companies having sufficient experience / resources in **lifting, Transportation and Burial of Offals from various areas of Jamshed Zone of DMC (East) to designated dumping sites** for the following assignment / work:

'Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Jamshed Zone of DMC East,

1.2 This contract shall be governed under SINGLE STAGE – ONE ENVELOPE PROCEDURE as set out in Sindh Public Procurement Rules 2010 (amended 2017).

1.3 All provisions of Sindh Public Procurement Rules 2010 (amended 2017), whether mentioned in this document or not, shall be applicable.

1.4 Manner and place, date and time for submission of bidding documents

Sealed bids along with Bid Security and proof of payment of tender fee should be submitted in the tender box of **Sindh Solid Waste Management Board (SSWMB), Bungalow # 13, Al-Hamra Housing Society, Shaheed-e-Millat Road, Karachi not later than 03:00 PM on 21st August 2017**. Bids can also be submitted through registered post or courier but SSWMB shall not be responsible for any delay in submission for whatsoever reasons. Bids submitted by fax, email or any other means except described above shall not be entertained.

1.5 Manner, place, date and time of opening of bids

The Bids shall be opened publically by the Procurement Committee in presence of bidders or their representatives in **Committee Room of Sindh Solid Waste Management Board (SSWMB), Bungalow # 13, Al-Hamra Housing Society, Shaheed-e-Millat Road, Karachi at 03:30 PM on 21st August 2017**.

In case, the date of opening of bids is declared as a public holiday or non-working day due to force Majeure, the next official working day shall be deemed to be date for issuance, submission and opening of tenders. The time and venue shall remain unchanged.

1.6 Subletting of work

The contractor shall not sublet the whole work or any part thereof. The bidder shall be responsible for execution of the contract / providing the services as per BoQ, subletting shall not be permissible under this contract and shall lead to disqualification. However, hiring of machinery, from open market, for carrying out this work shall NOT be considered as subletting of the work.

1.7 Scope of work

The work under this contract comprises of lifting, transportation, burial and dispose of all types of offals (including non-hazardous waste) from each and every area, i.e. main road, link road, streets, mohalla, societies, apartments, open plots etc of the concerned zone including loading / unloading haulage /transportation and weightage (if required) from designated weighbridges.

1.8 Eligibility Criteria (Please refer to Minimum Eligibility Criteria at page No. 4)

- a) Registration with FBR (NTN);
- b) Registration with Sindh Revenue Board (SRB);
Note: This is a service contract for 'Intra City Transportation' for which no SRB Tax is applicable at present. But Government may impose Service Tax on this service at any time or may demand Service Tax by declaring it 'Janitorial Services'; hence registration with SRB is mandatory. The bidders are advised in their own interest to seek advice of Sindh Revenue Board on the applicability and rate of tax on this contract;
- c) Relevant experience:
The bidder should have at least 03 (Three) years experience in handling Offals
OR
at least 03 (Three) years experience as Contractor of works involving transportation of material (e.g. sand / building material) as a part of the contract.
- d) Proof of ability to carry out the work i.e. Detail of equipment machinery and transportation/owned/ leased hired by the bidder:
Arrangement of at least 10 Nos. of heavy duty Loaders, 25 Nos. of Dump trucks (10-12 wheeler), 5 Nos. of Excavator, 20 Nos. of Shehzore / Mazda Truck, 150 Nos. of Suzuki Pickup and 10 Nos. of Tractor with trolley or equivalent along with allied equipment.
Note: The proof can be either copies of registration papers of vehicles or an agreement with Transportation Vehicle Supplier showing Registration Number, type and capacity of vehicles, which shall be made available specifically for this work. The same vehicle can't be quoted for work of another zone of the district i.e. same vehicle will not be counted for more than one zone of the district to undertake this work in the shape of arrangement;
- e) List of similar assignments with cost (mention number of projects) completed or under execution;
- f) List of litigation (if any) within last three (03) years, nature and status / outcome;
- g) Affidavit / Undertaking that firm has never been black listed;

1.9 Definition and interpretation

In this as document following words and expressions shall have the meaning hereby assigned to them, unless there is anything repugnant in the subject or context:

- i. "Procuring Agency" means the SSWMB
- ii. Representative means "The Employee / committee notified or engaged by SSWMB for Monitoring this job.
- iii. "SSWMB" means Sindh Solid Waste Management Board
- iv. Words "Bid Security and Earnest Money" are used synonymously and have same meaning.
- v. Words "Performance Security and Security Deposit" are used synonymously and have same meaning.
- vi. Words "Contractor and Bidder" are used synonymously and mean the contractor or bidder, individual, firm or company who shows willingness to perform the 'work', on the rate quoted by him or his firm / company, on the terms and conditions set out in the NIT, this document as well as Sindh Public Procurement Rules 2010 (amended 2017).
- vii. Words "Tender and Bid" are used synonymously and mean the Tender or Bid submitted by the individual Contractor, firm or Company.
- viii. Words "Offals" mean all types of waste included with offals including hoofs, horns and blood etc.

1.10 Measurement / Verification of offals removed / work done

Payment to the contractor for the work done under this contract shall be made on the basis of the verified details of offals issued by designated / authorized officer / committee constituted for the purpose.

1.11 Weightage of Offals

If required by SSWMB, the offals shall be weighed on the independent weight bridge, designated / authorized for the purpose by SSWMB. The cost of weightage (weighbridge) of garbage shall be borne by the contractor.

1.12 All offals to be removed

The contractor shall be required to lift, transport and dispose of every offals (including non-hazardous waste) at designated dump site from each and every area, i.e. main roads, link roads, streets, mohalla, societies, apartments, open places etc of the concerned zone including loading / unloading haulage /transportation. Authorized officer of SSWMB / DMC / Monitoring Committee constituted for the purpose shall designate the sites and intimate to the contractor the schedule as well as the points from where to collect / lift the offals and transport to designated dumping site for disposal.

1.13 Failures to achieve minimum lifting target

The Contractor has to understand that the target is to lift, transport and dispose of 100% of the offals at the end of every day of Eid-ul_Azha. The contractor shall be bound to arrange & manage to achieve 100% target set as set out above for lifting / transportation of offals per day. In the event of failure to achieve the minimum target, a Penalty of Rs. 500,000/- per day for 1st day of Eid-ul-Azha of failure and Rs. 1,000,000/- for subsequent days of Eid-ul-Azha shall be imposed subject to a maximum of 20% of the bid amount; thereafter the contract shall stand cancelled and the contractor may be blacklisted.

1.14 Rate analysis

The contractor shall provide, along with his tender / bid, analysis for his quoted rates for the items of work mentioned in BOQ including hiring charges of machinery, overhead cost of POL and other incidental charges, if any. Failure to provide the rate analysis may render the tender / bid non responsive & shall be summarily rejected.

1.15 Rates to be inclusive of all taxes

The tender rate shall be inclusive of all applicable taxes and incidental charges in connection with the work.

2.1 Contactor's failure to start the work.

If the contractor fails to commence the work before, during and after Eid-ul-Azha after the work order issued to him, the Earnest Money (Bid Security) shall be forfeited and the work order shall be treated as cancelled.

2.2 Arrangement of water

The contractor should make his own arrangement of water, if required for the work execution as well as drinking and nothing will be paid / deducted for the same by Procuring Agency in the matter.

2.3 No alteration / addition in BOQ

No alteration or addition shall be made by the contractor in schedule of quantities. The rate must be filled in ink or typed out and mentioned in figure as well as words clearly and legibly in columns provided in schedule of quantities. Any correction must be initialed by the bidder. Any tender which does not comply with the terms and conditions shall be liable to be summarily rejected and shall not be considered.

2.4 Taxation

The rate and price in the tender by the contractor shall include all business tax, income tax, SRB tax and all other taxes that are applicable at the time of contract or may be levied by the government according to the laws and regulation in being as of the date 28 days prior to the closing date of submission of tenders or levied from time to time during the contract. Nothing in this document shall relieve the contractor from his responsibilities to pay any tax / duties / fees that may be levied by the government on the receivable amount / profit made to him in respect of the work during currency of the contract.

2.5 Tender validity

Tender shall remain valid for 30 days after the opening date of tender.

2.6 Security:

i. Bid Security (Earnest Money)

Bid Security equivalent to 2% of the quoted rates must be attached with bids.

ii. Performance Security (Security Deposit)

- The total amount of **Performance Security (Security Deposit)** shall be 10% of the contract price approved by the Procuring Agency including 02% Bid Security (Earnest Money).
- The tender must be accompanied with **Bid Security (Earnest Money)** equal to 02% of the contract price in the following form:
Bank draft / pay order drawn of an approved scheduled bank in favour of SSWMB.
- The remaining 08% Performance Security (Security Deposit) shall be deducted from each running / final bill of the contractor.

2.7 Tender to be non responsive without Tender Fee and / or 02% Bid Security (Earnest Money)

Any tender which is not accompanied with required **Tender Fee and / or Bid Security (Earnest Money)** equivalent or above 02% of the quoted rate, in the shape described above, shall be rejected by the Procuring Agency as non responsive.

2.8 Sufficiency of tender

Each contractor / bidder shall be deemed to have satisfied himself before tendering to the correctness and sufficiency of his tender as for as to cover his entire obligation.

2.9 Refund of Security deposit

Bid Security (Earnest money) of the successful bidder and Performance Security (Security Deposit) deducted, shall be refunded after three month from the date of expiry of contract.

3.0 Conditional offers

All contractors / bidders are hereby cautioned that tenders with conditional offer or deviation from the conditions of contract or other requirements stipulated in their tender documents, shall be similarly rejected as non responsive and shall not be considered.

3.1 Damage to person and property

The contractors / bidders shall indemnify the Procuring Agency against all losses and claims in respect of;

- a) Death or injury to any persons due to accidents
- b) Loss or damage to any vehicle or property which might occur due to accident or in consequences of the execution of work and against all claims, proceeding, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

3.2 Canvassing in respect of tenders

Canvassing in connection with tenders is strictly prohibited and the tenders / bids submitted by contractor / bidder who resorts to canvassing will be liable to rejection.

3.3 Rate / Tenders amount to be quoted in figures as well as in words

The Rates quoted by the contractor / bidder shall be written in figure as well as in words in English language clearly.

3.4 Each paper of tender documents should be signed by the contractors

The contractor / bidder should sign each page of the tender documents as well as correction and overwriting before submitting his tender.

3.5 Minimum requirement of plant / machinery / tools equipment for the purpose of execution of works under this contract

1.	Dumpers:	25
2.	Loaders:	10
3.	Excavator:	05
4.	Shehzore / Mazda Truck	20
5.	Suzuki Pickup	150
6.	Tractor with trolley	10

The minimum requirement is given just to provide a guideline to the contractor / bidder, so that they can understand the work assignment under this contract.

3.6 Variations in quantities

- The quantities of various item of work given in BOQ are tentative and may vary to a tune of - + 15%.
- If need arises, the Procuring Agency may ask the contractor / bidder to carry out the assigned work in adjacent zone of another district, but this shall be with mutual agreement between both parties. However, the payment shall be made as per the lowest rate of the work awarded for that zone of district.

3.7 Work during late hours or in emergencies

Contractors are hereby cautioned that they may be called for the work in late hours and in emergency on directives of SSWMB.

3.8 Period of contract

30 (Thirty) days after the issuance of work order, extendable, if required, for up to one month without prejudice to the terms and conditions of the contract. However, if at any time, during the currency of contract, the continuation of the same becomes difficult or impossible due to factors beyond the control of SSWMB in that case the contract may be terminated, without any obligation, on 05 days prior notice from SSWMB to the contractor.

4.0 Procuring Agency's right to accept any tender and to reject any of all tenders

The Procuring Agency reserves the rights to accept or reject any tender / bid or to annual tendering process and reject all tenders at any time prior to award of contract without notice, thereby incurring no liability to the effected tenders or bidders. The Procuring Agency shall not be under any obligations to inform or justify the affected bidders of the ground for Procuring Agency's action.

4.1 The vehicle transporting offals from every areas, i.e. main road, link road, streets, mohalla, societies, apartments, open plots etc of the concerned zone shall be completely covered by trampoline and not allowing any kind of spillage during the course of transporting.

Contractor's Signature

Executive Director (Operations-I) SSWMB

**Bill of Quantities
(Form of Bid)**

Estimated cost: _____ **Open rate** _____ **Earnest money: 2% of the quoted bid**
Time limit: 30 days _____ **Penalty per day: as per clause 1.13 above & Up to 20% of the contract price**
Validly period: 30 days _____ **Tender fees: Rs. 500**

Subject:- 'Arrangements for Lifting, Transportation and Burial of Offals on the Occasion of Eid-ul-Azha for Jamshed Zone of DMC East'.

S. No.	Description	Qty.	Rate	Unit	Amount
1.	Hiring of Excavator with operator and POL before Eid-ul-Azha required at dumping point for trenches (12 hours per day Approximately)	30		P/Day Per/Vehicle	
2.	Hiring of Loaders with operator and POL before Eid-ul-Azha required at dumping point for trenches (12 hours per day Approximately)	20		P/Day Per/Vehicle	
3.	Hiring of Dumpers with operator and POL before Eid-ul-Azha required at dumping point for removing excavated waste of trenches. (12 hours per day Approximately)	20		P/Day Per/Vehicle	
4.	Hiring of Blade Tractor with operator and POL for 3 days of Eid-ul-Azha at dumping point (12 hours per day Approximately) 1 st Day of Eid 02 Nos 2 nd Day of Eid 01 Nos 3 rd Day of Eid 01 Nos	04-Nos		P/Day Per/Vehicle	
5.	Hiring of Loaders with operator and POL for 03 days of Eid-ul-Azha at dumping point (12 hours per day Approximately). 1 st Day of Eid 01 Nos 2 nd Day of Eid 01 Nos 3 rd Day of Eid 01 Nos	03-Nos		P/Day Per/Vehicle	
6.	Hiring of Excavator with operator and POL for 03 days of Eid-ul-Azha at dumping point (12 hours per day Approximately) 1 st Day of Eid 01 Nos 2 nd Day of Eid 01 Nos 3 rd Day of Eid 01 Nos	03-Nos		P/Day Per/Vehicle	
7.	Hiring of Loader with operator and POL for 03 days of Eid-ul-Azha for different designated collection points (12 hours per day Approximately) 1 st Day of Eid 08 Nos 2 nd Day of Eid 08 Nos 3 rd Day of Eid 07 Nos	23-Nos		P/Day Per/Vehicle	

8.	Hiring of Dumpers duly fixed panaflex banner (size 5'X3') with operator and POL for 04 days of Eid-ul-Azha for different designated collection points (12 hours per day Approximately) 1 st Day of Eid 18 Nos 2 nd Day of Eid 18 Nos 3 rd Day of Eid 18 Nos	54-Nos		P/Day Per/Vehicle	
9.	Hiring of Suzuki Pickups duly fixed panaflex banner (size 3'X2'), operator, two person labor equipped with mask, gloves, jacket / upper (jali) along with required tool and POL for 04 days of Eid-ul-Azha (12 hours per day Approximately) 1 st Day of Eid 120 Nos 2 nd Day of Eid 120 Nos 3 rd Day of Eid 100 Nos	340-Nos		P/Day Per/Vehicle	
10.	Hiring of Shehzor/Mazda Truck duly fixed Panaflex banner (size 3'X2'), operator, two person labor, equipped with mask, gloves jacket / upper (jali) along with required tool and POL for 04 days of Eid-ul-Azha (12 hours per day Approximately) 1 st Day of Eid 25 Nos 2 nd Day of Eid 25 Nos 3 rd Day of Eid 20 Nos	70-Nos		P/Day Per/Vehicle	
11.	Providing & fixing Panaflex banners at Collection points and Prominent places for Public awareness. A. Size 5' x 3' B. Size 6' x 3'	100-Nos 100-Nos		Each Each	
12.	Arrangements for 6 Nos. of Camps with tent (size 15'X30'), three side qanat, chairs (15 Nos.), Tables with cover including borders (4 Nos.), Water Tanki (1 Nos.), Glasses (6 Nos.), Jugs (2 Nos.) at various places in the zone with lighting arrangement for designated collection points/centre during Eid-ul-Azha.	03-days		Each Camp / P-Day	
13.	Temporary Arrangement for Illumination / Lighting Using 5KV Generator with 04 No. Search Light of 400 Watts during Eid-ul-Azha at different locations in the zone.	03-days		Each/P-Day	
14.	Supply for good quality Chicken Biryani Double Plastic in Boxes with Plastic Spoon and small water bottles for Labours / Staff working during Eid-ul-Azha for 03 days at different places for two times.	4500 Nos.		Each	

15.	Supply of Lime Powder.	15-Tons		P/Ton	
16.	Providing and Spraying with odor control spray chemical material to prevent nuisance of the environment.	25-Nos.		Each	
	TOTAL				

- Note:
- Rate must be quoted both in figure and words otherwise liable to be rejected.
 - Overwriting and correction, if any, must be initialed and stamped by the bidder.

- I / we hereby quote the Total Amount of Rs. _____ (in figure) Rupees
_____ (in words) for above mentioned work and to complete the job

- I / we understand that it is not easy to quantify the estimation of machinery hence the quantity mentioned above is approximate and can vary + or – 15% or even more.

- I / we have read the standard bidding documents and amendment, if any and agree to abide by all of them.

- I understand that this contract shall be governed under SINGLE STAGE – ONE ENVELOPE PROCEDURE as set out in Sindh Public Procurement Rules 2010 (amended 2017). All provisions of Sindh Public Procurement Rules 2010 (amended 2017), whether mentioned in this document or not, shall be applicable to the contract.

- **I / We understand that SSWMB reserves the right to ask the contractor to lift, transport and dispose of Offals from any area of Karachi (not mentioned in the bidding document) to designated dumping sites of Karachi.**

Contractor Signature _____

Name of the Contractor / Company: _____

Name of the Contractor / Authorized person _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

Seal of the Firm / Company