



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

Financial Center, Pasay City, Metro Manila 1308

**NOTICE OF CONDUCT OF
NEGOTIATED PROCUREMENT**

**SUPPLY, DELIVERY, CONFIGURATION, AND INSTALLATION OF PORTABLE
PRINTERS IN GSIS HOME OFFICE AND BRANCH OFFICE**

The Government Service Insurance System (GSIS) is conducting Negotiated Procurement, under Two Failed Biddings, for the ***SUPPLY, DELIVERY, CONFIGURATION, AND INSTALLATION OF PORTABLE PRINTERS IN GSIS HOME OFFICE AND BRANCH OFFICE***, with the Approved Budget for the Contract (ABC) of **One Million Three Hundred Twenty Five Thousand Pesos (Php1,325,000.00)**.

In view of this, the GSIS now invites prospective bidders/suppliers for a Negotiation to be conducted on **22 August 2017 (Tuesday), 10:30AM**, at the GBAC Conference Room, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City. Attached is the Terms of Reference (***Annex A***) which will be discussed in the said Negotiation.

Thereafter, only those bidders/suppliers who attended the Negotiation shall be allowed to submit their Best Offers.

Best Offers must be submitted to the GBAC Secretariat, GSIS Bids and Awards Committee, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City on or before **29 August 2017 (Tuesday), 9:30AM**. Bidders must submit the following documents enclosed in a **SEALED** envelope:

- a) Letter of Conformity to be printed in the bidder's letterhead (***Annex B***)
- b) Itemized Bid Form (***Annex C***)
- c) Bid Security (***Annex D***)
- d) Pertinent Certification from the DTI (This applies only if the Bidder claims preference as a Domestic Bidder)

The Opening of Best Offers will be held on **29 August 2017 (Tuesday), 10:00AM**, at the GBAC Conference Room, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City.

The bidder/supplier with the Single or Lowest Calculated Quotation shall be required to submit additional documents stated in the Checklist of Additional Requirements (***Annex E***).

EDUARDO V. FERNANDEZ

Chairperson

GBAC for Infrastructure & Information Technology

ANNEX A TERMS OF REFERENCE

SUPPLY, DELIVERY, CONFIGURATION, AND INSTALLATION OF PORTABLE PRINTERS IN GSIS HOME OFFICE AND BRANCH OFFICE

I. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Qty.	Delivery (Weeks/Months)
1	Supply, Delivery, and Configuration of Portable Printers at GSIS Home Office	45	Within forty five (45) calendar days from the receipt of the notice to proceed (NTP).
2	Installation of Portable Printers in GSIS Home Office.	4	Within sixty (60) calendar days from the receipt of the notice to proceed (NTP).
3	Submission of documents and Project completion	--	Within seventy-five (75) calendar days from the receipt of the notice to proceed (NTP).

II. TECHNICAL SPECIFICATIONS

Item	Specifications
INTRODUCTION	
The Government Service Insurance System (GSIS), committed to the delivery of efficient and timely social security benefits to all GSIS members, plans to purchase portable printers for general printing requirements.	
SCOPE OF WORK	
1. Supply, delivery, and configure of forty five (45) units Portable Printers at the GSIS Head Office.	
2. Submission of the following documents: <ul style="list-style-type: none"> • Sales Invoice • Certificate of Completion • Warranty Security • Warranty Certificate • Inventory Report 	

MINIMUM TECHNICAL SPECIFICATIONS		
Printing Technology	InkJet	
Printing Speed	14PPM (black) 11PPM (color)	
Operating System Compatibility	Windows 7/8/8.1/10 or higher version (32 bit and 64 bit)	
Media Feeder Capacity	20 sheets	
Inclusion	4 Black Ink Cartridge 2 Tri-color Ink Cartridge	
Standard Connectivity	USB 2.0, Wireless	
Weight	Up to 7.7 lbs (3.5 kg)	
Battery	Lithium-ion	
Dimensions	Up to 14.5" x 9.5" x 8.6" (W x D x H)	
TECHNICAL SUPPORT SERVICES		
Product Warranty		
1.	The winning bidder shall provide three (3) years warranty on all labor, parts, and battery free of charges.	
2.	The warranty must include immediate replacement of the whole unit if any part of the unit becomes defective three (3) times within the first year of the warranty period.	
3.	The winning bidder must provide three (3) years software warranty which includes but not limited to software version upgrades and patches.	
4.	Warranty shall only commence upon acceptance of the project.	
Technical Support		
1.	The winning bidder must have locally available certified, qualified and experienced personnel to provide technical support during the warranty period	
2.	The winning bidder must provide eight (8) hours by five (5) days (Monday to Friday, 8:00 AM – 5:00PM) technical support	
3.	Technical support response time are as follows <ul style="list-style-type: none"> • One (1) hour for phone support. • For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days in GSIS Home Office; three (3) business days for Branch Offices. See Annex A-1 for the list of GSIS Branches • When the hardware cannot be repaired onsite due to extraordinary difficulties and needs to be pulled-out, the service provider must provide a service unit within the Technical Support Response Time. The replacement for the pulled-out hardware must be delivered within 30 calendar days from the issuance of service unit. 	
4.	The winning bidder must provide support and problem escalation procedures	
5.	The winning bidder must provide annual preventive maintenance services on all delivered equipment free of any charge during the warranty period.	

The preventive maintenance will start within one (1) year from the date of acceptance of the project and every year for two (2) years thereafter.	
Other Requirements	
<p>1. The Bidder/Supplier be a manufacturer or an authorized reseller/distributor of the goods to be supplied at the time of Opening of Best Offers.</p> <p>2. The Bidder/Supplier should have completed, within the past three (3) years prior to the deadline for the submission and receipt of bids/quotations/offers, a contract similar to the Project whose amount is at least 50% of the ABC.</p> <p>Similar Project pertains to the Supply, Delivery and Installation of Computer Hardware Equipment (i.e., scanner, printer, desktop or laptop).</p>	

III. PAYMENT TERMS

Payment shall be made upon completion of the project and issuance of certificate of final acceptance. Payment shall be subject to applicable taxes.

IV. WARRANTY

In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a period of **three (3) years**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to **ten percent (10%)** of every progress payment, or a special bank guarantee equivalent to **ten percent (10%)** of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period.

In addition, warranty services shall likewise include **Technical Support Services** as defined under Item II of the Terms of Reference.

All warranty obligations shall commence upon Completion and Final Acceptance of the Project.

Annex A-1
List of GSIS Offices (Technical Support Response Time)

HOME BRANCH OFFICE	Address
Within two (2) Business Days	
GSIS Home Office	Financial Center, Pasay City Metro Manila
Within three (3) Business Days	
BACOLOD BRANCH OFFICE	Araneta St., Brgy Tangub, Bacolod City
BAGUIO BRANCH OFFICE	3rd Floor, EDY Bldg., 143 Kisad Rd., Baguio City 2600
BATAAN BRANCH OFFICE	San Ramon Hi-way, Dinalupihan, Bataan
BATANGAS BRANCH OFFICE	ALANGILAN, BATANGAS CITY
BAYOMBONG BRANCH OFFICE	NVSU Bayombong Compound, Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
BOHOL BRANCH OFFICE	C.P.G. North Avenue, Cogon District, Tagbilaran City 6300
BULACAN BRANCH OFFICE	Midecor bldg. KM 41 Mc Arthur Hi Way, Sumapang Matanda, Malolos City Bulacan 3000
BUTUAN BRANCH OFFICE	Libertad, Butuan City
CABANATUAN BRANCH OFFICE	NFA Compound, Maharlika Hway., Cabanatuan City
CATBALOGAN BRANCH OFFICE	RPP Building, Del Rosario Street, Brgy 4, Catbalogan City
CAUAYAN BRANCH OFFICE	Tagaran, Cauayan City, Isabela
CDO BRANCH OFFICE	GSIS-CDO, Calamansi Drive, Carmen, Cagayan de Oro City
CEBU BRANCH OFFICE	Leon Kilat St., Cebu City 6000
COTABATO BRANCH OFFICE	Gov. Gutierrez Ave., Cotabato City
DAGUPAN BRANCH OFFICE	PNR Site, M.H. Del Pilar St., Dagupan City
DAVAO BRANCH OFFICE	KM 4 McArthur Highway, Matina, Davao City
DIPOLOG BRANCH OFFICE	Minaog National Highway, Dipolog City
DUMAGUETE BRANCH OFFICE	National North Road, Dumaguete City 6200
GENERAL SANTOS BRANCH OFFICE	Llido Bldg., Santiago Blvd., General Santos City
ILIGAN BRANCH OFFICE	YIMA Bldg. Badelles St., Iligan City 9200 Lanao Del Norte
ILOILO BRANCH OFFICE	Cor. Zamora - Sto Rosario Sts., Iloilo City, 5000
KIDAPAWAN BRANCH OFFICE	Dimaano Bldg., National Highway, Kidapawan City
LA UNION BRANCH OFFICE	Bugayong Bldg., Quezon Ave., Brgy. Catbangan, San Fernando City, La Union 2500
LAGUNA BRANCH OFFICE	Barangay Biñan, Pagsanjan, Laguna 4008
LAOAG BRANCH OFFICE	Brgy 23, San Matias, P. Paterno St., Laoag City, Ilocos Norte 2900
LEGAZPI BRANCH OFFICE	Alternate Road, Bitano, Legazpi City 4500
LUCENA BRANCH OFFICE	MAHARLIKA HIGHWAY, IYHAM LUCENA CITY

MAASIN BRANCH OFFICE	Servacio Building, R. Kangleon Street, Mantahan, Maasin City
MALAYBALAY BRANCH OFFICE	Onda Building, Sayre Highway, Casisang, Malaybalay City
NAGA BRANCH OFFICE	Del Rosario, Naga City, Camarines Sur
PAGADIAN BRANCH OFFICE	Jaloux Bldg., Purok Subida, Dao, Pagadian City
PALAWAN BRANCH OFFICE	National Highway, Bgy. San Miguel, Puerto Princesa City
PAMPANGA BRANCH OFFICE	McArthur Highway, Sindalan, San Fernando, Pampanga
PASIG EXTENSION OFFICE	3F Unit Elements@Rosemarie Building, Pasig Boulevard corner Rosemarie Lane, Brgy. Kapitolyo, Pasig City
QUEZON CITY BRANCH OFFICE	M. Geronimo Building, No. 746 Mindanao Ave., Tandang Sora, Quezon City
ROXAS BRANCH OFFICE	A. Belo Street, Roxas City
SORSOGON BRANCH OFFICE	Flores St. Capitol Compound, Sorsogon City 4700
SURIGAO BRANCH OFFICE	Ground Floor, Parkway Building National Highway, Surigao City 8400
TACLOBAN BRANCH OFFICE	Marasbaras, Tacloban City
TAGUM BRANCH OFFICE	Osmena St., Tagum City 8100
TARLAC BRANCH OFFICE	Urquico Oval, San Roque, Tarlac City
TUGUEGARAO BRANCH OFFICE	Regional Government Center, Carig Sur, Tuguegarao City
ZAMBOANGA BRANCH OFFICE	Airport Road, Baliwasan, Zamboanga City

Handwritten signature and initials in the bottom right corner of the page.

ANNEX B

[Insert Letterhead of the Prospective Bidder here]

LETTER OF CONFORMITY

Title of the Project: *[Title]*

To: *GSIS Bids and Awards Committee
Government Service Insurance System
GSIS Central Office, Financial Center, Pasay City*

This is to inform the *GSIS Bids and Awards Committee* that our company, _____, located at _____ conforms to the Terms of Reference as enumerated and specified in the Notice of Conduct of Negotiated Procurement/Request for Submission of Best Offers and in Bid Bulletin(s)/Supplemental Notice/s issued (*if there's any*).

(Signature Over Printed Name)

Authorized Representative

ANNEX C

Itemized Bid Form

Name of Bidder _____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + col. 9) x col. 4
1	Portable Printers (with one (1) year warranty)	NA	45	NA	NA	NA			
2	Services – Installation Cost	NA	1 lot	NA	NA	NA			
3	Services – Maintenance Cost	NA	1 lot	NA	NA	NA			
4	Extended warranty /Preventive Maintenance [two (2) years]	NA	45	NA	NA	NA			
	TOTAL	NA	NA	NA	NA	NA			

(Signature Over Printed Name)

Authorized Representative

ANNEX D BID SECURITY

The bidder shall submit a **Bid Securing Declaration** using the form prescribed in the Notice of Conduct of Negotiated Procurement/Request for Submission of Best Offers or any of the following form of Bid Security:

- a. **Php26,500.00**, equivalent to 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;

Bidders who opt to submit a bid security in the form of cash and/or cashier's/manager's check shall deposit the said bid security to the GSIS Cashier, in coordination with the GBAC Secretariat, prior to the submission of best offers. The Official Receipt issued by the GSIS Cashier shall be submitted as part of their Sealed Envelopes containing their Best Offers.

- b. **Php66,250.00**, equivalent to 5% of the ABC, if bid security is in Surety Bond. A valid certification from the Insurance Commission must attached/submitted.

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID-SECURING DECLARATION

Title of the Project: _____

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids/best offers must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding/Negotiated Procurement for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1 (b), 34.2, 40.1 and 69.1, except 69.1(f) of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the bidder/supplier with the Single/Lowest Calculated and Responsive Bid/Quotation / Highest Rated and Responsive Bid/Quotation, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]*

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.
Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued],[place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

ANNEX E

CHECKLIST OF ADDITIONAL REQUIREMENTS

Legal Documents

1. Appropriate Registration Certificate from the:
 - Securities and Exchange Commission
 1. **For Corporation**
Certificate of Registration; or Certificate of Incorporation; or Certificate of Filing of Amended Articles of Incorporation
 2. **For Partnership:**
Certificate of Registration; or Certificate of Partnership; or Certificate of Filing of Amended Articles of Partnership
 - Department of Trade and Industry (DTI), for sole proprietorship
 - Cooperative Development Authority (CDA), for cooperatives
2. Business Permit/Mayor's Permit for CY 2017 issued by the city or municipality where the principal place of business of the prospective bidder is located
3. Valid Tax Clearance per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR.

Note: In case of Joint Venture, all parties to the Joint Venture shall submit the above-cited documents.

Technical Documents

4. Valid PhilGEPS Registration Certificate. In case of Joint Venture, all parties to the Joint Venture shall submit the said document.
5. Statement of Completed Government and/or Private Contract or Contracts similar to the contract to be bid, within the past three (3) years prior to the deadline for the submission and receipt of bids/quotations/offers. The Statement must include either the bidder's single largest completed similar contract or other completed similar contracts whose individual amount is at least 50% of the ABC.

Similar Project pertains to the Supply, Delivery and Installation of Computer Hardware Equipment (i.e., scanner, printer, desktop or laptop)

Financial Document

6. Audited financial statements for CY 2016, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

7. Valid Joint Venture Agreement

Other Technical Documents

8. Omnibus Sworn Statement in accordance with Section 25.2 of the RIRR of RA

9184 and using the form prescribed in the Notice of Conduct of Negotiated Procurement/Request for Submission of Best Offers. Submit a Notarized Secretary's Certificate, *if required/applicable*. In case of sole proprietorship, submit a special power of attorney if the proprietor/owner has assigned/appointed a person to, on his/her behalf, represent the company in the bidding/Negotiated Procurement of GSIS and sign all documents pertaining to the project to be bid.

9. If the bidder is a foreign entity, Certification from the relevant office from the bidder's country of origin stating that laws or regulations of said country grant reciprocal rights or privileges to citizens, corporations or associations of the Philippines.
10. Datasheet of the product to be supplied. This includes brochures, manuals, or other documentary references which will provide substantial information of the products to be supplied.
11. Certificate of Good Standing, Completion, **AND** Acceptance from GSIS with respect to the latest completed project. (This is applicable only to prospective bidders/suppliers with previous contracts and completed projects with the GSIS which were entered into within the past three (3) years from the submission and receipt of bids/quotations/offers)

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding/Negotiated Procurement for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding/Negotiated Procurement as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding/Negotiated Procurement requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards;

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents/documents for Negotiated Procurement;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT / To be Notarized)

SAMPLE FORM


STATEMENT OF COMPLETED GOVERNMENT AND/OR PRIVATE CONTRACT OR CONTRACTS SIMILAR TO THE CONTRACT TO BE BID, WITHIN THE PAST _____ YEARS PRIOR TO THE DEADLINE FOR THE SUBMISSION AND RECEIPT OF PROPOSALS

Name of the contract (including Owner's Name, Address and Contact Number(s))	Date of the contract		Nature of Work	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV) and Percentage of Participation	Total Value at Award Contract at Completion, if applicable		Date of Completion or Estimated Completion Time	Percentages of Planned and Actual Accomplishments, if applicable	Value of Outstanding Works, if applicable
	a.	b.			a.	b.			
SINGLE LARGEST COMPLETED SIMILAR CONTRACT									
OTHER COMPLETED SIMILAR CONTRACTS									

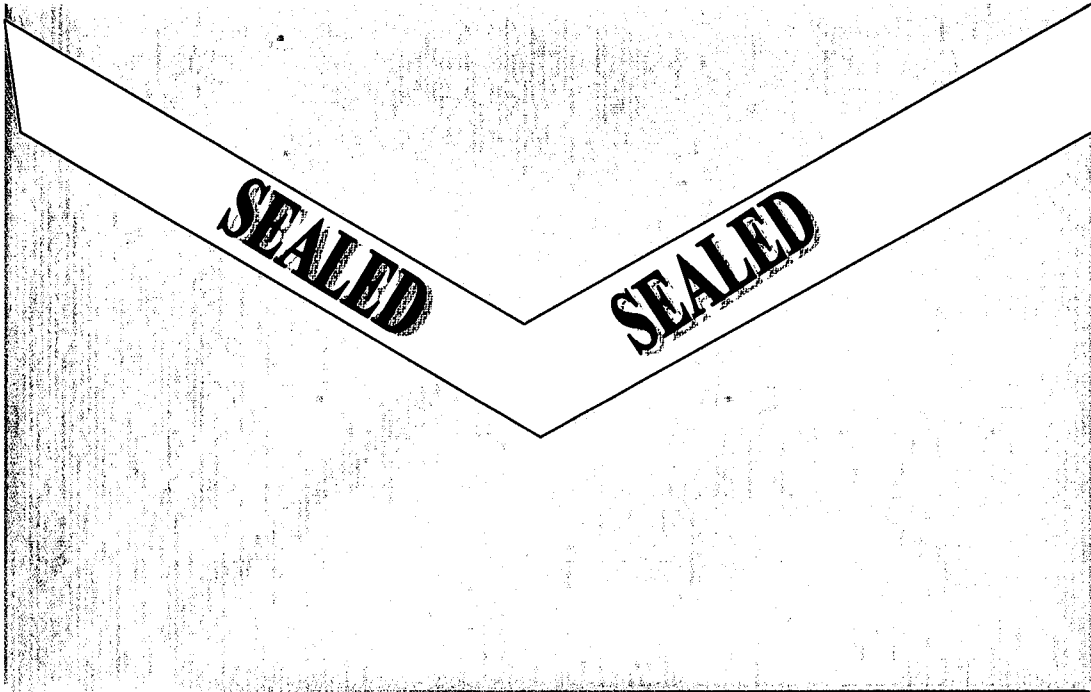
Note: The statement shall be supported by the notices of award and/or notices to proceed issued by the owners. Also, the statement shall be supported by the Owner's Certificate of Final Acceptance or the Certificate of Completion and, whenever applicable, the Constructors Performance Evaluation Summary (CPES) Final Rating which must be satisfactory.

(Signature Over Printed Name)

Authorized Representative



SEALING AND MARKING



Name of the Project: _____
Name, Address & Contact Details of the Bidder: _____ _____
Place of Submission: GBAC Secretariat, GSIS Bids and Awards Committee Level 2 Core G, GSIS Central Office, Financial Center Pasay City
Date of Submission: _____

Note: The bidder's envelope containing the required documents must be properly SEALED.

The bidder is also requested to submit another sealed envelope containing the required documents.

Handwritten signature or initials in the bottom right corner of the page.