

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL ON HIGHER EDUCATION					
BID NUMBER:	PRR00252	DATE OF ISSUE: CLOSING DATE:	31 October 2025 07 November 2025	CLOSING TIME:	11:00am
DESCRIPTION	KNOWBE4 Security Awareness Training License and Subscription.				
Site visit	N/A				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS:					
Mnyandu.P@che.ac.za and copy Maluleke.T@che.ac.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Philile Mnyandu		CONTACT PERSON	Tshepang Moagi	
TELEPHONE NUMBER	012 349 3903		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Mnyandu.P@che.ac.za		E-MAIL ADDRESS	Moagi.T@che.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? /WORKS	Yes ☐ No ☐ [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		YES ☐ NO ☐	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO	
		☐ ☐	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1 Bids must be e-mailed by the stipulated time to the correct address. Late bids will not be accepted for consideration. 1.2 All bids must be submitted on the official forms provided– (not to be re-typed) as listed under – paragraph 3.1 [mandatory requirements] below. 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022 under 80/20 preference points system and it includes functionality (if applicable). Thus, bidders who fail to obtain minimum score for functionality will not be evaluated further for price and preference. 1.4 This bid shall be governed by the general conditions of contract (GCC) which can be obtained from National Treasury website: ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full. (attached). 1.6 The bid must be submitted with the following standard bidding documents: SBD 4 and SBD 1 1.7 The bid must be accompanied by briefing 1.8 session certificate as proof that they have attended the compulsory briefing session as indicated in part A above (if applicable) 1.9 A copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit or proof of identification for the owners can be used to allocate specific goals points.
2. TAX COMPLIANCE REQUIREMENTS
2.1 Bidders must ensure compliance with their tax obligations. 2.2 Bidders are required to ensure that their tax compliance status is updated on the National Treasury's Central supplier Database.

2.3 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS CERTIFICATE / PIN / CSD Number.

2.4 A CSD number must be provided on the SBD 1. Kindly note that this is an urgent request for quotation therefore a tax compliant supplier will be selected.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

INTRODUCTION

1. PURPOSE OF THE REQUEST

The Council on Higher Education seeks to appoint a service provider that will render the service as per the specification provided.

1.1.1. OBJECTIVES OF THE BID

Based on the fulfilment of the specification requirements and competitive price that will be submitted, CHE intends to select a preferred service provider for the services mentioned above.

2. ENQUIRIES

- 2.2.1. Should it be necessary for a supplier to obtain clarity on any matter arising from or referred to in this RFQ document, please refer your enquiries, in writing, to the contact person(s) listed below? CHE reserves the right to place responses to such queries on the website.

	Telephone	012 349 3903
	E-mail	Mnyandu.P@che.ac.za

3. RESPONSE FORMAT

Suppliers shall submit the response in accordance with the **response format specified below** together with a **formal quotation / proposal**; failure to do so may result in a disqualification of bidder's response.

3.1 Mandatory documents

Schedule 1: Pricing schedule SBD 1
Schedule 2: Declaration of Interest – SBD 4
Schedule 3 SBD 6.1 in terms of PPR of 2022

Documents for the allocation of specific Goals

Valid BBBEE certificate or a valid and certified copy or Sworn Affidavit (scanned copy will be accepted) may be submitted. Company registration documents or certified ID copies of the owners will be accepted. If a bidder responds as a Consortium or Joint Venture, an agreement of both parties must be submitted. The following schedules must be included in the response to quote.

4. CHE's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. CHE's conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official CHE Purchase Order form has been received or a service level agreement is signed.
3. Late and incomplete submissions will not be accepted.
4. The tax matter must be tax compliant as requested.
5. Responses to this RFQ must be submitted on e-mail to the addresses above, clearly marked with the description and number of the RFQ.
6. CHE shall pay 30 days after receipt of an original invoice.
7. All invoices must be submitted to invoices@che.ac.za.

5. TAX CLEARANCE REQUIREMENTS

- a) Bidders are required to submit a csd report indicating bidders tax matters or csd number. The CHE will still need to verify the information on the CSD.
- b) Failure to be tax compliant will result in the disqualification of your response this RFQ.

6. EVALUATION CRITERIA

Will be evaluation on price and preferences.

This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022. The allocation of points will be as follows:

Price	80
Specific goals:	
51% Historically Disadvantaged Individual (HDI)	10
51% Women owned	10
Total	100 points

7. PRICING REQUIREMENTS FOR QUOTATIONS.

All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated.

- The Supplier must indicate **clearly** which portion of the quoted price is linked to the exchange rate.
- The cost of delivery and other charges must be included in the total price quoted.
- Please note that CHE will require the successful bidder to obtain forward cover (where applicable) equal to this amount immediately upon receipt of a letter of acceptance, or an official purchase order.
- After CHE Procurement has received proof from the bidder's banker of the forward cover rate, an amendment to the purchase order will be processed which would reflect firm pricing.

8. REASONS FOR DISQUALIFICATION

CHE reserves the right to disqualify any bidder which does any one or more of the following,

- Suppliers who submitted incomplete information and documentation according to the requirements of this RFQ;
- Who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- Supplier who received information not available to other vendors through fraudulent means; and/or
- Suppliers who do not comply with any other *requirements* as stipulated in this RFQ document.
- Suppliers who do not comply with the mandatory functional requirements. Suppliers who fail to sign their RFQ response or does not complete SBDs
- CHE reserves the right to; cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.

DECLARATION BY BIDDER

the undersigned (NAME).....certify that:

- I have read and understood the conditions of this RFQ.
- I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

.....

Signature

Date

Capacity.....

9. BIDEVALUATIONCRITERIAANDMETHODOLOGY

- 9.1 CHE reserves the right not to accept the lowest bid price from a service provider.
- 9.2 Similarly, CHE reserves the right not to select any of the prospective service providers submitting proposals.
- 9.3 CHE will take into consideration black economic empowerment, proof of this to accompany the bid response.
- 9.4 The 80/20 preferential point system will be applied to evaluate the Bid.

EVALUATION CRITERIA: PRICE & PREFERENCES	
A: Pricing proposal	80 points
Compliance with Preferential Procurement Policy Regulation	20 points

SPECIFICATION/TERMS OF REFERENCE

INTRODUCTION

1. Introduction

The purpose of this RFQ is to source quotations from a reputable service provider that will render the service as per the below specification.

2. Background

The South African Council on Higher Education (CHE) is an independent statutory body established by the Higher Education Act (Act No. 101 of 1997, as amended). As the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No. 67 of 2008, as amended) it advises the Minister of Higher Education, Science and Innovation on all higher education matters and is responsible for quality assurance and promotion through the Higher Education Quality Committee. More information on the CHE can be obtained from the website <http://www.che.ac.za>.

Specification:

Suppliers are requested to refer to the below specification for the KNOWBE4 Security Awareness Training License and Subscription.

1. INTRODUCTION

The Council on Higher Education (CHE) is an independent statutory body established in May 1998 as provided for by Section 4 of the Higher Education Act (Act No. 101 of 1997, as amended), and it also functions as the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No 67 of 2008, as amended). It is a Schedule 3A national public entity in terms of the Public Finance Management Act (Act No. 1 of 1999). More information on the CHE can be obtained from the website <https://www.che.ac.za/>.

2. PURPOSE

Cybersecurity risks are a critical focus point for the CHE and therefore, we are prioritising our efforts to mitigate cyber-related risks to continuously mature our security posture in line with our risk tolerance level and build a cyber-resilient environment.

In order to achieve this, the CHE is required to implement a user awareness programme that aims to promote the culture of good cybersecurity practice and test its effectiveness to ensure reduced risk impact of cyber threats. The objective of the CHE Cyber Security Awareness Programme is to:

- Educate users to improve information security management;

- **Encourage a good security practice;**
- **Establish a people-centric security approach to address cyber threats**
- **Meet regulatory requirements**
- **Build, maintain, and measure a high impact secured environment that reduces the risk of being attacked**

This will enable the CHE to address its cybersecurity risk and improve its overall security posture.

3. SCOPE OF WORK

The scope of work for the supply of the KnowBe4 security awareness training license subscription for 36 months:

Item	Qty	Description
1.	60	KnowBe4 Security Awareness Training Diamond (3-Year Subscription)
2.	60	KnowBe4 AIDA (3-Year Subscription)

4. PRICING SCHEDULE

PRICING

- Cost must be VAT inclusive and quoted in South African Rand.
- Service providers must quote for all the items as indicated on the scope of work.

Item	Description	Qty	Unit Cost	Total
1.	KnowBe4 Security Awareness Training Diamond (3-Year Subscription)	60		
2.	KnowBe4 AIDA (3-Year Subscription)	60		
TOTAL PRICE (excluding VAT)				
15% VAT				
TOTAL COST				

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
51%HistoricallyDisadvantaged Individual (HDI)	10
51% Women ownership	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
) \text{ or } & & P_{\text{max}} - P_{\text{min}} \\
 & & \hline
 P_{\text{max}} - P_{\text{min}} & & P_{\text{max}} - P_{\text{min}}
 \end{array}$$

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING

PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 - \frac{80(P_t - P_{max})}{P_{max} - P_t} & \text{or} & P_s = 90 - \frac{90(P_t - P_{max})}{P_{max} - P_t}
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price		80		80
51 % HDI		10		
51% Women Ownership		10		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....