



REQUEST FOR QUOTATIONS (RFQ)

Description of Services/Goods: Provision for mechanical ventilation design based on the rational fire design (drawings), bill of quantities, indicative pricing, and site supervision for the mechanical ventilation/extraction.

RFQ Number: NHFC/HO/02/01

Request date: 02 February 2023

Closing date: 16 February 2023 (No late submissions will be considered)

Closing time: 11:00am

Compulsory Requirements

The following copies must be attached when returning the RFQ:

1. Copy of a valid B-BBEE Certificate/ Sworn Affidavit (Non disqualifying item but non-submission will render the bidder as non-compliant for B-BBEE points).
2. Latest and valid SARS TCS Pin Certificate
3. Copy of CSD Report
4. Attached valid copy of registration with the Engineering Council of South Africa
5. Submission of the following Signed and Completed Standard Bid Documents (SBD)

Forms which are attached to this request:

- SBD 4: Declaration of Interest
 - SBD 6.1 Preference Points Claim Form in terms of preferential procurement
 - SBD 7.2 Contract form
6. Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost

7. All quotes must be prepared according to the Scope of Work/Key Deliverables

The assessment of the submission will be based on the above-mentioned documentation.
Exclusion of required items may cause a disqualification.

Enquiries and quotations regarding the RFQ must be directed to the below persons in writing only:

SCM Enquiries

SCM Official: **Pabalelo Shirindza**

Email: Quotations@nhfc.co.za

Special Conditions:

- Quotations must be submitted in the bidder's company letterhead.
- No pre-payments are allowed, awarded bidder will be paid within 30 days after receipt of invoice.
- Price(s) quoted must be valid for at least 60 days from the date of your offer and be according to the RFQ document.
- Quotation submitted should be based on Scope of Work/Key Deliverables. Failure to adhere to scope of work will render your quotation non-responsive.
- Supplier to indicate excepted delivery of service/goods as indicated in Scope of Work/Key Deliverables.
- Supplier will be evaluated on performance based on delivery of Scope of Work/Key Deliverables
- The quotation must be submitted via email to Quotations@nhfc.co.za

SPECIFICATIONS

Provision for mechanical ventilation design based on the rational fire design (drawings), bill of quantities, indicative pricing and site supervision for the mechanical ventilation/extraction.

1. INTRODUCTION

The National Housing Finance Corporation SOC Limited is a development finance institution, that is a Schedule 3A according to the Public Finance Management Act, No 1 of 1999 The NHFC is wholly owned by the South African Government and reports to the National Department of Human Settlements.

With a consolidated balance sheet with total assets in excess of R7 billion, the NHFC is a primary financier in the affordable housing market primarily providing wholesale finance to property investors, developers, non-banking retail intermediaries and social housing institutions that target the affordable housing market with either providing housing supply or innovative housing finance solutions/products for the households to acquire or improve their houses. The affordable housing market is regarded as households earning between R3,500 and R22,000 per month.

2. BACKGROUND OF REQUEST FOR QUOTATION (RFQ)

The NHFC as a result of a defaulting client, acquired a property in Germiston CBD called President Place (located at 78 President Street, Germiston) which a property with approximately 316 residential units (flats), parking bays and commercial space. **Service providers are hereby invited to provide the NHFC with the Mechanical Ventilation Design based on the rational fire design (drawings), bill of quantities, indicative pricing, and site supervision for the mechanical ventilation/extraction.**

The existing residential building is located on 78 President Street, Germiston. The building is on the corner of FH Odendaal Street and Human Street. The building consists of 2 basement

levels, ground floor, and 5 residential floors above ground level. The building classification as per the National Building Regulation SANS10400 – Residential H4, Shops F2 and Parking J4.

Subject property	Erf 300 West Germiston, City of Ekurhuleni, Gauteng Erf 585 West Germiston, City of Ekurhuleni, Gauteng
Address	78 President Street, Germiston
Registered owner	National Housing Finance Corporation SOC Limited
Zoning	Business 1
Property type	Residential and retail sectional scheme
Gross lettable area	15 267.00 m ²
Net lettable area	14 922.00 m ²

3. PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The purpose of the request is to obtain the mechanical ventilation design based on the rational fire design (drawings), bill of quantities, indicative pricing and site supervision for the mechanical ventilation/extraction.

4. SCOPE OF WORK/KEY DELIVERABLES

The NHFC **requires the mechanical ventilation design based on the rational fire design (drawings), bill of quantities, indicative pricing and site supervision** for the mechanical ventilation/extraction to the basements of the building.

The size of the building (Gross lettable area) is 15267 square metres (net lettable area is 14922 square meters). The residential building is located on 78 President Street, Germiston comprising of erf 300 and erf 585 West Germiston, City of Ekurhuleni, Gauteng. The building is on the corner of FH Odendaal Street and Human Street. The building consists of 2 basement levels, ground floor, and 5 residential floors above ground level. The building classification as per the National Building Regulation SANS10400 – Residential H4, Shops F2 and Parking J4.

The NHFC is in the process of getting the building compliant with all the new regulations, therefore one of the requirements is to do a mechanical ventilation based on the rational fire design for the building. The rational fire design was compiled by Leon Potgieter of International Fire Engineering (S.A.) (PTY) LTD on behalf of the President Place Body Corporate which is managed by CityNet. The rational fire design was submitted and approved by Ekurhuleni Metropolitan Municipality on the 10 May 2021.

The compliance with the National Building Regulations and Building Standards Act, Act Number 103 of 1977, as amended and in terms of SANS 10400-2020 viz. Regulations A19, Part T and Part W.

The 2 basement levels of the building are over 500m² and therefore require a mechanical extraction system as per Part of EN 12101 of the National Building Regulations. The calculation and requirements for this system has been done and formed part of the approved rational fire design. **Please refer to page 4 – 8 of the approved rational fire design (see Annexure A). Specifically we wish to refer you to section 4.42.1 on page 4 to page 8 before the text on fire suppression systems. These 5 pages are the most critical in the**

rational fire design report and outline the technical specifications of this assignment. But bidders are requested to read the entire rational fire design report.

Compulsory requirements:

- a) Compliance with the Rational Fire Design Calculations
- b) Compliance with Part of EN 12101 of the National Building Regulations

Site Visit to be arranged by the building owner and the President Place Body Corporate.

4.1 Lockdown Operations Provisions

Kindly note that due to the hybrid working arrangements, NHFC continues to operate remotely, therefore service providers should make provision for virtual meetings, when required.

5. EVALUATION CRITERIA

Evaluation of bids received will be conducted in three (3) phases as follows:

Phase 1 – Compulsory Requirements

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements on page 1 of this document. Bidders who do not fulfil all the requirements or do not submit the required documents will not proceed to the next phase of functionality. Those who fulfil all the requirements or have submitted the required documents will be further evaluated on functionality.

Phase 2 – Functionality

Functionality is worth 100 points. The minimum threshold is **70** points. Bidders who score less than **70** points on functionality will therefore be disqualified. Those who score more than **70** points will be further evaluated in terms of price and preference points (i.e., on the B-BBEE status level of contributor). The functionality evaluation is broken down as follows.

Category	Functional / Technical Evaluation Criteria	Weighting (points)
5.1	BIDDER'S EXPERIENCE	50
<p>Bidders must have specific experience and submit at least five (5) reference letters of completed projects with the work undertaken within the past five (5) years in respect of services (mechanical ventilation based on rational fire design / drawings, bill of quantities, indicative pricing and site supervision for the mechanical ventilation/extraction) undertaken and must provide detail of the project involved and the value of the project relating to design and supply of the mechanical ventilation/extraction work. References should be dated, signed and contactable.</p> <p>5 reference letters = 50 points 4 reference letters = 40 points 3 reference letters = 30 points 2 reference letters = 20 points 1 reference letters = 10 points 0 reference letter = 0 point</p>		

Category	Functional / Technical Evaluation Criteria	Weighting (points)
5.2	QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	40
<p>Bidder must submit relevant qualifications and CV of Mechanical Engineer to prove competency and relevant experience in the fields of design and supply for the mechanical ventilation/extraction to the building. The Mechanical Engineer must be registered with the Engineering Council of South Africa.</p> <p>10 years and more of experience = 40 points</p> <p>7 years to 10 years of experience = 30</p> <p>5 years to 7 years of experience = 20</p> <p>3 years to 5 years of experience = 10</p> <p>Less than 3 years of experience = 0</p>		

Category	Functional / Technical Evaluation Criteria	Weighting (points)
5.3	PROJECT PLAN	10
<p>The bidder must demonstrate how they will complete the project from date of appointment. The bidder is requested to submit a detailed project plan which clearly indicates the key activities with project timelines.</p> <p>Points allocation:</p> <p>Bidder provides a project plan that that demonstrate understanding of the project, clear timelines and targets</p> <p>= 10 points</p> <p>Bidder provides a project plan that demonstrates understanding of the project = 5 points</p> <p>Bidder does not provide a project plan or provides a project plan that demonstrates no understanding of the project = 0 points</p>		

6. EVALUATION CRITERIA

Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level Of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers 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

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.

2.2 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:

.....

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

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.

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 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

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

I hereby undertake to render services described in the attached bidding documents to NHFC in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz

Invitation to bid;

Tax clearance certificate;

Pricing schedule(s);

Filled in task directive/proposal;

Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the

Preferential Procurement Regulations 2011;

Declaration of interest;

Declaration of bidder's past SCM practices;

Certificate of Independent Bid Determination;

Special Conditions of Contract;

General Conditions of Contract; and

Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:.....

.....

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I.....in my capacity
as.....accept your bid under reference number
.....dated.....for the rendering of services indicated
hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: