



**SOUTH AFRICA**

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**Electoral Commission**

**Auction 0010557682**

**Black and White (Monochrome) Desktop Printers**

**IMPORTANT NOTICE**

**Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents indicated in the document shall invalidate a bid.**

# 1 Introduction

The Electoral Commission seeks to appoint a service provider to supply and deliver two hundred and thirty (230) Black and White (Monochrome) Laserjet Desktop printers to replace the current ageing monochrome desktop printers. The new Laserjet Desktop printers must have direct OEM warranty, support and maintenance independent of the bidder. A minimum of 3 years warranty for parts and labour onsite must be supplied with the printers.

**Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the supporting documentation by either uploading on the Votaquotes (e-Procurement) system or submitting manually via the tender box before the closing date as specified in this document and on the Votaquotes (e-Procurement) web site.**

## 2 Bid Requirements

The technical specification for the required equipment is detailed below and it must be noted that these are the minimum requirements. The only exception that may be accepted will be in case where the bidder's specification is better, anything below the minimum specification will be disqualified.

The warranty required below should be under-written by the OEM (Original Equipment Manufacturer) independent of the bidder and/or the distributor; written proof must be supplied confirming that the OEM will honour the warranty independently irrespective of the status of the bidder.

## 3 Technical Specifications

**MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION**

|    | <b>Requirements</b>                           | <b>Compliance Minimum Requirements (or better)</b>  |
|----|---|---|
| 1  | <b>Quantity</b>                               | 230   |
| 2  | <b>Basic Functionality</b>                    | Print   |
| 3  | <b>Processor Speed</b>                        | 1.2 Ghz   |
| 4  | <b>Media Sizes (Paper Size)</b>               | A4  |
| 5  | <b>Memory</b>                                 | 256 MB  |
| 6  | <b>Type</b>                                   | Monochrome LaserJet   |
| 7  | <b>Connectivity, standard, cable</b>          | Hi-Speed USB 2.0 (Supply USB cable)<br>Gigabit Ethernet   |
| 8  | <b>Interface</b>                              | Built-in Fast Ethernet 10/100/1000 Base-TX network port   |
| 9  | <b>Input capacity, maximum</b>                | 100 Sheet capacity multipurpose tray<br>250 Sheet paper tray  |
| 10 | <b>Duplex printing capability</b>             | Yes   |
| 11 | <b>Print resolution, Black</b>                | Up to 1200 x 1200 dpi   |
| 12 | <b>Print speed, black (best quality mode)</b> | 40 ppm  |
| 13 | <b>Operating System compatibility</b>         | Windows 10 and above all 32/64-bit editions   |
| 14 | <b>Power Cable</b>                            | One SA 3-pin Plug, 1.8-meter length   |
| 15 | <b>Warranty</b>                               | Three (3) Year Warranty, underwritten directly by the OEM   |
| 16 | <b>Warranty Statement</b>                     | An OEM warranty statement stating all warranty terms and conditions must be submitted.                                    |
| 17 | <b>Product Life</b>                           | The proposed product must have a remaining product life of not less than 5 years of support. OEM proof must be submitted. |
| 18 | <b>Safety</b>                                 | SANS IEC 60950 / <b>IEC 62368</b>   |
| 19 | <b>USB Cable</b>                              | USB Cable included  |

## **4 Planning Assumptions**

The IEC has made the following assumptions:

- 4.1 The IEC will provide technical resources for all IEC's designated work including setup and configuration of own systems and databases.
- 4.2 Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements.
- 4.3 The bidder's change management process must comply with the Electoral Commission's management process.
- 4.4 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

## **5 General Bid Conditions**

The following standard auction conditions must be adhered to and complied with, failing of which the bid will be disqualified.

- 5.1 Bidders must place bids online on the Electoral Commission's eProcurement website by not later than the stipulated closing date and time on the auction.
- 5.2 Bidder must complete and submit Appendix A: Technical Bid Response Sheet to show compliance with the technical bid requirements
- 5.3 The bidder must be authorized to sell the product supplied. An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid. Should the reseller authorization be from a distributor, then a proof of authorization, authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted
- 5.4 The bidder must provide at least two (2) contactable list of clients of past services of a similar nature. Client details must include the following: customer name, contact person, contact details (telephone, email, physical address), service description and value of services offered, per contract. Appendix C provides a guideline and client details required, however bidders

are free to format their response as they prefer.

- 5.5 Bidders must include brochures and/or Data Sheets for the printers being proposed.
- 5.6 The IEC depreciates its IT equipment over a period of 5 years. It is therefore important that the bidder does not knowingly propose IT equipment that has a lifespan that is less than 5 years. Bidders are required to provide the lifespan of the proposed products in the form of a letter.
- 5.7 Bidders must submit a warranty statement of the proposed product (OEM statement of warranty) proposed.

## **6 Quality Control**

The following quality control conditions must be adhered to and complied with, failing of which the bid may be disqualified.

- 6.1 The bidder takes responsibility for the completeness and quality of their bid submission.
- 6.2 The bidder must undertake and warrant that the equipment is in good condition and in line with auction specifications.
- 6.3 The successful bidder will have the primary responsibility of ensuring that the proposed equipment complies with the required specification in term functionality and technical specification including quantity and quality.
- 6.4 The proposed equipment must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 6.5 It must be noted that the Electoral Commission seeks to gain the best solution technically, functionally and financially, and will select the solution that it deems to give the best investment.
- 6.6 Upon the successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the successful bidder's facilities.
- 6.7 The successful bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specifications.

In addition, the Electoral Commission may also call on bidders to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the auction evaluation process prior to the conclusion of the adjudication of the auction.

## **7 Supplier Performance**

- 7.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 7.2 An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.
- 7.3 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 7.4 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to set performance criteria within the key requirements of this request for quotation, namely quantity, quality, and delivery.
- 7.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 7.6 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 7.7 Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from

another source will be for the account of the defaulting supplier.

## 8 Pricing Requirements

- 8.1 Bidders must complete and submit a detailed price breakdown of the proposed solution in Appendix B: Pricing Schedule.
- 8.2 Bidders are advised to take into account that the following costs are factored into the price. The Electoral Commission will not entertain additional charges on these items.
  - a) Hardware inclusive of USB cable costs
  - b) Software costs.
  - c) Delivery costs to the Electoral Commission Head Office in Centurion.
- 8.3 Bid prices must be firm for a period of one hundred and eighty (180) days.
- 8.4 Total Bid price must be submitted online on the eProcurement (Votaquotes) portal.

## 9 Award of Contract

- 9.1 An official purchase order will be issued to a bidder whose bid complies with the bid specifications.
- 9.2 It should be noted that the Electoral Commission seeks to gain the best product technically and financially and will select from the results of the bid a solution it deems to give the best investment.

## 10 Delivery and Implementation Timeframe

- 10.1 The successful bidder must be able to complete delivery within 60 days of receiving the official purchase order.
- 10.2 The equipment will be delivered at the Electoral Commission's National Office in Centurion. The address is as follows: **Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157**

## 11 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction;

**Election House  
Riverside Office Park,  
1303 Heuwel Avenue,  
Centurion,  
0157**

**Note: Clearly mark your submission: For the attention of Procurement and Asset Management – Bid 0010557682**

Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

## 12 Enquiries

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

- 12.1 All questions and the official responses will be published on the public VotaQuotes website ([www.votaquotes.elections.org.za](http://www.votaquotes.elections.org.za)) where the bid is advertised.
- 12.2 Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.
- 12.3 No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.
- 12.4 An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

### **13 Briefing Session**

- 13.1 No briefing session will be held for this requirement

### **14 Summary of Submission Requirements**

- 14.1 Submit bid and bid price online on the Votaquotes portal.
- 14.2 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance, include technical documentation and brochures and/or datasheets as part of the bid;
- 14.3 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included in the bid proposal.

- 14.4 The bidder shall provide at least two (2) list of clients of similar work including customer name, customer contact name, and contact details (email address and telephone contact). Refer to Appendix C for guideline.
- 14.5 Bidders must submit a letter providing confirmation that the lifespan of the proposed products is not less than 5 years.
- 14.6 Bidders must complete and submit Appendix A: Technical bid response Sheet.
- 14.7 Bidders must complete and submit Appendix B: Pricing Schedule together with the bid proposal.
- 14.8 Bidders must submit a warranty statement (OEM Statement of Warranty) together with the bid proposal.

## **15 Closing Date**

The closing date and time of this bid is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the IEC servers and is not negotiable. Bidders must also take note that supporting documentation must be delivered **before the closing date and time.**

## 16 . Appendix A: Technical Bid Response

**Completion of this technical response sheet by responding to each item is compulsory.  
Failure to complete and submit this technical bid response sheet shall lead to disqualification.**

| Requirements                           | Compliance Minimum Requirements                              | Bidder must indicate whichever is applicable |    | Bidder's response/technical specification for proposed solution – as per OEM specification |
|--|--|--|----|--|
|  |  | Yes  | NO |  |
| Quantity                               | 230  |  |    |  |
| Basic Functionality                    | Print  |  |    |  |
| Processor                              | 1.2 Ghz  |  |    |  |
| Weight                                 | 11 kg  |  |    |  |
| Media Sizes (Paper Size)               | A4   |  |    |  |
| Memory                                 | 256 MB   |  |    |  |
| Type                                   | Monochrome LaserJet  |  |    |  |
| Connectivity, standard                 | Hi-Speed USB 2.0 (Supply USB Cable)<br>Gigabit Ethernet      |  |    |  |
| Input capacity                         | 100 Sheet capacity multipurpose tray<br>250 Sheet paper tray |  |    |  |
| Duplex printing capability             | Yes  |  |    |  |
| Print resolution, black                | Up to 1200 x 1200 dpi  |  |    |  |
| Print speed, black (best quality mode) | 40 ppm   |  |    |  |
| Operating System compatibility         | Windows 10 and above all 32/64-bit editions                  |  |    |  |

**Completion of this technical response sheet by responding to each item is compulsory.  
Failure to complete and submit this technical bid response sheet shall lead to disqualification.**

| Requirements       | Compliance Minimum Requirements  | Bidder must indicate whichever is applicable |    | Bidder's response/technical specification for proposed solution – as per OEM specification |
|--------------------|--|--|----|--|
|                    |  | Yes  | NO |  |
| Power Cable        | One SA 3-pin Plug, 1.8-meter length  |  |    |  |
| Warranty           | Three (3) Year Warranty, underwritten directly by the OEM  |  |    |  |
| Warranty Statement | An OEM warranty statement stating all warranty terms and conditions must be submitted.   |  |    |  |
| Product Life       | The proposed product must have a remaining product life of not less than 5 years of support, maintenance and availability of parts. OEM proof must be submitted. |  |    |  |
| Safety             | SANS IEC 60950 / <b>IEC 62368</b>  |  |    |  |

## 17 . Appendix B: Pricing Schedule

|                         |
|-------------------------|
| <b>Pricing Schedule</b> |
|-------------------------|

| The completion of all pricing schedules is compulsory. Failure to complete the below will result in the bid being disqualified Prices must include VAT |                    |   |     |           |             |
|--|--------------------|---|-----|-----------|-------------|
| No.  | Product Code (SKU) | Description   | QTY | Unit Cost | Total Costs |
| 1  |                    | Black and White (Monochrome) Desktop Printers             | 230 | R.....    | R.....      |
| 2  |                    | Three (3) Year Warranty, underwritten directly by the OEM | 230 | R.....    | R.....      |
| Total Bid Price (inclusive of VAT)<br>(This is the bid price that must be captured on eProcurement)  |                    |   |     |           | R.....      |

*Bid price (Grand Total of the items) inclusive of VAT must be submitted online on the eProcurement (Votaquotes) portal*

## 18 . Appendix C: Guideline Reference Table

### Guideline Client List 1

**EACH CLIENT LIST MUST CONTAIN THE FOLLOWING DETAILS**

|                     |                          |  |
|---------------------|--------------------------|--|
| Customer name       |                          |  |
| Contact Person      |                          |  |
| Contact Details     | Email                    |  |
|                     | Telephone                |  |
|                     | Physical address         |  |
| Service Description | Product(s)               |  |
|                     | Services offered         |  |
| Services Value      | Bid value                |  |
|                     | Duration of the contract |  |

**Guideline Client List 2**

**EACH CLIENT LIST MUST CONTAIN THE FOLLOWING DETAILS**

|                     |                          |  |
|---------------------|--------------------------|--|
| Customer name       |                          |  |
| Contact Person      |                          |  |
| Contact Details     | Email                    |  |
|                     | Telephone                |  |
|                     | Physical address         |  |
| Service Description | Product(s)               |  |
|                     | Services offered         |  |
| Services Value      | Bid value                |  |
|                     | Duration of the contract |  |

## 19 . Appendix D: Bid Evaluation

### Bid Evaluation Process

#### *19.1 Stage 1: Assessment of Bidder's Disclosure*

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Bidder's Disclosure (SBD4), was extended to all entities which were invited to participate in the SCM process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (b) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
  - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
  - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (c) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (d) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (e) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action

taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

| Assessment Criteria  | Bidder Requirement<br>(YES/NO) | Comments |
|--|--------------------------------|----------|
| Bidder is registered on the National Treasury Central Supplier Database (CSD). *   |                                |          |
| Bidder is tax compliant. **  |                                |          |
| The bidder is not an employee of the state.  |                                |          |
| Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act. |                                |          |
| Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.                                 |                                |          |
| The bidder is not a tender defaulter as per the register published on the National Treasury website.   |                                |          |
| The bidder is not a restricted supplier as per the register published on the National Treasury website.  |                                |          |

\* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

\*\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

## 19.2 Stage 2: Key Qualifying Criteria

| Stage 2 – Key Qualifying Criteria  |  |   |    |          |
|--|--|---|----|----------|
| Failure to comply with any of the requirements below will result in the bid being disqualified |  |   |    |          |
| No.  | Description  | Yes   | No | Comments |
| 1.   | Bidder placed bid online?  |   |    |          |
| 2.   | Bidder completed and submitted Appendix A: Technical bid response as per <b>5.2?</b>   |   |    |          |
| 3.   | Bidder completed and submitted Appendix B: Pricing Schedule as per <b>8.1?</b>   |   |    |          |
| 4.   | Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per <b>5.3?</b> |   |    |          |
| 5.   | Bidder submitted a letter confirming that the proposed products have a lifespan not less than 5 years as per <b>5.6?</b>   |   |    |          |
| Overall Stage 2 Outcomes:  |  | <b><u>Assessment Comments:</u></b>                        |    |          |
|  |  | <b>Bid qualifies for further consideration: (YES/NO):</b> |    |          |

### 19.3 Stage 3 Technical Bid Evaluation

**Stage 3: Technical Bid Evaluation**  
**Non-compliance may lead to disqualification.**

|    | Requirements                           | Compliance Minimum Requirements     | Bidder must indicate whichever is applicable |    | Comments |
|----|--|-------------------------------------|--|----|----------|
|    |  |                                     | Yes  | NO |          |
| 1  | Quantity                               | 230                                 |  |    |          |
| 2  | Basic Functionality                    | Print                               |  |    |          |
| 3  | Processor                              | 1.2 Ghz                             |  |    |          |
| 4  | Dimensions                             | 385 mm (W) x 390 mm (D) x 290mm (H) |  |    |          |
| 5  | Weight                                 | 11 kg                               |  |    |          |
| 6  | Media Sizes (Paper Size)               | A4                                  |  |    |          |
| 7  | Memory                                 | 256 MB                              |  |    |          |
| 8  | Type                                   | Monochrome LaserJet                 |  |    |          |
| 9  | Duplex printing capability             | Yes                                 |  |    |          |
| 10 | Print resolution, black                | Up to 1200 x 1200 dpi               |  |    |          |
| 11 | Print speed, black (best quality mode) | 40 ppm                              |  |    |          |
| 12 | Operating System                       | Windows 10 and above all 32/64-bit  |  |    |          |

**Stage 3: Technical Bid Evaluation**  
**Non-compliance may lead to disqualification.**

|    | Requirements         | Compliance Minimum Requirements  | Bidder must indicate whichever is applicable |    | Comments |
|----|----------------------|--|--|----|----------|
|    |                      |  | Yes  | NO |          |
|    | compatibility        | editions   |  |    |          |
| 13 | Power Cable          | One SA 3-pin Plug, 1.8-meter length  |  |    |          |
| 14 | Warranty             | Three (3) Year Warranty, underwritten directly by the OEM  |  |    |          |
| 15 | Warranty Statement   | An OEM warranty statement stating all warranty terms and conditions must be submitted.   |  |    |          |
| 16 | Product Life         | The proposed product must have a remaining product life of not less than 5 years of support, maintenance and availability of parts. OEM proof must be submitted. |  |    |          |
| 17 | Safety               | SANS IEC 60950 / <b>IEC 62368</b>  |  |    |          |
| 18 | Connectivity\Cabling | Supply USB cable   |  |    |          |

### 19.4 Stage 4 – Technical Scoring

| Stage 4 – Technical Scoring   |                          |                 |   |              |          |
|---|--------------------------|-----------------|---|--------------|----------|
| To qualify to the next phase of adjudication a bidder must score a minimum of 75% (15/20) |                          |                 |   |              |          |
|   | Product Description      | Available Score | Points Allocation   | Actual Score | Comments |
| 1   | Relevant List Of Clients | 20              | List Of Clients<br>a) Customer Details (Customer name, Contact Person, Email, Telephone, Physical Address) = 2 points<br>b) Product/Solution = 3 points<br>c) Description of Services provided = 2 points.<br>d) Duration of service = 2 points<br><b>Total for references = maximum 10 points per reference (minimum 2 references required).</b> |              |          |
|   | <b>TOTAL:</b>            | <b>20</b>       |   |              |          |

## 19.5 Stage 5 – PPPFA & Price scoring

### Stage 5 - Bid Evaluation Results

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Only market related bids will be acceptable.

Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022.

The number of preference points will be allocated dependent on the B-BBEE status level of contributor as stated in the table below which is contained in the Preferential Procurement Regulations, 2022.

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 20               |
| 2                                  | 18               |
| 3                                  | 14               |
| 4                                  | 12               |
| 5                                  | 8                |
| 6                                  | 6                |
| 7                                  | 4                |
| 8                                  | 2                |
| Non-compliant contributor          | 0                |

**Bid Evaluation Committee**

|   | <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|---|-------------|------------------|-------------|
| 1 |             |                  |             |
| 2 |             |                  |             |
| 3 |             |                  |             |
| 4 |             |                  |             |
| 5 |             |                  |             |