



## REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

### AGRICULTURAL RESEARCH COUNCIL (ARC)

**Request for Quotations: RFQ-23/0378**

**Enquiries: Supply Chain Management**

**Tel: 012 672 9013**

**E Mail: [jawen@arc.agric.za](mailto:jawen@arc.agric.za)**

**RFQ Closing Date: On or before 06 November 2023 at 12:00**

1. You are kindly requested to submit a written quotation to Agricultural Research Council as per below or attached specification.

Description	Quantity	UoM
<b>Diesel Generator For Roodeplaat</b>	1	EA
<b>Compulsory Briefing and Site Inspection:</b> Date: 1 November 2023 Time: 09:30 Venue: ARC Animal Production, Roodeplaat		
<b>Specification: (Below)</b>  Diesel generators for Roodeplaat The small existing generator should be moved to supply power to the two cold rooms in the Biosystematics building. A new Diesel generator (at least 100 KVA) should be installed to power the office, long term monitoring and lab facilities as well as herbarium facilities. The generator needs to be installed with an automatic start / stop function. Both generators should be installed on solid structure with rain shelter for protection. There must be a service contract and warranty included for at least 1 year after installation.		
<b>MANDATORY REQUIREMENTS</b>  <ol style="list-style-type: none"><li>1. Valid electricians wireman's licence and a copy of their DOL Registration Certificate</li><li>2. Proof of current Membership to ECA (SA)</li></ol>		

A bidder that does not have these will be disqualified and will not be taken though for functionality evaluation.

## FUNCTIONALITY EVALUATION CRITERIA

This quotation will be evaluated for functionality. A bidder that does not get 40 points out of 50 will be disqualified

NO.	CRITERIA	MAXIMUM POINTS	SCORE
1.	Company Experience		
	<p>A minimum of 5 years relevant company experience in delivering projects of a similar nature.</p> <p>No experience = 0            1-2 years = 5            3-4 years = 15            5+ = 30</p>	30	
2.	References		
	<p>A minimum of three (3) reference letters of corporate or public sector organisations for similar installations. These must be on company letterhead, signed and include the following:</p> <ul style="list-style-type: none"> <li>• Client's name</li> <li>• Project description</li> <li>• Project cost</li> <li>• Project start &amp; end date</li> <li>• Name, title &amp; contact details of client</li> </ul> <p>No reference letter = 0            1-2 reference letters = 5            3+ reference letters = 20</p>	20	
	<b>TOTAL</b>	<b>50</b>	
	<b>Threshold</b>	<b>40</b>	

**NB: The dates of delivery will be confirmed as soon as the order is placed.**

2. The above specified goods/services should be delivered/rendered to:

**Name of Institute: Animal Production, Roodeplaat  
 Address: Agricultural Research Council, R573 and Moloto  
 Road, Roodeplaat. Pretoria (-25.60796090589819, 28.35258449068038)**

3. The particulars of the guarantee that will apply to the goods quoted for, with particular regard to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.

4. **Your written quotation should be sent to:**

**E Mail:** [jawen@arc.agric.za](mailto:jawen@arc.agric.za)

5. **Evaluation Criteria**

For procurement above R2000 but not exceeding R50 million, the 80/20 preferential procurement principle is applicable. A maximum of 20 points will be awarded to a tenderer/service provider for the specific goals as follows:

<b>RDP GOALS</b>	<b>80/20</b>
HDI (people who had no franchise on national elections prior to 1994)	8
Women	4
Youth	4
People with disabilities	2
Implementation of RDP goals ( <b>The promotion of SMMEs</b> )	2

6. Standard conditions:

- 6.1 The validity of the quotations must be indicated.
- 6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 6.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.
- 6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 6.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 6.6 Quotes should be submitted on an official letterhead
- 6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC
- 6.8 The General Conditions of Contract issued by National Treasury are applicable.
- 6.9 The ARC supply chain management code of conduct is applicable.

- 6.10 **SBD forms must be filled in, signed and returned together with the quotation.**
- 6.11 Your quotation must indicate the delivery turn-around times.
- 6.12 The ARC reserves the right to do due diligence on the quotations.
- 6.13 The ARC reserves the right to benchmark prices quoted.
- 6.14 Submit full CSD registration report that has ownership details
- 6.15 Submit company registration documents

Thank you in anticipation

**Supply Chain Management: ARC**

## **SUPPLY, INSTALLATION & COMMISSIONING OF ONE (1) GENERATOR AT ARC-Animal**

**Production- Roodeplaat campus.**

**ADDRESS R573 and Moloto Road, Roodeplaat. Pretoria**

### **1. INTRODUCTION**

Agricultural Research Council seeks a service provider to install and commission a generator at its Animal Production campus at Roodeplaat.

Generator description:

**100 Kva Diesel generator with automatic turn over switch when power goes off.**

### **2. OBJECTIVE**

Arc would like to appoint a service provider that will install and commission this one generator, as per scope of work below. The generator must be commissioned and tested for functionality in order to ensure uninterrupted power supply in the event of a power outage.

### **3. SCOPE OF WORK**

ARC would like to appoint a service provider for the following services:

- 3.1. Supply, installation and commissioning of the generator at ARC Campus.
- 3.2. Moving the existing generator to supply power to the two cold rooms for the genebank in the Biosystematics building.
- 3.3. Wiring, commissioning and testing which includes but not limited to connection of the incoming cable, outgoing feeder cables, connecting of the cable and control cabling to the generator and the control terminals etc.;
- 3.4. The design of the control system to comply with the requirements for automatic starting, stopping, interlocking and isolation;
- 3.5. Circuit breakers, isolators and wiring to be correctly sized for each unit as per SANS 10142 wiring regulations or latest regulations;
- 3.6. The service provider must ensure that fuel is provided for testing and commissioning;
- 3.7. The service provider is responsible to provide cable routes, (power, charging & signal) cabling, civil work and re-instatement thereof from each new change over panel to each generator set;
- 3.8. Earth continuity shall be maintained throughout the complete installation;
- 3.9. Submission of detailed drawings and wiring diagrams of the generators and the switchgear;

- 3.10. A fully automatic change-over system for each generator must be provided to isolate the mains supply and connect the standby set to the outgoing feeder in case of a mains failure and reverse this procedure on return of the mains;
- 3.11. The service provider shall ensure adequate provision of cabling, subject to full measurement on site. Service providers will be granted access to do site assessment. Appointments must be made 24 hours in advance;
- 3.12. The generators must be connected to ensure full business operation, including air-conditioning, during power failures. As soon as power is restored, the generators must automatically switch back to main supply.
- 3.13. Installation of warning notices related to the generator, as required by the Occupational Health and Safety Act, in and around the generators location, using the correct material (e.g. non-corrodible and non-deteriorating material, preferable plastic);
- 3.14. All work and equipment shall be in accordance with the approved SABS Standards and shall comply with the Occupational Health and Safety Act, No 85 of 1993 and current regulations of all other codes applicable to this work;
- 3.15. Service provider to submit Certificate of compliance (COC) after installation, testing and commissioning, as well as installation circuit diagram;

### 3.5 Preparation

- Assessment should be done to determine the capacity of existing cables and switch gear.
- Assessment should be done to determine where the best suited place would be to install the two generators (1 old that will be moved and 1 new)
- Supply and install the new 100 Kva Generator. The generators to be installed at ARC-Animal Production Roodeplaat campus
- Move and install the old generator to the forage genebank facility at the biosystematics building.

### 3.7 Specifications of new Generator

- Fuel type: Diesel
- Size: at least 100 KVa
- Must have an Exhaust silencer mounted.
- Exhaust to be outside room
- Must be mounted on a solid platform like a concrete slab and protective housing should be installed
- Must provide power to: Office block, Herbarium and long term storage and lab facilities of the genebank.

### 3.8 Moving of old generator

- Existing generator must be moved from next to labs to allow for the powering of the National forage genebank facility in the biosystematics building.
- The generator must be installed on a solid structure with a protected housing over the generator.

### 3.11 Training

- Training on operating procedures (manually and automatic)
- Training on Deep Sea PLC
- Handover and user Training should be provided for a period 3 weeks to the Technical and Mechanical Team (5 people) and as a when within the above mentioned period.

## 4. MANDATORY REQUIREMENTS

- 4.1. The service provider must be registered in terms of the Electrical Contractors' Association of South Africa-ECASA and Electrical Conformance Board - ECBSA or any recognised national body – attach valid proof of registration.
- 4.2. CIDB Grade 1EP/EB or above.

## 5. REGULATIONS

The commissioning, installation, and testing must be done according to prescribed and approved Acts and regulations, which include but not limited to:

- 5.1. The latest issue of SABS SANS10142-1: "Code of Practice for the Wiring of Premises",
- 5.2. The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended,
- 5.3. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority,
- 5.4. The Fire Brigade services Act 1993 Act 99 of 1987 as amended,
- 5.5. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as emended,
- 5.6. The Post Office Act 1958 (Act 44 of 1958) as amended,
- 5.7. The Electricity Act 1984 (Act 41 of 1984) as amended and
- 5.8. The Regulations of the local Gas Board where applicable.

## 6. COMPANY PROFILE

A brief company profile must be submitted to assist ARC in assessing your capabilities, capacity and competitive advantages.

## **7. TECHNICAL APPROACH**

- 7.1. The service provider must submit a detailed technical plan, demonstrating technical competency, clear planning, project management, and quality controls, as well as a project rollout plan for the installation of the generators.

## **8. MATERIALS AND WORKMANSHIP**

- 8.1. The work throughout shall be executed to the highest standards and to ARC's satisfaction.
- 8.2. ARC reserves the right to reject any work and materials, which, in its judgement, is not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified, as directed, by the service provider, at its own cost.
- 8.3. All work must be executed by a qualified tradesman, with relevant experience.
- 8.4. The service provider shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation.
- 8.5. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in the tender response document.
- 8.6. All components and their respective adjustment, which do not form part of the installation work, but influence the optimum and safe operation of the generators shall be considered to form part of and must be included in the service provider's scope of works.
- 8.7. All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- 8.8. The service provider shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and user client.
- 8.9. The service provider is to include for all scaffolding required to complete the work required.

## **9. INSPECTIONS & HAND-OVER**

The following tests are to be carried out:

- 9.1. After completion of the works and before the generators are handed over to ARC Technical Team, a full test, in the presence of ARC's representatives, must be carried out for a period of sufficient duration, to determine the satisfactory working of the generator(s).

- 9.2. During this period the installation will be inspected, and the contractor shall make good, to the satisfaction of ARC Representative/Agent, any defects which may arise.
- 9.3. The service provider will be liable for any other damages to the building resulting from the installation and commissioning of the generators.
- 9.4. The Contractor shall, at its own cost, provide all instruments and equipment required for testing and any water, power and fuel required for the commissioning and testing of the installation at completion.
- 9.5. Test report(s) as specified under 10.1 is to be submitted to ARC

## **10. GUARANTEE**

- 10.1. The equipment shall be installed with a twenty months manufacturer's warranty/guarantee on the work done (refer to scope of work). The service provider shall provide a 12 -month guarantee on the workmanship on the work undertaken (refer to scope of work).
- 10.2. If during this period the equipment is not in good working order, or not working satisfactorily owing to faulty material, design or workmanship, the service provider will be notified and immediate steps must be taken by the service provider to rectify the defects and/or replace the affected parts on site, at no cost to ARC.

## **11. PROJECT EXCLUSIONS**

The service provider must clearly specify any exclusions, as part of the RFQ response.

## 16. EXPERIENCE

Details of the service provider's current and past experience in rendering projects of similar nature and scale must be specified below:

CLIENT'S NAME	PROJECT DESCRIPTION	PROJECT COST	PROJECT START & END DATE	NAME, TITLE & CONTACT DETAILS OF CLIENT

## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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.

**SBD4**

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

**SBD4**

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 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**

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**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) Either 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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
HDIs (people who had no franchise on national elections prior to 1994)	8
Women	4
Youth	4

People with disabilities	2
Implementation of RDP goals ( <b>The promotion of SMMEs</b> )	2
<b>TOTAL</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

80/20

90/10

$$P_S = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or } P_S = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = 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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$ or		$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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.)**

#### **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:** .....

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