



REQUEST FOR QUOTATIONS (RFQ)

RFQ Requisition No: REQ_NHFC007625

Description of Services: Conduct RPL Assessment – Bachelor of Business Administration (59850) NQF Level 7 **(Re – Issue)**

Request date: 23 June 2023

Closing date: 3 July 2023 **(No late submissions will be considered)**

Closing Time: 11:00 am

Supporting Documents

The following copies must be attached when returning the RFQ:

- 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).
- CSD Registration Summary Report,
- Tax Compliance Status Pin - No award will be made to the bidder who failed to supply NHFC with a tax compliant proposal.

Compulsory Requirements

The following copies must be attached when returning the RFQ:

Submission of the following signed and completed Standard Bid Documents (SBD) Forms which are attached to this request:

- SBD 4: Bidder's Disclosure – failure to complete and sign the SBD document will render your bid non-responsive.
- SBD 6.1 Preference points claim form in terms of preferential procurement – failure to complete and sign the SBD document will render your bid non-responsive.
- Company Profile
- Company accredited to conduct RPL Assessment in Bachelor of Business Administration 59850 NQF Level 7 accreditation must be attached.
- 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. Bidders who fail to submit the required supporting documents with their bids will be requested to submit them within 24 hours of the closing of bid for inclusion in the Bid for evaluation, if a bidder fails to submit the required supporting documents within the stipulated time, their bid may be rejected.

Rules for bidding

The NHFC reserves the right to reject submitted proposal(s) if it discovers that the bidder (or its directors/members) has any serious adverse reports, whether confirmed by a court or not, such as:

- Being cited as aiding and abetting state capture,
- involvement in fraud and / or corrupt activities;
- misrepresenting audit outcomes of an organisation;
- listed on the National Treasury restricted database;
- being under investigation or facing allegations that may result in criminal charges; or
- Any report as a result of which the NHFC may suffer reputational harm in any way by doing business with the bidder.

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

SCM Enquiries

SCM Official: Khensani Zungu

Email: Quotations03@nhfc.co.za

SPECIFICATIONS

Conduct RPL Assessment – Bachelor of Business Administration (59850) NQF Level 7

INTRODUCTION

The NHFC, is a Schedule 3A Development Finance Institution (DFI) of the National Department of Human Settlements, was established in 1996 with the principal mandate of broadening and deepening access to finance for the low to middle income South African households.

The target market of the NHFC is the low-to-middle income housing market which typically includes households who earn between R3 501 and R22 000 per month. The NHFC mandate requires the company to make housing and housing finance accessible and affordable to facilitate this objective.

This is done through:

- Providing wholesale funding to housing development projects for ownership, social housing, and private rental, including inner cities, and for incremental housing purposes;
- Partnering with banks and other non-banking retail financial intermediaries to increase their sustained lending and innovation in the target market served; and
- Leveraging private sector funding for the sustainable development of human settlements.

More specifically, NHFC's strategic priorities are to:

- Expand housing finance activities, through the effective provision of housing finance solutions, enabling low-to-middle income households to have the choice of renting, owning, or incrementally building to meet their housing needs;
- Facilitate increased and sustained lending by financial institutions to the affordable housing market;
- Mobilise funding into the human settlements space on a sustainable basis, in partnership with a broad range of institutions;
- Conduct the business activities of the NHFC in an ethical manner that ensures the continued economic sustainability of the NHFC, while promoting sustainable social and environmental development; and
- Stimulate the low-to-middle income housing sector by providing robust, relevant, and timely research and market analysis to practitioners and housing customers.

BACKGROUND OF REQUEST FOR QUOTATION (RFQ)

Recognition of Prior Learning (RPL) is a process through which non-formal learning and informal learning are measured, mediated for recognition across different contexts, and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system, or workplace.

The NHFC would like to conduct an RPL Assessment for two employees at management level. The employees have a Matric certificate and other certificates, they have been working for the organization for 14 years.

PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The purpose of this Request for Quotation (RFQ) is to solicit proposals from service providers to conduct RPL assessment for two employees within the NHFC.

1. SCOPE OF WORK

1.1 The successful service provider must deliver the following tasks:

- Preparation of candidates for the RPL process
- Providing guidance on the type of evidence candidates should provide for RPL process
- Assess candidates on the RPL process.
- Matching the candidate's skills, knowledge, and experience to the learning outcomes in line with Bachelor of Business Administration (59850) standards
- Provide feedback to candidates and NHFC on identified outstanding unit standards or criteria to be still achieved
- Agree on process and implement after training and portfolio submission assessment is done

1.2 Delivery Location and Operations Provisions

The NHFC' Head Office is based in Sandton, Johannesburg. Kindly note that most of the NHFC business is operating remotely, therefore flexibility is required for some meetings to be online virtual meetings.

1.3 Expected Date of Delivery of Service

The appointed service provider is expected to be appointed by the 19th of June 2023. The required scope of work to be delivered by the appointed service provider is expected to commence from June 2023 to end of July 2023.

1.4 Quantity/Number of Candidates

Number of learners is two (2).

2. EVALUATION CRITERIA

NHFC promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value.

Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Criterion 1 –Supporting Documentation and minimum criteria

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements on page1 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.

Criterion 2 – Functionality

Functionality is worth 100 points. The minimum threshold is **80** points. Bidders who score less than **80** points on functionality will therefore be disqualified. Bidders who score **80** points and above will be further evaluated in terms of price and preference points. The functionality evaluation is broken down as follows:

2.1 FUNCTIONALITY

Table 1 Technical functionality:

| Criteria | Requirements for service providers | Weighting points |
|----------|--|------------------|
| | Company Experience | 20 points |
| | <p>The company must have experience not less than 5 years in conducting training in Project Management (Qualification ID 58395). Minimum of two (2) contactable reference letters to be provided indicating above required services not older than 5 years.</p> <p>Company experience not less than five (5) years in conducting RPL Assessment in Bachelor of Business Administration (59850) NQF level 7.</p> <p>Minimum of three (3) contactable reference letters to be provided indicating above required services not older than five (5) years</p> <p>Reference letters should be on official letterhead, signed and contact details must be provided.</p> <p>Please note that NHFC reserves the right to contact the references as part of the due diligence process for RFQs.</p> <p>0 points = no reference letters</p> <p>10 points = 1 reference letters in similar project.</p> <p>15 points = 2 reference letters in a similar project</p> <p>20 points = 3 reference letters in a similar project</p> | |

| | | |
|--|---|------------------|
| | | |
| | Key Personnel Bidders must submit minimum 2 CV's together with copies of qualifications of personnel who will be involved in the project. | 40 points |
| | <p>Detailed CV of Personnel with relevant qualification and more than 5 years' experience (per CV) and relevant experience of Project Manager in conducting RPL Assessment.</p> <p>The experience of the proposed Personnel in similar project in relation to the scope of work will be evaluated. The qualifications, years of experience will be assessed according to NHFC's requirements as per the scope of work. (Attach CV).</p> <p>0 points = (non-responsive) Service provider has not provided CV/profiles or proof of qualifications. All possible combinations of above conditions will result in zero.</p> <p>20 points = Personnel has limited levels of experience in RPL Assessment (less than 3 years) based on their CV/profiles and proof of qualifications.</p> <p>30 points = Personnel has extensive levels of experience in conducting RPL Assessment (between 3-5 years) based on their CV/profiles and proof of qualifications.</p> <p>40 points = Personnel has outstanding levels of experience in conducting RPL Assessment (more than 5 years) based on their CV/profiles and proof of qualifications.</p> | |

| | Project Approach and Methodology | 40 points |
|--------------------------|---|------------------|
| | <p>Bidder must submit a comprehensive project plan indicating the readiness to deliver as per the required deliverables indicated in the scope of work.</p> | |
| | <p>0 points = Methodology not submitted</p> <p>20 points = Poor Methodology</p> <p>Bidder demonstrate no understanding of the project.</p> <ul style="list-style-type: none"> • Terms of reference & brief. • Quality of strategic methodology and approach. <p>30 points = Good Methodology</p> <p>Bidder submitted a comprehensive project plan indicating readiness to deliver as per the required scope of work and deliverables.</p> <ul style="list-style-type: none"> • Understanding of terms of reference & brief • Quality of strategic methodology and approach • Applicability of strategic methodology and approach <p>40 points = Excellent Methodology</p> <p>Bidder to submit comprehensive project plan indicating readiness to deliver as per the required scope of work and deliverables.</p> <ul style="list-style-type: none"> • Understanding of terms of reference & brief • Demonstrated understanding of the NHFC • Quality of strategic methodology and approach • Applicability of strategic methodology and approach | |
| TOTAL | | 100 |
| Minimum threshold | | 80 |

Table 2 - Experience of Service Provider

| Previous Client | Contact name contact number and email of previous client | Description of training provided | Duration of Training |
|-----------------|---|-------------------------------------|----------------------|
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3. PRICING SCHEDULE

Pricing Instructions

- The Bidder must price all items according to the scope of work
- Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
- Payment will be made based on the deliverables (proven progress) for the services rendered.
- Payment will only be made on the basis of invoices provided.
- Offer to be valid for 60 days from the bid closing date.

PRICING CONDITIONS:

- Quotation must be submitted in the bidder's company letterhead.
- Quotation should be based on 2 candidates
- Quotation should be based on appointment been made by the 19th of June 2023 however will commence in 26th June 2023 to be finalised by the end of end of July 2023.
- Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost.

Table 3: Pricing Schedule

| No. | Description of Services | Unit Total | Total for 2 Candidates (Excluding VAT) |
|---|--|------------|--|
| 1. | Preparation of candidates for the RPL process | R | R |
| 2. | Providing guidance on the type of evidence candidates should provide for RPL process | R | R |
| 3. | Assess candidates on the RPL process | R | R |
| 4. | Matching the candidate's skills, knowledge, and experience to the learning outcomes in line with Bachelor of Business Administration (59850) standards | R | R |
| 5. | Provide feedback to candidates and NHFC on identified outstanding unit standards or criteria to be still achieved | R | R |
| 6. | Agree on process and implement after training and portfolio submission assessment is done | R | R |
| TOTAL AMOUNT BEFORE VAT | | | R |
| TOTAL AMOUNT FOR VAT (IF APPLICABLE) | | | R |
| TOTAL AMOUNT INCLUSIVE OF VAT | | | R |

3.1 Criterion 3- Price and BBBEE evaluation

All bids that achieve the minimum qualifying score of **80** points for Functionality, (acceptable bids) will be evaluated further in terms of the 80/20 preference point system. The preference point's claim is in terms of the Preferential Procurement Regulations 2020.

3.2 Phase 3 - 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 |

NB:

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.
- Quotation submitted should be based on Scope of Work/Key Deliverables. Failure to adhere to scope of work will render your quotation non-responsive.
- Price(s) quoted must be valid for at least 60 days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost
- 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 quotations3@nhfc.co.za**
- **No late submissions will be accepted.**

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.

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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.

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.

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 |

SBD 6.1

**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

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:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 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 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 80/20 preference point system.

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

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 | Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|---|---|---|
| B-BBEE status contributor level. Valid affidavit (as issued by | B-BBEE status contributor level. Valid affidavit (as issued by | | |

| | | | |
|--|--|--|--|
| DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate | DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate | | |
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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:

