

دفتر ڈائریکٹر جنرل آڈٹ آزاد جموں کشمیر مظفر آباد

ٹینڈر نوٹس:

دفتر ڈائریکٹر جنرل آڈٹ آزاد جموں کشمیر کو خرید فرنیچر و سیٹرنری کے سلسلہ میں انکم ٹیکس و جی ایس ٹی رجسٹرڈ فرمز / سپلائرز سے Single Stage-one envelope procedure کے تحت تفصیل ذیل آئٹم و شرائط کے مطابق بتاریخ 03-05-2023 بوقت 12:30 بجے دن تک دفتر ڈائریکٹر جنرل آڈٹ اے جے کے مظفر آباد مہر بند لفافہ ٹینڈرز / بڈز مطلوب ہیں جو اسی روز حاضر آمدہ ٹینڈر دہندگان یا ان کے مجاز نمائندگان کے روبرو بوقت 1:00 بجے دن کھولے جائیں گے اور ٹینڈرز کھلنے کی تاریخ سے 60 دن کے لئے موثر ہوں گے۔ ہر دو کیسنگری سے متعلقہ اشیاء کے لئے علیحدہ ٹینڈر فارم دفتر ہڈا سے مورخہ 02-05-2023 تک مبلغ -/100 روپے فی ٹینڈر فارم دفتری اوقات کار کے دوران حاصل کیے جاسکتے ہیں۔

کیمپری	نمبر شمار	نام آئٹم	تعداد	نمبر شمار	نام آئٹم	تعداد
A	1	Office Table Small	2 عدد	5	Steel File Rack	9 عدد
	2	Office Table medium	2 عدد	6	Conference Table 4'x12'	1 (حصوں میں)
	3	Office Chair	17 عدد	7	Conference Chairs	13+1
	4	Steel Almirah	14 عدد	8	Visitor Chairs	6
					زر ضمانت برائے فرنیچر	40000 روپے
B	1	Office Stationery			زر ضمانت برائے سیٹرنری	16000 روپے

شرائط:-

- 1- اشتہار میں دی گئی شرائط کے علاوہ ٹینڈر فارم میں دی گئی شرائط کو پورا کرنے والی فرم / سپلائری ٹینڈر میں حصہ لینے کے اہل ہوں گے۔
- 2- ٹینڈر فارم کے ہمراہ اکال ڈیپازٹ بطور Bid Security کسی شیڈول بینک سے بنام ڈائریکٹر جنرل آڈٹ منسلک ہونا ضروری ہے۔
- 3- ٹینڈر فارم ہائمی فرمز / سپلائرز کو جاری کیے جائیں گے جو انکم ٹیکس فائلر ہونے کا ثبوت مہیا کریں گے۔
- 4- انراخ بشمول سپلائی سامان بمقام دفتر ڈائریکٹر جنرل آڈٹ مظفر آباد دینا ہوں گے۔
- 5- سب سے زیادہ فائدہ مند بولی دہندہ (Most advantageous bidder) کو محکمہ کے ساتھ معاہدہ نامہ کرنا ہوگا۔ جس کے بعد سپلائی آرڈر جاری کیا جائے گا اور اندر معیار فرنیچر کی سپلائی کرنا ہوں گی۔ بصورت دیگر کال ڈیپازٹ بحق سرکار ضبط کر لی جائے گی۔
- 6- فرم / سپلائر کی جانب سے فراہم کردہ فرنیچر کی پڑتال تشکیل کردہ کمیٹی کرے گی۔ اور پڑتال کی رپورٹ کی روشنی میں ہی ادائیگی کی جائے گی۔ تصریحات سے ہٹ کر فراہم کردہ سامان قابل قبول نہ ہوگا۔
- 7- آزاد کشمیر میں جملہ مروجہ ٹیکسز کی وضعگی بل سے عمل میں لائی جائے گی۔
- 8- PPRA AJK رولز کے تحت بجٹ Provision کے تناظر میں سامان کی مندرجہ بالا مقدار میں کمی و بیشی بھی ہو سکتی ہے۔
- 9- ٹینڈر نوٹس ہڈا AJK PPRA Rules کی ویب سائٹ www.ajkppra.gov.pk پر دستیاب ہوگا۔ Award of Contract/ Bid Evaluation Report بھی PPRA کی ویب سائٹ پر اپ لوڈ کر دیا جائے گا۔
- 10- مجاز اٹھارٹی کو اختیار حاصل ہوگا کہ AJK PPRA رولز کے تحت کوئی ایک یا تمام ٹینڈر منسوخ کر دے۔
- 11- دیگر شرائط و فترتی اوقات کار میں دفتر ہڈا سے معلوم کی جاسکتی ہیں۔

آڈٹ آفیسر انتظامیہ

فون نمبر: 05822-920065



REQUEST FOR QUOTATION

Director General Audit AJK Muzaffarabad

Category A: Supply of Furniture

REQUEST FOR QUOTATIONS

Office Title: Director General Audit AJK Muzaffarabad

Source of Funding: **AJK Government**

Contract Reference: **Supply of Furniture**

Date of Issue of Request: / /2023

To:

Sir:

1. The Director General Audit AJK Muzaffarabad (the Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

(i) Supply of Furniture as per specifications

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You shall submit original of the price quotation with the form of bid. Your quotation in the attached format should be signed, sealed in an envelope, and addressed and delivered to the following address:

Purchaser's Address:

Director General Audit AJK Muzaffarabad Gillani Plaza Near Chief Engineer Electricity Department Muzaffarabad Ph# 05822-920065, Fax # 05822-920011
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3. Your quotation shall be written in English language should be accompanied by adequate documentation and catalogue(s) and other printed material or pertinent information (in English/Urdu language) for each item quoted

4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 2 is **03/05/2023 at 12:30 p.m.**

5. You shall submit one set of quotation for each Category. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature, your quotation will not be considered further.

6. Your quotation(s) should be submitted as per following instructions and in accordance with the attached procurement detail. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) PRICES: The prices should be quoted for supply and delivery to Director General Audit AJK Muzaffarabad, Gillani Plaza near Chief Engineer Electricity Office Muzaffarabad AJK.
- (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the specifications will be evaluated with respect to their item wise prices and Contract will be awarded by comparing price of every item based on the Most Advantageous Bid. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) if there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) if there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - (c) if a Supplier refuses to accept the correction, the quotation will be rejected.

In addition to the quoted price, the evaluated price shall include all applicable taxes and shall submit following documents with quotation:

- (d) Copy of National Tax Number (NTN) Registration Certificate,
- (e) Proof of Permanent office/shop address and contact details.
- (f) Copy of GST Registration Certificate
- (g) Proof of active taxpayer (Filer)
- (iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the most advantageous bid price that meets the required capabilities. The successful bidder will sign the Contract as per attached form of contract and terms and conditions of supply.
- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

8. Further information can be obtained from:

Director General Audit AJK Gillani Plaza Near Chief Engineer Electricity Department Muzaffarabad Ph# 05822-920065, Fax # 05822-920011
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9. The bidder whose quotation has been accepted will be notified for the award of contract through the Letter of Acceptance issued by the Purchaser within **the quotation validity period**.

10. Please confirm by fax/email the receipt of this request(RFQ) and inform whether you will submit the price quotation(s).

Sincerely,

Director General Audit
(Purchaser)

FORM OF QUOTATION

To:

Director General Audit AJK Muzaffarabad
Gillani Plaza Near Chief Engineer Electricity Department
Muzaffarabad

We offer to execute the Supply of Furniture, in accordance with the Conditions of Contract accompanying this Quotation for the Price of _____ (amount in words and numbers) (_____). We propose to complete the delivery of goods described in the Contract within the following delivery time from the date of signing the Contract.

Prices and Schedules for Supply

S.No.	Item Description	Quantity Nos.	Unit Rate (with all taxes)	Total Price	Delivery Time (days)
1	<u>Office Table Small: Size:4x2.5x30”H</u> Construction of whole table made of best quality shesham vinbord all molding made of solid seasoned shesham wood, one drawer box consists of 3 drawers in box with lock on upper drawer, finished with mate polish	02			20
2	<u>Office Table medium: Size:5x3x30”H</u> Construction of whole table made of best quality vinbord all molding made of solid seasoned shesham wood, one drawer box consists of 3 drawers in box with lock on upper drawer, finished with mate polish	02			20
3	<u>Visitor Chair</u> Whole frame made up of Shesham wood finished with mate Polish best quality foam covered with approved quality of Leatherite	17			20
4	<u>Office Chair</u> Standard size with imported ply material frame. Having five-star revolving base with tilting/pneumatic system to be provided with the best quality arm. One face High back best quality foam covered with approved quality of Leatherite				20

5	<u>Steel Almirah Size: 78x36x18 inch</u> Double Door unit made of MS Sheet 20 gauge with shelves. Best quality lock to be provided. Finish with hammer paint.	14			20
6	<u>Steel File (Rack): Size: 78x36x15 inch</u> Whole Frame made of 1" pipe, MS Sheet 20 gauge with shelves. Finish with hammer paint	9			20
7	<u>Conference Table 4'x12'</u> Table 4'x12' (in parts), Top cushion Side Golla Shesham Wood, mate polish and foot partition	01			20
8	<u>Conference Chair</u> Standard size with imported ply material frame. Having five-star revolving base with tilting/pneumatic system to be provided with the best quality arm. One face High back best quality foam covered with approved quality of Leatherite	14			20
<i>Note: Green Color for cushioning will be used and Sample of items would be shared to the Successful bidder.</i>					

This Quotation and your written acceptance will constitute a binding Contract between us.

We hereby confirm that this Quotation complies with the validity of the Quotation required in the Request for Quotation.

We are not in the AJKPPRA blacklist.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone number: _____ Fax number, if any _____

FORM OF CONTRACT

THIS AGREEMENT _____ made on _____, ____ **2023**, between Director General Audit AJK Muzaffarabad (hereinafter the Purchaser) on the one part and _____ (hereinafter the Supplier) on the other part.

WHEREAS the Purchaser has requested a quotation for _____ to be supplied by the Supplier, viz. Contract **Purchase of Furniture**, (hereinafter Contract) and has accepted the bid by the Supplier for the supply of goods under the Contract for the sum of _____ (hereinafter Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

- a) Request for Quotation; Terms and Conditions of Supply, Specification.
- b) Form of Quotation;

2. Considering payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an agreement with the Purchaser to execute and complete the supply of goods under the Contract and to remedy any defects therein in conformity with the provisions of the Contract.

3. The Purchaser hereby covenants to pay the Contract Price, in consideration of the acceptance of Contract, for the supply and delivery of the goods and remediation of defects therein in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Name of Authorized Representative

Signature and seal of the Supplier:
FOR AND BEHALF OF

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Purchaser: Director General Audit AJK Muzaffarabad Department

1. Schedules for Supply

S.No.	Item Description	Quantity Nos.	Delivery Time (days)
1	Office Table Small Size:4x2.5x30”H	02	20
2	Office Tables medium Size:5x3x30”H	02	20
3	Visitor Chair	06	20
4	Office Chair	17	20
5	Steel Almirah Size: 78x36x18 inch	14	20
6	Steel File Rack: Size: 78x36x15 inch	9	20
7	Conference Table 4’x12’	01	20
8	Conference Chair	14	20

2. Fixed Price: The prices indicated above are final and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding one month from the date of signing the Contract.
4. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
5. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation for any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940
6. Delivery and Documents: Upon delivery/shipment, the Supplier shall provide the following documents to the Purchaser:
 - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate.

The Supplier shall also provide prior to delivery copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 02 days before the arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment: Payment of the contract price shall be made in the following manner:
- 100% upon delivery, receipt, inspection and acceptance by Procurement Committee on site.
8. Warranty: Goods offered should be covered by manufacturer's/Supplier's warranty for at least 12 months from the date of delivery to the Purchaser.
9. Force Majeure: The Supplier shall not be liable for penalties or termination for default if and to the extent that any delay in performance or other failure to perform its obligations under the Contract is the result of an event of force majeure.

For purposes of this clause, —force majeure means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and that was not foreseeable. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If force majeure arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract to the extent they are reasonably practical and shall seek all reasonable alternative means for performance not prevented by force majeure.

10. Required Specifications:

As per Form of Quotation

The Supplier confirms compliance with above specifications [Note: In case of deviations the Supplier should list all of them.]

11. Failure to Perform: The Purchaser may cancel the agreement if the Supplier fails to deliver the goods in accordance with the above terms and conditions in spite of a 14-day notice given by the Purchaser without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____



REQUEST FOR QUOTATION

Director General Audit AJK Muzaffarabad

Category B: Supply of Stationery

REQUEST FOR QUOTATIONS

Office Title: Director General Audit AJK Muzaffarabad

Source of Funding: AJK Government

Contract Reference: Supply of Stationery

Date of Issue of Request: / /2023

To:

Sir:

1. The Director General Audit AJK Muzaffarabad (the Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

(i) Supply of Stationery as per specifications

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You shall submit original of the price quotation with the form of bid. Your quotation in the attached format should be signed, sealed in an envelope, and addressed and delivered to the following address:
Purchaser's Address:

Director General Audit AJK Muzaffarabad Gillani Plaza Near Chief Engineer Electricity Department Muzaffarabad Ph# 05822-920065, Fax # 05822-920011
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3. Your quotation shall be written in English language should be accompanied by adequate documentation and catalogue(s) and other printed material or pertinent information (in English/Urdu language) for each item quoted

4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 2 is **03/05/2023 at 12:30 p.m.**

5. You shall submit one set of quotation for each Category. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature, your quotation will not be considered further.

6. Your quotation(s) should be submitted as per following instructions and in accordance with the attached procurement detail. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) PRICES: The prices should be quoted for supply and delivery to Director General Audit AJK Muzaffarabad, Gillani Plaza near Chief Engineer Electricity Office Muzaffarabad AJK.
- (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the specifications will be evaluated with respect to their item wise prices and Contract will be awarded by comparing price of every item based on the Most Advantageous Bid. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) if there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) if there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - (c) if a Supplier refuses to accept the correction, the quotation will be rejected.

In addition to the quoted price, the evaluated price shall include all applicable taxes and shall submit following documents with quotation:

- (d) Copy of National Tax Number (NTN) Registration Certificate,
- (e) Proof of Permanent office/shop address and contact details.
- (f) Copy of GST Registration Certificate
- (g) Proof of active taxpayer (Filer)
- (iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the most advantageous bid price that meets the required capabilities. The successful bidder will sign the Contract as per attached form of contract and terms and conditions of supply.
- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

8. Further information can be obtained from:

Director General Audit AJK Gillani Plaza Near Chief Engineer Electricity Department Muzaffarabad Ph# 05822-920065, Fax # 05822-920011
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9. The bidder whose quotation has been accepted will be notified for the award of contract through the Letter of Acceptance issued by the Purchaser within **the quotation validity period**.

10. Please confirm by fax/email the receipt of this request(RFQ) and inform whether you will submit the price quotation(s).

Sincerely,

Director General Audit
(Purchaser)

FORM OF QUOTATION

To:

Director General Audit AJK Muzaffarabad
Gillani Plaza Near Chief Engineer Electricity Department
Muzaffarabad

We offer to execute the Supply of Stationery, in accordance with the Conditions of Contract accompanying this Quotation for the Price of _____ (amount in words and numbers) (_____). We propose to complete the delivery of goods described in the Contract within the following delivery time from the date of signing the Contract.

Prices and Schedules for Supply

S.No.	Item Description	Quantity Nos.	Delivery Time (days)
1	Paper A-4 Size 80 Gram Fine Quality	150 Reams	20
2	Paper Legal Size 80 Gram Fine Quality	100 Reams	20
3	Color Sheets Legal Size	2 packets	20
4	Plastic Sheets Legal Size	2 packets	20
5	File Board Fine Quality	150	20
6	File Flappers	300	20

This Quotation and your written acceptance will constitute a binding Contract between us.

We hereby confirm that this Quotation complies with the validity of the Quotation required in the Request for Quotation.

We are not in the AJKPPRA blacklist.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone number: _____ Fax number, if any _____

FORM OF CONTRACT

THIS AGREEMENT _____ made on _____, ____ **2023**, between Director General Audit AJK Muzaffarabad (hereinafter the Purchaser) on the one part and _____ (hereinafter the Supplier) on the other part.

WHEREAS the Purchaser has requested a quotation for _____ to be supplied by the Supplier, viz. Contract **Purchase of Stationery**, (hereinafter Contract) and has accepted the bid by the Supplier for the supply of goods under the Contract for the sum of _____ (hereinafter Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

- a) Request for Quotation; Terms and Conditions of Supply, Specification.
- b) Form of Quotation;

2. Considering payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an agreement with the Purchaser to execute and complete the supply of goods under the Contract and to remedy any defects therein in conformity with the provisions of the Contract.

3. The Purchaser hereby covenants to pay the Contract Price, in consideration of the acceptance of Contract, for the supply and delivery of the goods and remediation of defects therein in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Name of Authorized Representative

Signature and seal of the Supplier:
FOR AND BEHALF OF

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Purchaser: Director General Audit AJK Muzaffarabad Department

1. Schedules for Supply

S.No.	Item Description	Quantity Nos.	Delivery Time (days)
1	Paper A-4 Size 80 Gram Fine Quality	150 Reams	20
2	Paper Legal Size 80 Gram Fine Quality	100 Reams	20
3	Color Sheets Legal Size	2 packets	20
4	Plastic Sheets Legal Size	2 packets	20
5	File Board Fine Quality	150	20
6	File Flappers	300	20

- Fixed Price: The prices indicated above are final and fixed and not subject to any adjustment during contract performance.
- Delivery Schedule: The delivery should be completed as per above schedule but not exceeding **one month** from the date of signing the Contract.
- Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
- Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation for any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940
- Delivery and Documents: Upon delivery/shipment, the Supplier shall provide the Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount.

The Supplier shall also provide prior to delivery copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 02 days before the arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.
- Payment: Payment of the contract price shall be made in the following manner:

- 100% upon delivery, receipt, inspection and acceptance by Procurement Committee on site.

8. Force Majeure: The Supplier shall not be liable for penalties or termination for default if and to the extent that any delay in performance or other failure to perform its obligations under the Contract is the result of an event of force majeure.

For purposes of this clause, —force majeure means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and that was not foreseeable. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If force majeure arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract to the extent they are reasonably practical and shall seek all reasonable alternative means for performance not prevented by force majeure.

9. Required Specifications:

As per Form of Quotation

The Supplier confirms compliance with above specifications [Note: In case of deviations the Supplier should list all of them.]

10. Failure to Perform: The Purchaser may cancel the agreement if the Supplier fails to deliver the goods in accordance with the above terms and conditions in spite of a 14-day notice given by the Purchaser without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____