*Version 1.0 /110621*

**INVITATION TO TENDER**

**NEPAL**

**05 OCTOBER 2023**

**SCI-NEP-ITT-CO-2023-006**

**DOMESTIC AIR TICKETING**

**SUBMISSION DEADLINE: 16:00: ON 02 November 2023**

**PRE-SUBMISSION CLARIFICATION QUESTIONS: 17:00 ON 30 October 2023**

**QUESTIONS / CLARIFICATIONS :** nepal.tenders@savethechildren.org

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Services** | *Domestic Air Ticketing Services* |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price or Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement..* |
| **Duration of Award** | *2 Years* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

| **S.No** | **Criteria** |
| --- | --- |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). |
| This includes the Bidder submitting the following requirements (where applicable): |
| -          Legitimate business address |
| -          Tax registration number & certificate |
| -          Business registration certificate |
| -          Trading license |
| ***5*** | Tax Clearance Certificate FY 077/078 and 078/079 |
| ***6*** | Credit Facility of Minimum 30 days |
| ***7*** | ELIGIBILITY DECLARATION: A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings and has not been punished for a profession or business-related offense. |

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |
| --- | --- |
| **S.No** | **Evaluation Criteria** |
| **1** | The bidder demonstrates activities OR has processes in place within their organization, aimed at improving sustainability. (e.g. paperless offices, green technology in offices, policies, training programs, community outreach programs etc.). |
| **2** | Bidder can provide evidence of CO2 emissions per passenger/ticket |
| **3** | Staff wellbeing-provision of Social Security: RF/EPF/SSF/CIT |

### **3.3 CAPABILITY CRITERIA (45%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |  |
| --- | --- | --- |
| **S.No** | **Evaluation Criteria** | **Sub Criteria** |
| **1** | Experience | Years in Business |
| **2** | Experience | Financial Health |
| **3** | Service Capability | Bill Submission Timeline |
| **4** | Service Capability | Assignment of Focal Point |
| **5** | Service Capability | Service hours, days, service during holidays |
| **6** | Experience | Relevant Clientele |

### **3.4 COMMERIAL CRITERIA (45%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

The scoring will be allocated on an Inverse Proportional Basis, meaning the lowest bidder will score the highest.

|  |  |  |
| --- | --- | --- |
| **S.No** | **Evaluation Criteria** | **Sub Criteria** |
| **1** | Commercial | Discount Percentage in Normal Fare (NPR and USD) |
| **2** | Commercial | Cancellation Charge |
| **3** | Commercial | Rescheduling Charge |

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 05 October 2023 |
| Deadline for questions from Bidders | 30 October 2023 |
| Deadline for Bid Submission | 02 November 2023 |
| Bid Clarifications | by 22 November 2023 |
| Award Contract | 27 November 2023 |

The above dates are for indicative purposes only and are subject to change.

### **5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to Procurement Unit at nepal.quotations@savethechildren.org
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “SCI-NEP-ITT-CO-2023-006/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

**Paper Submission**

* Two paper copies submitted on headed paper to Save the Children, Nepal Country Office Airport Gate Area, Shree Krishna Bhawan, Shambhu Marg, Sinamangal, Kathmandu, Nepal, Phone: +977-1- 4468130/4468128
* Bids should be submitted in a single sealed envelope addressed to Procurement Unit, Save the Children, Nepal Country Office.
* The envelope should clearly indicate the Invitation to tender reference number (SCI-NEP-ITT-CO-2023-006), but contain no other details relating to the bid or the bidder name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **5.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **1600 hours, 02 November 2023.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.4 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Coordinator-Sourcing | nepal.tenders@savethechildren.org |

Please be advised local working hours are 09:00 to 17:00 hours. Please allow up to two days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children has been operating in Nepal since 1976. As the largest child-focused organization in the country, we cover a wide geographical area with multiple programs that support our vision for all children to attain the right to survival, protection, development and participation. Currently, we work with over 100 partners (including the Government of Nepal) in 63 districts of Nepal. Likewise, Save the Children works in 114 countries across the world in a variety​ of capacities.

Save the Children Nepal Country Office, as part of its regular operation, uses substantial frequency of Air travels, on a regular basis, to different locations across the country for travel of its staff members. Therefore, the tender is to cover the needs of Domestic Air Ticketing service for Save the Children Nepal Country Office.

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| DOMESTIC AIR TICKETING | Ticketing Service for Domestic travels for SCI Staff members | N/A |

1. **ADDITIONAL INFORMATION**

As an outcome of this Tender, Save the Children intends to enter into a long-term framework agreement with the selected supplier(s). A Framework Agreement is an agreement between Save the Children and a supplier in which products/services, specifications, payment terms, delivery lead times are fixed (whenever possible) for the duration of the agreement. In this particular Framework Agreement Process Save the Children intends to enter into agreements **for two years**.  This will allow Save the Children to purchase services directly from suppliers without having to go through the typical procurement process in which multiple quotations must be collected. It is a very appealing business agreement for both Save the Children and suppliers.

Save the Children does not make any commitments to purchase when entering into a Framework Agreements with a supplier, however to be fair to the supplier (one of SCIs procurement principles) Save the Children does not enter into an agreement with a supplier unless it does expect to procure the relevant projected quantities from the supplier – noting that if for unexpected reasons (changes in requirements or funding) that SCI will not be committed to purchasing any supplies or services from this agreement.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

| ***Item*** | **Question** | **Bidder Response** | |
| --- | --- | --- | --- |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). | **Yes / No** | **Comments** |
|  |  |
| This includes the Bidder submitting the following requirements (where applicable): -          Legitimate business address -          Tax registration number & certificate -          Business registration certificate -          Trading license | **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Up to date Firm/Company Registration Certificate*** |  |
| ***Copy of Business Registration Certificate*** |  |
| ***Copy of PAN Certificate Registration IN VAT*** |  |
| ***TAX CLEARANCE CERTIFICATE FY 2077/78*** |  |
| ***TAX CLEARANCE CERTIFICATE FY 2078/79*** |  |
| ***Trading License*** |  |
| ***5*** | Can provide credit facility of a minimum of 30 days. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***6*** | **ELIGIBILITY DECLARATION:** A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has **no conflict of interest** in the proposed procurement proceedings, and has not been punished for a profession or business related offense. | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | | | | |
| ***1*** | **Experience**  **Years in Business** | **Bidder Response (no. of Years)** | | | | | **Attachment(s)** |
| **Established Year** | | **Number of years in Business** | | |  |
|  | |  | | |
| ***2*** | **Financial Health**  Please provide the Annual Turnover of FY 2077/78 and FY 2078/79 | **Bidder Response** | | | | | **Attachment(s)** |
| **YEAR** | **ANNUAL TURNOVER IN NPR** | | | |
| FY 77/78 |  | | | |  |
| FY 78/79 |  | | | |  |
| ***3*** | **Bill Submission timeline**  How would you be submitting the invoices to us for the service? | **Bidder Response**  **Please tick the appropriate box** | | | | | **Comment(s)** |
| Within 7 days | | |  | |  |
| 8-14 days | | |  | |
| 15-30 days | | |  | |
| Above 31-45 days | | |  | |
| ***4*** | **Focal Person for Save the Children**  Will you be assigning a point person/focal person for Save the Children **for ticket booking**, should you be selected? | **Bidder Response (If yes, please provide the focal person’s name and designation)** | | | | | **Comments** |
|  | | | | |  |
| Will you be assigning a point person/focal person for Save the Children **for invoicing and reconciliations**, should you be selected? | **Bidder Response (If yes, please provide the focal person’s name and designation)** | | | | | **Comments** |
|  | | | | |  |
| ***5*** | **Working Hours**  What is your standard working hours per day and how many days a week is your office open for business? | **Bidder Response** | | | | | **Comments** |
| **No. of days open in a week** | | | **No. of hours open in a normal business day** | |  |
|  | | |  | |
| 6 | **Service during Weekends and Public Holidays** | **Bidder Response**  **Please Choose the appropriate box** | | | | | **Comments** |
| We offer limited hour support during (holiday counters) during weekends and public holidays | | |  | |  |
| We are open during weekends and public holidays and offer regular support during the weekends and public holidays | | |  | |  |
| 7 | **Sustainability**  Does your organization have processes in place within your organisation, aimed at improving sustainability? (e.g. paperless offices, green technology in offices, policies, training programmes, community outreach programmes etc). | **Bidder Response** | | | | | **Comments** |
|  | | | | |  |
| 8 | **Sustainability**  Can you calculate the emissions (e.g. CO2) for per ticket/travel of SCIs passengers specifically. | **Bidder Response (please tick as appropriate)** | | | | | **Comments** |
| Yes, we can provide the exact emissions per passenger/ticket | | | |  |  |
| Yes, we can provide a general statement & estimate about emissions | | | |  |
| No | | | |  |
| 9 | **Sustainability**  Do your organization have the provisions of Social Security: RF/EPF/SSF/CIT for staffs? | **Bidder Response** | | | | | **Attachments**  **(Documentary evidence)** |
|  | | | | |  |

*9.* **REFERENCES**Please provide the list of your clients whom you have been **providing ticketing service** in the last two years.Bidder shares at least three (3) examples of their experience in providing services similar to those included within the scope of this tender.

Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years. ***Please also share with us the documentary evidence of the engagement with your clients’ for example PO, contracts, reference letters etc.***

*(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted by Save the Children)*

| **Bidder Response** | | | | |
| --- | --- | --- | --- | --- |
| ***S.No*** | **Client Name (Name of Organization)** | **Contact Person (Name)** | **Email ID** | **Telephone No** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |
| ***4*** |  |  |  |  |
| ***5*** |  |  |  |  |
| ***6*** |  |  |  |  |
| ***7*** |  |  |  |  |
| ***8*** |  |  |  |  |
| ***9*** |  |  |  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

1. *Please fill up the RFQ Document, attached, for pricing details (discounts offered in standard fares as per destinations. Please note that that we have requested discount rates for commercial evaluation in both NPR and USD (for non-Nepali/international).*

**

1. *Can you fix the discount rates for the Framework Agreement (FWA) period of two years? Yes/No. If no, please provide us with reasons.*

|  |
| --- |
|  |

1. ***CANCELLATION CHARGE FOR NORMAL FARE:*** *Can you waive Cancellation Charge for normal fare for cancellation requests made 8 hours before/within the flight time? Yes/No. If no, please mention how much would you charge (in percentage) for ticket cancellation?*

***YES/NO***

*IF YOUR ANSWEER IS NO, PLEASE FILL UP THE BELOW TABLE CANCELLATION CHARGE (NORMAL FARE)*

| **SERVICE DESCRIPTION** | **UNIT** | **Airlines** | **CHARGE IN PERCENTAGE (%)** | **Remarks** |
| --- | --- | --- | --- | --- |
| Cancellation Charge for Normal Fare within/below 8 hours) | Per ticket | Buddha Air |  |  |
| Per ticket | Yeti Airlines |  |  |
| Per ticket | Shree |  |  |
| Per ticket | Saurya |  |  |
| Cancellation Charge for Normal Fare above 8 hours) | Per ticket | Buddha Air |  |  |
| Per ticket | Yeti Airlines |  |  |
| Per ticket | Shree |  |  |
| Per ticket | Saurya |  |  |

1. ***RESCHEDULING CHARGE FOR CHEAP FARE:*** *Can you waive Rescheduling Charge for Cheap Fare for requests made 8 hours before/within the flight time? Yes/No. If no, please mention how much would you charge for ticket cancellation?*

***YES/NO***

*IF YOUR ANSWEER IS NO, PLEASE FILL UP THE BELOW TABLE CANCELLATION CHARGE (CHEAP FARE)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SERVICE DESCRIPTION** | **UNIT** | **Airlines** | **RESCHEDULING CHARGE (In Amount) \*** | **Remarks** |
| Rescheduling Charge for Cheap Fares within/below 8 hours)  PLEASE PROVIDE CHARGES FOR THE CHEAPEST FARE (NOT THE SPECIFIC CLASS) | Per ticket | Buddha **E Class** |  |  |
| Per ticket | Buddha **D Class** |  |  |
| Per ticket | Buddha **C Class** |  |  |
| Per ticket | Yeti |  |  |
| Per ticket | Shree |  |  |
| Per ticket | Saurya |  |  |

*\*Please state the amount to be charged in NPR, not in percentage!!*

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of business registration certificate | | | |  |
| Copy of Tax Clearance Certificate (FY2078/79) | | | |  |
| Copy of Tax Clearance Certificate (FY2077/78) | | | |  |
| Completed Bidder Response Document | | | |  |
| Completed Request for Quotation File | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
| Tax Clearance Certificate FY 78/79, 77/78 | | | |  |
| Other documentary evidence in support of the capacity questions | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Completed Request for Quotation File | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Copy of Framework Agreement Template | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |