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## Request for Quotations (RFQ) for Blanket Purchase Agreement (BPA)

RFQ Number: PAR\_BPA\_2019\_002

Issuance Date: **October 10, 2019**

Deadline for Offers: **October 25, 2019 by 17:00 (Local Time)**

Description: Travel Agency Services for the Provision of Domestic Air Tickets in Dhaka, Bangladesh

For: Bangladesh Promoting Advocacy and Rights (PAR)

Funded By: United States Agency for International Development (USAID),  
Cooperative Agreement No. AID-720-388-18-CA-00003

Implemented By: Counterpart International Inc.

Number of anticipated awards: Multiple

### **Section 1: Instructions to Offerors**

**Introduction:** The Promoting Advocacy and Rights (PAR) Project is a USAID & UKAid funded program implemented by Counterpart International in Bangladesh. The goal of Promoting Advocacy and Rights (PAR) is to support the creation of a more inclusive, resilient, and evidence-driven Bangladeshi civil society. The project aims to provide civil society with the skills, technology, financial resources, and connections to global networks that will enable it to work in partnership with the Government of Bangladesh (GOB) to advance good governance.

As part of the approved project activities, Counterpart required the provision of to identify one or more travel agencies in Dhaka, Bangladesh for as-needed, ad hoc purchases of domestic air tickets that several PAR activities will conduct in the future for its beneficiaries in order to achieve its organizational goals and objectives.

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of domestic air tickets in Dhaka, Bangladesh. As a result of this RFQ, the Counterpart, PAR Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish with a travel agency for future orders of airline tickets. This will allow the Counterpart, PAR Project to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The Vendor shall furnish the supplies/services described in any purchase orders issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through purchase orders issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received by e-mail no later than **October 25, 2019 by 17:00 hours (Local Time)**.

Electronic submission must be sent to [procurement.par@counterpart.org](mailto:procurement.par@counterpart.org) and no later than the due date and time listed in the timeline of the RFQ. The Subject line of the quotation email must be **“PAR\_BPA\_2019\_002, Travel Agency Services in Dhaka, Bangladesh”** Quotations submitted by e-mail must be limited to a maximum of 4 MB, virus-free e-mail transmissions. They must be free from any of viruses or corrupted contents, or the quotations shall be rejected. It shall remain offer’s responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations that are received by Counterpart after the deadline indicated above, for whatever reason, shall not be considered for evaluation and will be returned back to the vendors without opening if received in hardcopy otherwise, the vendor will be informed via e-mail about offers received after the RFQ’s closing date and time.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 hours (local time) on **October 15, 2019** by email to [procurement.par@counterpart.org](mailto:procurement.par@counterpart.org) Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA.

At this time, specific quantities or levels of effort to be procured under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the PAR Activity Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in BDT. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location for the items described in this RFQ is Dhaka, Bangladesh. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Bangladesh.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

8. **Taxes and VAT:** As USAID project in Bangladesh Counterpart-PAR will neither pay nor withhold value-added tax (VAT). This obligation will be settled through issuing a National Board of Revenue (NBR) VAT coupon. However, in accordance with Bangladesh government rules, Counterpart will deduct applicable income tax from the consultant’s invoice, which will be duly deposited to government treasury. A copy of challan confirming this payment will be provided to you in due course.” All other taxes of every nature and kind, including without limitation social security, business, or property taxes, will be the sole responsibility of the Consultant. Counterpart will have no obligation to the Consultant with regards to any matters related to the Consultant’s tax obligations in the United States or any other country
  
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
  
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and it is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria:

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria</b>	<b>Maximum Points</b>
<b>Technical Qualifications and Approach</b>	Employs competent and experienced travel consultants, especially in ticketing and fare computations, as evidenced by their track record in their Curriculum Vitae	10 Points
	Financially stable – annual report, audited financial statement or bank statement of the firm to be provided.	20 Points
	Maintains facilities of on-line booking/airline reservations, in-plant domestic and international ticketing and ticket printing, online booking tool.	20 Points
	Accredited BSP/IATA Travel Agent(s)	10 Points
<b>Total Points – Technical Qualifications and Approach</b>		<b>60 Points</b>
<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria</b>	<b>Maximum Points</b>
<b>Past Performance</b>	Company Background and Experience – Maintains a good track record in serving international organizations, embassies, and multinational corporations; list of corporate clients should be provided.	25 Points
<b>Total Points – Past Performance</b>		<b>25 Points</b>
<b>Cost proposal</b>	Companies are requested to submit their best and final offered price. The cost will be evaluated to identify best value determination of the required service. The cost offered shall be locked in by the Travel Agent for a duration of <b>six months</b> .	15 Points
<b>Total Points – Cost proposal</b>		<b>15 Points</b>
<b>Total Points</b>		<b>100 Points</b>

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration.

Counterpart may or may not waive an immaterial deviation or defect in a quotation. Counterpart’s waiver of an immaterial deviation or defect shall in no way modify the RFQ or excuse an offer from full compliance with RFQ specifications.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Counterpart may conduct a site visit.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if in the best interest of the PAR Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the PAR Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

**11. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, the PAR Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Counterpart’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The PAR Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the PAR Project will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least twelve (12) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by the PAR Project under the BPA. The PAR Project is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.
- (c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels or compliant with the Fly America Act (Open Skies). Vendor must comply with the requirements of the Fly America Act (49 U.S.C. 40118) which requires that all air travel must be made on U.S./EU flag air carriers to the extent

service by such carriers is available. Regulations for this requirement may be found at 41 CFR Part 301-10.

- (a) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (b) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

**Counterpart has zero-tolerance for fraud. Fraud is an act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.**

## **Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Full name of the legal representative (President or managing director) of the company (not applicable for individuals)
  - c. Year business was started or established.
- A detailed description of past experiences providing similar services to international NGOs.
- Name, address, and telephone number of three business references and approval to contact the listed reference. Counterpart reserves the right to request and check additional reference.
- Official quotation, including specifications of offered services (see Section 4 for example format)
- A copy of Offer's registration of business license (see Section 1.5 for more details)
- A copy of the offer's bank account information
- A copy of any certificates or certifications of its food safety and food handling practices
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)

### **Section 3: Specifications and Technical Requirements:**

**Background:** Counterpart International Inc. (CPI) in Bangladesh intends to award one or multiple Blanket Purchase Agreements (BPAs) for a period of twelve (12) months for the provision of Domestic Ticketing Services (DTS) with qualified Travel Agent(s). The total annual volume of tickets purchased in 2019 by CPI was in excess of USD One hundred thousand USD. Although there is no expected travel budget, ticketing volume in the year to come is expected to remain at the comparatively similar levels.

**Objective:** BPA(s) with qualified Travel Agent(s) would cover the provision of Domestic Ticketing Services hereafter referred to as “Domestic Ticketing Services” (DTS). Domestic Ticketing Services shall include the provision of Airline tickets for Staff Members, consultants, and participants attending meetings, workshops, etc. The major destinations for domestic travel are Dhaka, Saidpur, Jessore, Chattogram, Rajshahi, Sylhet and Barisal provinces.

- i. Travel Agent(s) shall provide for 24 hours a day emergency service, as well as for services during weekends and official holidays where emergency travel service is required. One of the Travel Agent(s)’s employees shall always be reachable by phone.
- ii. The official travel requirements of CPI shall be accorded the highest priority and, therefore, the Travel Agent(s) shall ensure that servicing private travel does not delay, impede or frustrate the Travel Agent(s) timely and effective processing of CPI official travel;
- iii. Much of the official travel must be organized on short notice, thereby placing a premium on efficiency and rapid communication in handling all travel-related matters.
- iv. For every duly Travel request made by CPI Travel In-charge, Travel Agent(s) shall immediately make bookings on the main airlines operating the route and prepare appropriate itineraries and formal quotations based on the lowest fare and the most direct and convenient routing; In the event that required travel arrangements cannot be confirmed, Travel Agent(s) shall notify the requesting party of the problem and present three alternative routings/quotations for consideration.
- v. For wait-listed bookings, Travel Agent(s) shall provide regular feedback on the status of flight.
- vi. Travel Agent(s) shall promptly issue and deliver accurately printed or electronic tickets and detailed itineraries, showing the accurate status of the airline on all segments of the journey; and shall keep abreast of carrier schedule changes, as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any change(s) in flight, during the traveler’s official trip. When necessary, tickets and billings shall be modified or issued to reflect these changes.
- vii. Travel Agent(s) shall accurately advise CPI of the ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings.
- viii. Travel Agent(s) ensure that all traveling staff has complete travel documents required for their journeys, sufficiently before departure.
- ix. Travel Agent(s) shall only act on travel requests for official travel submitted by the responsible staff of CPI.
- x. Travel Agent(s) shall provide an information service to notify CPI and the traveler of such events as airport closings, canceled or delayed flights as well as of local political or safety conditions which may affect travel to any particular destination.
- xi. Tickets shall routinely be provided not earlier than one or two days in advance of travel unless required otherwise. The Travel Agent(s) shall deliver tickets electronically during business hours, except for tickets that need to be delivered on an urgent basis as specified at the time of delivery.
- xii. The Travel Agent(s) shall provide polite, responsive and efficient service at all times to fulfill the CPI requirements. As a service objective, telephone calls should be answered promptly. When it is necessary to place calls on hold, they should not be kept on hold for more than a few minutes and callback, when necessary, should be made within one hour.
- xiii. Travel Agent(s) shall not favor any particular carrier when making reservations. The Travel Agent(s) shall maintain excellent relations with all carriers for the benefit of the CPI.

- xiv. The Travel Agent(s) shall meet periodically with the CPI to discuss issues of mutual concern, to review the Travel Agent(s)'s performance and to discuss improvements which the Travel Agent(s) or the CPI should make in order to achieve more effective travel management and greater savings.
- xv. The Travel Agent(s) shall make the CPI aware immediately of major industry changes, which have a broad impact on its travel-related policies or procedures.
- xvi. The Travel Agent(s) shall establish and operate to monitor on a regular and continual basis the quality of travel services provided to CPI. These procedures shall include a self-inspection system covering all the services to be performed under the Contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to CPI. CPI shall be notified of any deficiencies found and corrective action taken.
- xvii. The Travel Agent(s) warrants that the personnel assigned to handle CPI travel arrangements shall have a strong tariff experience and shall constantly be trained to be kept up to date.

**Personnel Requirements:**

- 1. The Travel Agent(s) shall assign adequate personnel to service satisfactorily the volume of work and to fulfill its obligations under the Contract with CPI. In general, the Travel Agent(s) shall assign the relevant personnel according to their technical know-how and reliability.
- 2. The Travel Agent(s) shall assign a senior representative experienced in providing corporate travel services to oversee the travel management services provided to CPI and to ensure full compliance with all requirements of the Contract with CPI.
- 3. The Travel Agent(s)'s employees shall perform their functions in a highly efficient and professional manner.

**Qualifications of the successful Travel Agent(s):**

- 1. The Travel Agent(s) shall have in its current office all the necessary equipment and facilities and shall employ a sufficient number of experienced and professionally trained travel experts and staff to handle the minimum requirements of the CPI.
- 2. The successful Travel Agent(s) who will be contracted to serve the needs of the CPI shall have the following minimum qualifications:
  - a. Accredited ATAB/IATA Travel Agent(s).
  - b. Maintains a good track record in serving international organizations, embassies, and multinational corporations; list of corporate clients should be provided.
  - c. Employs competent and experienced travel consultants, especially in ticketing and fare computations, as evidenced by their track record in their Curriculum Vitae
  - d. Financially stable – annual report, bank statement or audited financial statement to be provided
  - e. Maintains facilities of on-line booking/airline reservations, ticket printing facilities/satellite ticketing printer, basic office equipment, telecommunications equipment, and online booking tool.
  - f. Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.
  - g. The successful Travel Agent(s) shall also be required to devote at least one (1) personnel providing dedicated services to the travel needs of CPI in Bangladesh.
  - h. All information pertaining to Counterpart staff to include their identity, travel itinerary, etc. shall be kept strictly confidential.

**Technical Proposal Format and Content:** The offeror shall structure the Technical Proposal to meet the evaluation criteria, as follows:

**The expertise of Firm/Organization** – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm,



the list of projects/contracts (both completed and ongoing) which are related or similar in nature to the requirements of the RFQ.

**Proposed Methodology, Approach and Implementation Plan** – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment.

**Management Structure and Key Personnel** – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR. In complying with this section, the offeror assures and confirms to CPI that the person being nominated is available for the Contract on the dates proposed. The Technical Proposal shall not include any financial information.

**Questions to be answered by interested offerors:**

As part of your Technical Proposal, you should also respond to the following questions:

**Please read the questions below and respond accordingly:**

1. Is your travel agency accredited by Accredited ATAB/IATA or another organization? How many of your staff are accredited?
2. Please list all the airlines that your travel agency is able to reserve tickets from. At any one time, Counterpart may place a request for multiple domestic tickets. Can you please confirm that you would be able to accommodate the volume of tickets that Counterpart would need at one time?
3. Is your organization able to receive orders (requests for airline tickets) and reserve tickets by email or through an online portal?
4. Is your organization available to receive and process orders 7 days a week from 0730 to 1800 hours? What are your regular hours of operation, after-hours support and the ability to accommodate emergency reservations placed on holidays?
5. Please specify the delivery time for ticket reservation after receipt of an order per hour. Are you able to create e-tickets?

The table below contains the list of services that may be ordered under the BPA mechanism. Offerors are requested to provide per unit quotations containing the information below on the official letterhead or official quotation format. In the events this is not possible, offerors may complete this Section 3 and submit a signed /stamped version to Counterpart.

**Detailed Specifications and Requirements/Price Schedule:**

The table below contains the technical requirements of the services. Offerors are requested to provide quotations containing the information below on the official letterhead or official quotation format.

**This solicitation is not for one-time bulk delivery. Tickets will be requested in incremental amounts over a twelve (12) month period by the Counterpart Procurement Department.**

Reservations shall be made in Economy class, always at the most cost-effective and convenient trip and at the best available market price. Counterpart prefers electronic tickets to the extent that they are available.

S. N	Description of requirement	Airlines (Novo Air, Bangladesh Biman, US Bangla, United Airlines, etc. kindly specify the airline quoted)	Unit	Services Charges in Bangladeshi (including taxes)	Remarks
1	Retail ticket price for a round trip, Dhaka-Saidpur-Dhaka sector		Round-trip ticket		
2	Retail ticket price for a one-way trip, Dhaka-Saidpur or Saidpur-Dhaka sector		One-way ticket		
3	Retail ticket price for a round trip, Dhaka-Jessore-Dhaka sector		Round-trip ticket		
4	Retail ticket price for a one-way trip, Dhaka-Jessore or Jessore-Dhaka sector		One-way ticket		
5	Retail ticket price for a round trip, Dhaka-Chattogram-Dhaka sector		Round-trip ticket		
6	Retail ticket price for a one-way trip, Dhaka-Chattogram or Chattogram-Dhaka sector		One-way ticket		
7	Retail ticket price for a round trip, Dhaka- Barisal-Dhaka sector		Round-trip ticket		
8	Retail ticket price for a one-way trip, Dhaka- Barisal or Barisal-Dhaka sector		One-way ticket		
9	Retail ticket price for a round trip, Dhaka-Sylhet-Dhaka sector		Round-trip ticket		
10	Retail ticket price for a one-way trip, Dhaka-Sylhet or Sylhet-Dhaka sector		One-way ticket		
11	Retail ticket price for a round trip, Dhaka-Rajshahi-Dhaka sector		Round-trip ticket		
12	Retail ticket price for a one-way trip, Dhaka-Rajshahi or Rajshahi-Dhaka sector		One-way ticket		
13	Cost to change the date of a purchased ticket with more		Trip		

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S. N	Description of requirement	Airlines (Novo Air, Bangladesh Biman, US Bangla, United Airlines, etc. kindly specify the airline quoted)	Unit	Services Charges in Bangladeshi (including taxes)	Remarks
	than 24 hours advance notice				
14	Cost to change the date of a purchased ticket with less than 24 hours advance notice		Trip		
15	Cancellation cost with 24 hours or more notice before departure		Trip		
16	Cancellation cost with less than 24 hours' notice before departure		Trip		

Please confirm that your offered price will be locked in for the duration of twelve months upon signing of BPA

*Yes: Our price will be the same for twelve months contract* \_\_\_\_\_

*No: Our price will differ during the twelve months contract* \_\_\_\_\_

If no, please explain:

**Section 4: Offer Cover Letter**

*(Must be submitted on the organization's commercial letterhead)*

To: Counterpart International  
Promoting Advocacy Rights (PAR) Activity  
Dhaka, Bangladesh

Reference: RFQ No. PAR\_BPA\_2019\_002

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached. We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations. Furthermore, we hereby certify that to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or PAR project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_