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

RFQ Number: PAR_BPA_2019_004

Issuance Date: **October 02, 2019**

Deadline for Offers: **October 16, 2019 by 17:00 (Local Time)**

Description: Suppliers for the Provision of Office Stationaries, Photocopy and Printing 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 provision of to identify one or more supplier for supply office stationaries, photocopy and printing in Dhaka, Bangladesh for as-needed, ad hoc purchases of office stationaries, photocopy and printing 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 office stationaries, photocopy and printing 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 supplier for future orders of office stationaries, photocopy and printing. 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 16, 2019 by 17:00 hours (Local Time)**.

Electronic submission must be sent to 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_004, Office Stationeries, Photocopy and Printing supplier 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 08, 2019** by email to 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. All commodities offered in response to this RFQ must be new and unused.

At this time, specific quantities or levels of efforts 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 commodities/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. Warranty (if applicable):** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities unless otherwise specified in the technical specifications.

Vendor must ensure to provide fuel according to the technical specification quoted against this RFQ, otherwise, any stationery, photocopy and printing delivery which does not meet the minimum technical requirements will be rejected. The vendor will be responsible and liable for any damage that may occur to the office equipment (Photocopy Machine, Printer, etc.) due to the quality of offices stationery supplied.

- 9. 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
- 10. 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.
- 11. Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

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.
- 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.

- 12. 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 12months. 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 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:

Vendors are requested to submit their quotation for the provision of office stationery, photocopy, and printing as per specification listed in table below, however, the quantity of stationery, photocopy, and printing requested during the agreement will be based on project needs. Therefore, please quote the price for unit wise.

- Vendor needs to deliver office supplies to the Counterpart office located in **Gulshan, Dhaka**.
- The prices shall be locked in by the supplier for the duration of twelve (12) months.
- The supplier shall have the capability to deliver office supplies with the maximum capacity at the same time.
- The vendor shall be able to supply office stationery, photocopy and printing on weekends, holidays, and special occasions as per Counterpart request.
- Counterpart will measure the office stationery, photocopy, and printing at the time of delivery and the vendor's payment will be processed based on the actual quantity of office supplies received by Counterpart.
- Vendor shall be delivery the stationary to mentioned location own responsibility and delivery cost.
- Office stationery, photocopy, and printing delivered by the supplier which does not meet the technical specifications will be rejected.

The table below contains the technical requirements of the office stationery, photocopy, and printing. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format.

SL	Items	Specification (Brand name or equivalent)	Unit	Unit Price	Remarks
1	Battery	Alkaline AAA Size	pkg		
2	Battery	Alkaline AA Size	pkg		
3	Battery	Sony AAA Size Normal	Pcs		
4	Battery	Sony AA Size Normal	Pcs		
5	Battery	Olympic AAA Size	Pcs		
6	Battery	Olympic AA Size	Pcs		
7	Binder Clip	19mm Dimond	Dozen		
8	Binder Clip	25mm Dimond	Dozen		
9	Binder Clip	32mm Dimond	Dozen		
10	Binder Clip	41mm Dimond	Dozen		
11	Binder Clip	51mm Dimond	Dozen		
12	Calculator	Digital Plus DG-2600	Pcs		
13	Calculator	Casio – 120 (Normal)	Pcs		
14	Calculator	Casio – 120 (Original)	Pcs		
15	Calculator	Tokyo - 722	Pcs		
16	Calculator	Tokyo - 120/CATIGA - 120	Pcs		
17	Card Holder	300c	Pcs		
18	NT-Cutter	Small Size	Pcs		
19	NT-Cutter Blade	Small Size	Pcs		
20	NT-Cutter	Big Size	Pcs		
21	NT-Cutter Blade	Big Size	Pcs		
22	Eraser	Small Size	Pcs		
23	Eraser	Big Size	Pcs		



SL	Items	Specification (Brand name or equivalent)	Unit	Unit Price	Remarks
24	Envelope	Brown Letter envelope 120gsm	Pcs		
25	Envelope	White Letter envelope 100gsm	Pcs		
26	Sticky Notes	Sticky note, 3x3, 100 sheets, Post-it	Pcs		
28	3" Index File	BD (Best Quality)	Pcs		
29	2" Index File	BD (Best Quality)	Pcs		
30	1.5" Ring File	Data	Pcs		
31	1.5" Ring File	Board	Pcs		
32	3" Vision File	Best Quality	Pcs		
33	2" Vision File	Best Quality	Pcs		
34	Magazine File	Plastic- RFL	Pcs		
35	Magazine File	Paper/Board (Best Quality)	Pcs		
36	Double Clip File	Plastic, A4 size	Pcs		
37	Album File	30 Pocket (Good Quality)	Pcs		
38	Album File	40 Pocket (Good Quality)	Pcs		
39	Album File	60 Pocket (Good Quality)	Pcs		
40	Court File	Stamp/Legal-size (Good One)	Pcs		
41	Court File	Stamp/Legal size (Normal)	Pcs		
42	Report file	A4 Size management report file	Pcs		
43	Sheet Protector	A4 size, Thick	Pcs		
44	Plastic Folder	A4 Size	Pcs		
45	File Divider	A-Z full set (Hua Jie)	Pcs		
46	Clipboard	A4- Matador	Pcs		
47	Correction Fluid	Pen type (Original)	Pcs		
48	Correction Fluid	Bottle (Daito)	Pcs		
49	Glue Liquid	Liquid	Pcs		
50	Glue Stick	Fevi Stick 8gm	Pcs		
51	Glue Stick	Fevi Stick 15gm	Pcs		
52	Paper Clip	Gems Color	Pcs		
53	Paper Clip	Gems Steel Original	Pcs		
54	A4 Offset Paper	80Gsm – Double-A	Rim		
55	A4 Offset Paper	80Gsm-Paper One	Rim		
56	A4 Offset Paper	80Gsm Paper Tech	Rim		
57	Legal Offset Paper	80Gsm – Double-A	Rim		
58	Legal Offset Paper	80Gsm – Paper Tech	Rim		
59	A3 Offset Paper	80Gsm – Double-A	Rim		
60	A3 Offset Paper	80Gsm – Paper One	Rim		
61	A3 Offset Paper	80Gsm – Paper Tech	Rim		
62	Notebook	Notebook	Pcs		
63	Sticker paper	Glossy Sticker Paper A4 size	PKt		
64	Post-it Pad	1/2" x 2"	Pcs		
65	Post-it Pad	2" x 3"	Pcs		
66	Post-it Pad	Pad – Color Sets	Pcs		
67	Ball Pen	Matador	Pcs		

SL	Items	Specification (Brand name or equivalent)	Unit	Unit Price	Remarks
68	GEL Pen	Matador /Linc	Pcs		
69	Pilot Pen	Pilot pen V5	Pcs		
70	Marker Pen-Permanent	Red leaf	Pcs		
71	Marker Pen-Permanent	Pilot	Pcs		
72	Marker Pen- White Board	Red leaf	Pcs		
73	Marker Pen- White Board	Pilot	Pcs		
74	Highlighter- Color	Red Leaf/Matador	Pcs		
75	Highlighter- Color	Staedtler	Pcs		
76	Lead Pencil	Pilot	Pcs		
77	Lead for Lead Pencil	Pilot	Pcs		
78	Lead for Lead Pencil	Normal	Pcs		
79	Wood Pencil	HB-Fabre Castle	Pcs		
80	Pencil Sharpener	Kid mate	Pcs		
81	Punch Machine	DP-600 (Kangaroo-Blue Packet)	Pcs		
82	Punch Machine	DP-600 (Kangaroo Red Packet)	Pcs		
83	Pin Remover	Deli	Pcs		
84	Pen Holder	Net round Shape- Deli	Pcs		
85	Pen Holder	Net Square Shape- Deli	Pcs		
86	Stapler Machine	(Kangaroo Blue Packet)	Pcs		
87	Stapler Machine	10D	Pcs		
88	Stapler Pin	24/6	Pcs		
89	Stapler Pin	10 D	Pcs		
90	Slip Paper	Color	Pcs		
91	Slip Paper Box	Deli	Pcs		
92	Slip Paper Box	BD	Pcs		
93	Stamp Pad	Horse/Artline	Pcs		
94	Stamp Pad	Normal- BD	Pcs		
95	Stamp Pad Ink	Ink Artline	Pcs		
96	Stamp Pad Ink for Auto seal	Ink – Auto Seal Horse	Pcs		
97	Steel Scale	12" Stainless Steel	Pcs		
98	Scissor	Big-Deli	Pcs		
99	Scissor	Small-Deli	Pcs		
100	Packaging Tape	Big, 100m, 2.5"- Scotia	Pcs		
101	Clear Tape	Scotch ¾" Original Milspec scotch tape	Pcs		
102	Clear Tape	Scotch 1/2" Normal	Pcs		
103	Rexin Tape	2" Best Quality	Pcs		
104	Tape Dispenser	Small Size	Pcs		
105	Tape Dispenser	Big Size (Best Quality)	Pcs		
106	One-time water glass	250 ML Shurwid Brand	Pcs		

SL	Items	Specification (Brand name or equivalent)	Unit	Unit Price	Remarks
107	One-time coffee glass	Paper made in India	Pcs		
108	Garbage polybag	Size 24" x 36" Black Color	Kg		
109	Aerosol anti-mosquito	ACI 475ml	Pcs		
110	Aerosol anti-mosquito	ACI 800ml	Pcs		
111	Air Freshener	Fay, 300ml	Pcs		
112	Air Freshener	Spring, 300ml	Pcs		
113	Air Freshener	Angelic, 300ml	Pcs		
114	Air Freshener	Daily Fresh	Pcs		
115	Air Freshener	Fresh Aroma	Pcs		
116	Handwash bottle with Pump	Lifebuoy 200ml	Pcs		
117	Handwash Refill	Lifebuoy 180ml	Pcs		
118	Facial Tissue Box	Bashundhara 240 Sheet	Pcs		
119	Facial Tissue Box	Bashundhara 200 Sheet	Pcs		
120	Napkin Tissue	Bashundhara paper napkin 13x13in	Pcs		
121	Toilet Tissue Roll	Bashundhara-White	Pcs		
122	Toilet Tissue Roll	Bashundhara- Red	Pcs		
123	Dishwasher	Trix (Bottle), 500ml	Pcs		
124	Dishwasher refill	Trix (Refill)	Pcs		
125	Toilet Cleaning fluid	Harpic, 500ml	Pcs		
126	Air Freshener for toilet	Odonil Air Freshener 50gm	Pcs		
127	Mop	Mop with steel handle	Pcs		
128	Whisk/Jharu	Jharu (Flower broom)	Pcs		
129	Glass Cleaner spray	Mr. Brasso 350ml	Pcs		
130	Glass Cleaner refill	Mr. Brasso 350ml	Pcs		
131	Dishwashing bar	Vim Dishwashing bar	Pcs		
132	Mini Soap	Lux Mini	Pcs		
133	Hand Sanitizer	Sepronil, 200ml	Pcs		
134	Rubber bands	Rubber band for money binding	Pcs		
135	Naphthalene	Naphthalene balls, 40 pcs packet	Pcs		
136	Mosquito coil	ACI, 10 pcs packet	Pcs		
137	Multiplug	Best Quality	Pcs		
138	Notice board	4'x3' Blue/Grey color	Pcs		
139	Board Pin	Plastic	Pcs		
140	Board Pin	Steel Thumb pin	Pcs		
141	Paper tray	3-layer plastic paper tray-RFL/Goodluck	Pcs		
142	Rope	Plastic packaging rope	Pcs		
143	Rope	Twisted rope for paper binding	Pcs		
144	Basket	Plastic-	Pcs		
145	Round sponge case	Plastic round sponge case for cashier	Pcs		

Counterpart International-Bangladesh
Promoting Advocacy and Rights (PAR) Activity



SL	Items	Specification (Brand name or equivalent)	Unit	Unit Price	Remarks
146	Duster	Whiteboard duster plastic-Goodluck	Pcs		
147	Offset Photocopy		Copy		
148	Normal Photocopy		Copy		
149	Color Print A4 Size		Copy		
150	Full Page Color Print A4 Size		Copy		
151	Black & White Print		Copy		
152	A3 Photocopy		Copy		
153	Spiral Binding Small		Book		
154	Spiral Binding Medium		Book		
155	Spiral Binding Big size		Book		
156	Ring Binding Small		Book		
157	Ring Binding Medium		Book		
158	Ring Binding Big		Book		
159	A3 Color Print		Copy		
160	Coffee	Coffee, Nescafe original, 200 gm bottle	Bottle		
161	Powdered coffee creamer	Coffee-mate, Nestle, 450 gm packet	Pkt		
162	Sugar	Sugar, Fresh 1kg	Kg		
163	Tea	Tea bag, Ispahani, 50 pcs box	Box		
164	Tea 400gsm	Ispahani	Pkt		
165	Green Tea	Kazi & Kazi	Box		
166	Condensed Milk	Danish	Pcs		
167	Milk Powder 500gm	Diploma	Pkt		
168	Wrapped Biscuits - 80gm	Olympic or Lexus or Energy plus	Pkt		
169	Single-wrap hard candy 70gm	Olympic or Crack Jack Classic	Pkt		
170	Normal Cloths Duster		Pcs		
171	Cotton Mop Local (Mop Suta)		Pcs		

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_004

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): _____