

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Cabinet Division, Islamabad. Interested bidders (manufacturers/ suppliers/authorized dealers) may download tender documents from E-Pad/PPRA and Cabinet Division's official websites. The most advantageous bid will be awarded purchase contract. The detail evaluation criteria have been prepared and attached with these instructions.

2. This document contains following:
- a. Terms and conditions for each tender.
 - b. Evaluation Criteria.
 - c. Detail of the items' quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed after opening of the bids. Each page must be signed and stamped, incomplete forms will not be accepted.
- ii) **Single stage-two envelope** bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. **Bid Security 5%** of quoted price (according to Rule-26 of PPRA Rules-2004) as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General-I), Cabinet Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request after finalization of tender process.
- iv) For each item the manufacturers/company name/brand name or equivalent must be quoted. Firms should offer rates for more than 25% of items procured during the FY 2026-27. The firms should have sufficient stock of each item, the physical inspection may be conducted.
- v) The firm should clearly indicate as to whether GST is included or not in the offered rates.
- vi) The bid must have financial capability and provide a bank statement as evidence which qualify them to supply order.
- vii) The experience of the bidder in relevant field will be considered.
- viii) National Tax No. (Active), GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.
- ix) Bid validity period till 30-06-2027 must be clearly mentioned in the bid.
- x) The bidder will have to submit an affidavit on stamp paper of Rs. 100/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.

- xi) If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xii) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.
- xiii) The contract award will be given to the most advantageous bid. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xiv) The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Grievances Redressal Committee already constituted in the Cabinet Division will address grievance(s).
- xv) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds
- xvi) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons as the case may be.
- xvii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 03 days of receipt of the Supply/work Order. In case of emergency firm will bound to provide the items on time/date as prescribed. In case supply/work is not carried out within stipulated period a penalty to the maximum of 0.5% per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and may action will be taken against them as per laid down procedure.
- xx) Earnest money will be forfeited if a bidder is unable to provide items at any time/as per work orders during the financial year and firm would be backlisted for future business with Government Departments.
- xxi) No advance payment will be made on any purchase.
- xxii) Bidder will supply items in the given address of Cabinet Division.
- xxiii) Procurement will be made as per Government Policy.

EVALUATION CRITERIA

Bids will be evaluated as per prescribed criteria given as instructions to bidders and Terms & Conditions for Tender. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004. The bids received within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

CRITERIA FOR EVALUATION

Sr. No.	Criteria/ Sub-Criteria & Marks		Total Marks	Marks Obtained
1.	Financial position of the Firm (Maximum 20 Marks)			
	a.	Balance sheet for last 02 year (Minimum Rs. 25 million) Each year carries 05 marks	10	
	b.	Business annual turnover (Minimum Rs. 10 million) - Less than Rs. 5 million0 mark - Rs 5 million but up to Rs. 10 million05 marks - Rs. 10 million to 25 million7.5 marks - Rs. Above 25 million10 marks	10	
	c.	Audit Report for last two years (each year carry 05 mark)	10	
	Sub-Total Marks		30	
2.	Company Location & Outreach (Maximum 10 Marks) with Valid Legal Proofs			
	a.	Geographically based in: - Islamabad / Rawalpindi10 marks - Other Cities05 mark	15	
	b.	Branch Offices in major cities of Pakistan (02 marks for each office upto a maximum of 10 marks)	10	
	c.	Own Office Building (Provide Evidence)	05	
	Sub-Total Marks		30	
3.	Management capabilities of the bidder (Maximum 20 Marks)			
	a.	Total regular technical staff (Minimum 10 employees) - Up to 10 employees02 mark 11 to 15 employees04 mark 16 to 20 employees07 mark 21 and more employees10 mark EOBI/Social Security registration will be preferred; further, evidence of child labour will render the firm disqualified)	10	
	b.	Experience of working with more than 10 clients for upto 5 years and more (Rawalpindi/Islamabad based Public and reputable private sector organizations) 01 Mark for each firm	10	
	c.	Delivery time (Maximum 60 days) - Delivery within 07 days10 mark - Within 08 to 15 days06 mark - Within 15 to 30 days04 mark - Within 30 to 60 days02 mark	10	
	d.	Manufacturing / Direct import / Authorized Dealership (supported by documentary evidence) - Own Manufacturing10 Marks - Direct Import07 Marks - Authorized Dealers/Distributors05 Marks	10	
	Sub-Total Marks		40	
TOTAL MARKS			100	

- Note:**
- If information against any of the criteria is not provided or provided information is less than minimum requirement, zero marks will be awarded.
 - The information shall be supported by documentary evidences in each criteria/sub-criterion.

I. Mandatory Qualification (Pass/Fail)

S#	Requirement	Documentary Evidence
1	Registration of Firm/Company	Certificate of Incorporation/Registration from relevant authority (SECP, Registrar of Firms, etc.)
2	Active Tax Compliance	NTN Certificate, Active Taxpayer List (ATL) status and Sales Tax Registration (where applicable).
3	Statutory Compliance	Affidavit that the firm is not blacklisted/debarred and is compliant with applicable labour laws including EOBI and Social Security registration where applicable.

DETAIL OF STATIONERY ITEMS REQUIRED FOR FY 2026-27 (AS PER SAMPLE)

S#	Name of Items	Annual Quantity for CFY	Price / Rate of per unit / per piece	GST 18%	Total
1.	AA Paper/equivalent for laser Printer 100-gm, Imported (8-1/4x11) (A-4) (Original Packing)	100-reams			
2.	AA Paper/equivalent for Laser printer 80 grams (Imported) (8-1/4 x11) A-4 size (Original Packing)	3000 reams			
3.	AA Paper/equivalent for Laser printer 80 grams (Imported) Legal size (8-1/2 x 13-1/2)	80 reams			
4.	AA Paper/equivalent for Photocopier 70 grams imported (8-1/4x11)A-4 size	4000 reams			
5.	Ball Point clipper Point 0.8 mm	540 Dozens 6480 Nos			
6.	Binding clip 1" Width	10 Pkts 100 Nos			
7.	Binding clip 2" Width	10-Pkts 100 Nos			
8.	Binding Tape 3"72 Yard	10-Dozens 120 Nos			
9.	Binding Tape 4"72 Yard	10-Dozens 120 Nos			
10.	Clips Size 26 mm	500-Pkts.			
11.	Color Clip fine quality	100-Pkts			
12.	Color Flags	5-Dozens 60 Nos			
13.	Color Pin (Thumb Pin) Fine Quality	5-Dozens 60 Nos			
14.	Colour Paper (A-4 Yellow, Pink, Green, Red, Blue)	500-pkt			
15.	Dak Pad (Green Colour) Best quality	80 Nos.			
16.	Diary Register 08-Nos. Fine quality	200-Nos.			
17.	Pointer Fine Quality	20-Dozens 240-Nos.			
18.	Double Hole Punch	25-Nos.			
19.	Double Hole Punch Heavy Duty Large	15-Nos.			
20.	Envelop - White SE-5	500-Nos.			
21.	Envelop - White SE-6	500-Nos.			
22.	Envelop SE-5	30,000 Nos.			

23.	Envelop SE-7-A with cloth lining	1,500-Nos.			
24.	Envelop SE-8A with cloth lining	1,500-Nos.			
25.	Envelop White with cloth 19x14	1000-Nos.			
26.	Envelops SE-6	30000 Nos			
27.	Envelops SE-7	4,500 Nos.			
28.	Envelops SE-8	30000 Nos			
29.	Eraser (Fine quality)	50-Dozens 600 Nos			
30.	Fax Roll (Panasonic) Size 210 mm X (THM-331C)	250-Rolls			
31.	File Board with Flapper Pasted as per sample	100-Nos			
32.	File Cover Blue A-4 (Art paper) with Government Monogram and Plastic Lamination line Fine Quality	20,000 No			
33.	File Cover plain white A-4 (Art paper) with Government Monogram Best quality	10,0000 No			
34.	File Flapper (3'' Wide) as per sample with Government Monogram in Green Color	10,000-No			
35.	File Flapper (3'' Wide) Normal	5000-Nos			
36.	Gel Pen	20-Dozens 240-Nos			
37.	Green Note Book Cover (Medium Size) with Emboss printing (Text & Monogram) as per sample best quality	150-Nos			
38.	Green Note Book Cover (Small Size) with Emboss printing (Text & Monogram) as per sample best quality	150-Nos			
39.	Gum bottle 1000 gram	100-Nos			
40.	Gum Bottle small	100-Nos			
41.	Gum Stick 36 Grams	90-Dozens 1080-Nos.			
42.	Highlighter-yellow, Green & Pink	60-Dozens 720-Nos			
43.	Ink bottle 60 ml	05-Dozens 60-Nos			

44.	Ink for Stamp Pad 28 gm	35-Nos			
45.	Management file cover (A-4 size)	25 Dozens 300-Nos			
46.	Marker-permanent	20- Dozens 240-Nos			
47.	Masking Tape 2” fine quality	10- Dozens 120-Nos			
48.	Masking Tape 3” fine quality	10- Dozens 120-Nos			
49.	Masking Tape 4” fine quality	10- Dozens 120-Nos			
50.	Meeting Folders (Green) with Emboss Printing (Text & Monogram) as per sample	150-Nos			
51.	Meeting Pads (Green) with Emboss Printing (Text & Monogram)	150-Nos			
52.	Note Books/Pads with Printing (Large Size) as per sample	1000-Nos			
53.	Note Books/Pads with Printing (Medium Size) as per sample	500-Nos			
54.	Note Books/Pads with Printing (Small Size) as per sample	500-Nos			
55.	Note Sheet pad 80 gm (100-Sheets each Pad)	600-Nos			
56.	Office Pins No.2	100-pkts			
57.	Pair of Scissors (Stainless Steel Blade Plastic handle) 9”	10- Dozens 120-Nos			
58.	Paper cutter (Sharp Knife) with wood handle fine quality	100-Nos			
59.	Paper Cutter Knife with Blade best quality	30-Nos			
60.	Paper Tape 1”	10- Dozens 120-Nos			
61.	Paper Tape 3”	10- Dozens 120-Nos			
62.	Paper Tape 4”	10- Dozens 120-Nos			
63.	Short hand Pencil	100 Dozens 1200-Nos			
64.	Peon Book (215 Sheets)	200-Nos			
65.	Peon Book A4 size 500 Sheets	200- Nos			
66.	Pin Remover Best Quality	50-Nos			

67.	Register 12 No. fine Quality Imported paper	50-Nos			
68.	Ring Folder (A-4 size)	25-Dozens 300			
69.	Rubber Tip Pencil	400-Dozens 4800			
70.	Scale Steel Best Quality as per sample	50-Nos			
71.	0.6 mm Gel Pen	100-Dozens 1200			
72.	Scotch Tape (1") 12 Meter	30-Dozens 360-Nos			
73.	Scotch Tape (1") 72 Meter	30-Dozens 360-Nos			
74.	Self-adhesive Note (3x3) 100 sheets fine quality	250-Pieces			
75.	Self-adhesive Note (3x5) 100 sheets fine quality	250-Pieces			
76.	Sharpener	45-Dozens 540-Nos			
77.	Sharpener Machine (No 305) fine quality	24-Nos 288-Nos			
78.	Short hand Note Book (94 pages/Sheet) as per sample	100-Nos			
79.	Single Hole Punch (Steel) Best Quality as per sample	180-Nos.			
80.	Stamp Pad (Purple/Blue/Green)	100-Nos			
81.	Stapler Machine (medium) best quality	200-Nos			
82.	Stapler machine Heavy Duty as per sample	25 Nos.			
83.	Stapler Pins (PMP) 23/10	50-Pkts (per packet/ piece)			
84.	Stapler Pins (PMP) 23/15	50-Pkts			
85.	Stapler Pins (PMP) 23/17	50-Pkts			
86.	Stapler Pins (PMP) 23/20	50-Pkts			
87.	Stapler Pins (PMP) 23/23	50-Pkts			
88.	Stapler Pins (PMP) 23/24	50-Pkts			
89.	Stapler Pins (PMP) 23/6	50-Pkts			
90.	Stapler Pins (PMP) 23/8	50-Pkts			
91.	Stapler Pins (PMP) 24/6	1500-Pkts			
92.	Table Set (Raxine) Green & Black	50-Nos			
93.	Tag Small (100-Tag in one Bundle)	500-Bundles			

94.	Tape Dispenser (No-30)	15-Nos			
95.	0.7 mm Gel Pen	120 Dozens 1440-Nos			
96.	White Board Marker	15 Dozens 180-Nos			
97.	White Fluid Pen	50- Dozens 600-Nos			
98.	Schneirder/equivalent Pen 6.6/0.7 Original	30-Dozen 360-Nos			
99.	Uni Ball Signo/equivalent	30-Dozen 360-Nos			
100.	Roller Ball Pen/equivalent	30-Dozen 360-Nos			
101.	Uni Ball Elite (Vision)/equivalent	30-Dozen 360-Nos			
102.	Uni Ball Eye Fine/equivalent	30-Dozen 360-Nos			
103.	Any other item of general use with prior intimation.				

Signature (Authorized Person/Proprietor):_____

Name of Authorized Person:_____

Name /address of Firm:_____

Stamp of Firm:_____

DETAIL OF MISC ITEMS REQUIRED FOR FY 2026-27 (AS PER SAMPLE)

S#	Name of Items	Qty	Price / Rate of per unit / per piece	GST 18%	Total
1.	AC Electric wire 110/76 (per foot)	As per demand/require ment			
2.	AC pipes (pure copper) (per foot)	As per demand/require ment			
3.	Acid for Toilet Cleaner	08-Dozens 96-Nos			
4.	Air Freshener (Aseel) or equivalent	450-Nos			
5.	Air Freshener Flower Garden 300 ML or equivalent	300-Nos			
6.	Air Freshener Refill (Fresco Bottle) or equivalent	05-Dozens			
7.	Air Freshener (Dirham 300ML) or equivalent	100-Nos			
8.	Air Wick Automatic Machine Large (Aerosol Dispenser) in Large Size/equivalent as per sample	25-Nos.			
9.	Air Wick Bottle Re-Fill (Freshmatic Max) or equivalent	05-Dozens			
10.	Back care	18-Nos			
11.	Bar Soap	150-Nos			
12.	400 ml Insect Killer (Mortine Original) /equivalent	500-Nos			
13.	Car Duster Towel style	300-Nos			
14.	Body Polish	400-Nos			
15.	Broom Bamboo (per KG)	100-KG			
16.	Calculator 12 digits (large)	12-Nos			
17.	Car Flags for SAPM & Advisors size 8 &12 inch	50-Nos			
18.	Cell Large Size for Airwick Machine	100-Nos.			
19.	Dashboard Polish (7-C)	80+60 140-Nos			
20.	Detergent Powder 100 grams	500-Nos			
21.	Duct Pati 60&60	As per requirement			
22.	Dust Bin without cover best quality	60-Nos			
23.	Dust Bin with paddle best quality	50-Nos			
24.	Duster (Cotton) (24x24) Best quality	150+2000 2,150-Nos			
25.	Duster yellow (Phylane) (24x24) Best Quality	1000-Nos			
26.	Remote Bell (Wire Less) with Cell Best Quality	100-Nos			
27.	Electric Kettle	50-Nos			
28.	Engagement Stand Fine Quality	25-Nos			
29.	Extension Lead six sockets with Pakistan Cables 5 M (3/29) wire/equivalent (as per sample)	120-Nos			

30.	Face mask (three ply)	300-box			
31.	File Box Raxine as per sample	1000-Nos			
32.	Five line Printy Stamp with Machine	30-Nos			
33.	Fork Steel (Big Size) Good Quality	15-Dozens 180-Nos			
34.	Four Line Printy Stamp with Machine	40-Nos			
35.	Glass Cleaner 500-ml	75-Nos			
36.	Green Summary Box (Raxine) with Emboss Printing of text & Monogram as per sample	500-Nos			
37.	Liquid 500-ml best quality	04-Dozens			
38.	Jai Namaz Best Quality as per sample	03-Dozens			
39.	Jug with Cover	50-Nos			
40.	Curry Plates as per sample	15-Dozens			
41.	Lead Seal	2000-Nos			
42.	Light plug 10 AMP	50-Nos			
43.	Liquid Soap (4- Liter Gallon)	50-Nos			
44.	300 gram Dish wash powder	600-Nos			
45.	Multi Power Plug (15Amp) as per sample	100-Nos			
46.	New Name Plate (wooden base with brass top)	50-Nos			
47.	Pakistan Table Flag with stand	12-Nos			
48.	Pakistan Table Flag with Govt. Flag with Stand	12-Nos			
49.	Pencil Cell (Remote size)	600-Nos			
50.	Pencil Cell for wall clock	1000-Nos			
51.	Phenyl (2.9 litres)	150-Nos			
52.	Power Plug 40 AMP (Stone)/ with box /equivalent (as per sample)	50-Nos			
53.	Power plug China fitting (Stone) with box/equivalent (as per sample)	50-Nos			
54.	Quarter Plates Best Quality as per sample	10-Dozens			
55.	Rice Plates Best Quality as per sample	15-Dozens			
56.	Rice Spoon Steel Good Quality	15-Dozens			
57.	Rubber Stamp (five lines)	80-Nos			
58.	Rubber Stamp (four lines)	60-Nos			
59.	Rubber Stamp (three lines)	60-Nos			
60.	Soap (Small 125 Grams)	300-Nos			
61.	Sanitizer (0.5 liter)	25-Nos			
62.	Sanitizer Gell (05 liter Gallon)	5-Nos			
63.	Shampoo Bottle for Cars in Large (2 liters)	50+100=150-Nos			
64.	Suttli (Binding Rope)	100-Ball			
65.	Tea Cups with Saucer as per sample	35-Dozens			
66.	Tea Sets Queen 22-Pieces/per set/equivalent Best Quality	25-Sets			
67.	Tea Spoon Steel Good Quality	10-Dozen			
68.	Thermos 1.5-Liters fine quality	40-Nos			
69.	Thermos 3-Liters Fine Quality	15-Nos			
70.	Three Line Printy Stamp with Machine	20-Nos			
71.	Tissue Box Roze Petal Prime/ Equivalent	500-Boxes			

72.	Tissue Hygiene	3000-Nos			
73.	Table Green Cloth Green Color	60-Meter			
74.	Tissue paper	2500-Boxes			
75.	Tissue Paper Popup/Equivalent	500-Boxes			
76.	Toilet Roll	1500-Roll			
77.	Towel Cotton White Bamboo (24x40) (Medium)	80-Nos			
78.	Towel Cotton White Bamboo (27x54) (Large)	20-Nos.			
79.	Tray (Plastic) Large Size as per Sample	02-Dozens			
80.	Tray (Plastic) Medium Size as per sample	02-Dozens			
81.	Tumbler	500-Nos			
82.	Two pin switch (Male)	48-Nos			
83.	Umbrella (Large size) Fine Quality	150-Nos.			
84.	Wall Clock with cell fine quality	24-Nos.			
85.	Water Cooler (No-72) 10 liter	25-Nos			
86.	Dettol 3x Power IL	10-Nos			
87.	Pakistan Logo Flag, Hand embroidered Tilla work with Jhallar and Dori on edges size 3'x4- ½ Flag	15-Nos			
88.	Federal Govt Logo Flag, Hand embroidered Tilla work with Jhallar and Dori on edges size 3'x4- ½	15-Nos			
89.	Flag Stand Cromer Based with Globe.	30-Nos			
90.	Water filters for filtration plant main Cabinet Block	12-Nos			
91.	Rubber Stamp (two lines)	60-Nos			
92.	Rubber Stamp (one lines)	60-Nos			
93.	Mini Soap (Taki)	500-Nos			
94.	Pochara	60-Nos			
95.	Pochara Rope type	50-Nos			
96.	Cell-Energizer AAA/equivalent	500-Nos			
97.	Cell-Energizer AA/equivalent	600-Nos			
98.	Cell-Camclion AA/equivalent	600-Nos			
99.	Cell-Camclion AAA/equivalent	500-Nos			
100.	Quaid-e-Azam Potrate 2x2	15-Nos			
101.	Power Plug Show AC	48-Nos			
102.	Multi Plug Socket	48-Nos			
103.	LED Blub 18 watt	30-Nos			
104.	LED Tube Light 12 watt	30-Nos			
105.	Wire 7/29 Pakistan Cable/equivalent	Per Feet			
106.	Dry Mop	50-Nos			
107.	Viper	50-Nos			
108.	Harpic 500 ML/equivalent	120-Nos			
109.	Wire Locks	13-Nos			
110.	Any other item of general use with prior intimation.				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name /address of Firm: _____

Stamp of Firm: _____

DETAIL OF LIVERY ITEMS FOR FY 2026-27 (AS PER SAMPLE)

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Total
1.	Shalwar Qameez (White) with stitching	300-Nos			
2.	Shoes (Service/Equivalent) (Bes Quality)	300-Nos			
3.	Waist Coat Black) Best Quality	300-Nos			
4.	Jinnah Cap/P. Cap	300-Nos			
5.	White Gloves (Cloth)	500-Nos			
6.	Helmet (Bes Quality) for DRs	15-Nos			
7.	Rain Coat/Barsati (Best Quality) for DRs	15-Nos			
8.	Rain Shoes (Bes Quality) for DRs	15-Nos			
9.	Leather Gloves (for DRs)	30-Nos			

Signature (Authorized Person/Proprietor): _____**Name of Authorized Person:** _____**Name/address of Firm:** _____**Stamp of Firm:** _____

TELEPHONE ACCESSORIES FOR FY 2026-27
(As per Government Policy)

S#	Telephone accessories	Quantity	Rate per unit	18 % GST	Total
1.	Adapter for steno set	30			
2.	Line cords for steno telephone set (4 wire)	50			
3.	Line cords for steno telephone set (6 wire)	40			
4.	Line cords for ordinary telephone set	60			
5.	Receiver cord	60			
6.	Rozitt for steno telephone set (4 wire)	30			
7.	Telephone Wire Roll 5 pairs	10			

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____