c.Ba.	health
200	Department: Health
EALL	Health
700	PROVINCE OF KWAZULU-NATAL

# **Quotation Advert**

Opening Date:	2019-05-03
Closing Date:	2019-05-14
Closing Time:	11:00
INSTITUTION DETAILS	
Institution Name:	Edendale hospital
Province:	KwaZulu-Natai
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	Edendale Hospital
Date Submitted	2019-05-02
ITEM CATEGORY AND DETAILS	
Quotation Number:	ZNQ: 214/19-20
Item Category:	Goods
Item Description:	Spigot plastic autoclavable 10mm (specification attached)
Quantity (if supplies)	300 units
COMPULSORY BRIEFING SESSION /	SITE VISIT
Select Type:	Select
Date :	
Time:	
Venue:	
QUOTES CAN BE COLLECTED FROM:	Edendale Hospital SCM
QUOTES SHOULD BE DELIVERED TO:	Edendale Hospital blue tender box by security main gate
ENQUIRIES REGARDING THE ADVE	RT MAY BE DIRECTED TO:
Name:	Michelle Saokoo
Emeil:	michelle.sookon@kznhealth.gov.za
Contact Number:	033 3954569
Finance Manager Name:	Mr D Thangalan
Finance Manager Signature:	ate quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00 YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT EDENDALE HOSPITAL DATE ADVERTISED: 03/05/2019 PHYSICAL ADDRESS: LOT 89, SELBY MSIMANG ROAD, PLESSISLAER, PIETERMARITZBURG ZNQ NUMBER: 214/19-20 CLOSING DATE: 14/05/2019 CLOSING TIME: 11:00 DESCRIPTION Spigot Plastic Autoclavable 10mm x 300 units CONTRACT PERIOD..... VALIDITY PERIOD 60 Days SARS PIN..... CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. UNIQUE REGISTRATION REFERENCE DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) Edendale Hospital , Selby Msimang Road (Edendale Road) (Deposit in blue tender box behind Selby Msimang Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration. The quote box is open from 08:00 to 15:30. ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED) THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILLIRE TO DO SO WILL RESULT IN YOUR OLIOTE BEING DISOLIALIEIED)

	(I AILOINE TO DO GO TILL	LINEOUEL III LOUIN GOOLE BEILIO	DIOGOREII IED)	
NAME OF BIDDER				
POSTAL ADDRESS			.,	
STREET ADDRESS				
TELEPHONE NUMBER	CODENUMBER	FACSIMILE NUMBER	CODENUME	BER
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NU	MBER (If VAT vendor)		••••••••••	
HAS A B-BBEE STATUS	LEVEL VERIFICATION CERTIFI	CATE BEEN SUBMITTED? (SBD 6.1	)	YES NO
IF YES, WHO WAS THE	CERTIFICATE ISSUED BY?		!	[TICK APPLICABLE BOX
		E CLOSE CORPORATION ACT (CC		
		TH AFRICAN ACCREDITATION SYST		
[A B-BBEE STATUS LE\	/EL VERIFICATION CERTIFICA ERENCE POINTS FOR B-BBEE	TE/SWORN AFFIDAVIT (FOR EMEs	& QSEs) MUST BE S	SUBMITTED IN ORDER

YES | NO |

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS	
SIGNATURE OF BIDDER[By signing this document I hereby agree to all terms and conditions]	DATE
CAPACITY UNDER WHICH THIS QUOTE IS SIGNED	

Item No	Quantity	Description	Brand &	Country of	Price	
		-	model	manufacture	R	С
	300 units	Spigot Plastic Autoclavable 10mm				
		(specification attached)				
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ALUE AD	DED TAX @	14% (Only if VAT Vendor)	I			十

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?	
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week	

Enquiries regarding the quote may be directed to:	Enquiries regarding <u>technical information</u> may be directed to:
Contact Person: Ms M Sookoo Tel. 033 3954569	Contact Person: Mr N Bhengu Tel033 3954241

#### **DECLARATION OF INTEREST**

- 1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2.	In order to give effect to the above, the foll	lowing questionnaire must be	e completed and	d submitted with the quo	ote.	
2,2.	Full Name of bidder/representativeldentity Number:		. Tax Referen	ce Number:	,	
2.3.	Position occupied in the Company (direct		. VAT Negisti	ation rumber		
2.8.2 2.8.2 2.8.2 (Note: I 2.8.2 2.9.	The names of all directors / trustees / sharemployee / persal numbers must be indic. Are you or any person connected with the .lf so, furnish the following particulars: Name of person / director / trustee / sharel Name of state institution at which you or the Position occupied in the state institution:  If you are presently employed by the state in the public sector?  1. If yes, did you attach proof of such authority, where the submit proof of such authority, where 2 If no, furnish reasons for non-submissed Did you or your spouse, or any of the constate in the previous twelve months?  If so, furnish particulars:	areholders / members, their ated in paragraph 3 below. e bidder presently employed holder/ member:	by the state?  idder is employAny other opriate authority at the disqualification shareholders /	red: particulars: to undertake remuneral ation of the quote.) members or their spous	TICK APPLICABLI YES NO  Itive work outside employme YES NO  ses conduct business with the YES NO	 nt
	may be involved with the evaluation and o	or adjudication of this quote?	•		YES NO	
2.11 2.11 2.12	<ol> <li>If so, furnish particulars:</li></ol>	e bidder, aware of any relation red with the evaluation and control shareholders / members of the	enship (family, for r adjudication o	riend, other) between and this quote?re any interest in any oth	YES NO	
	Full details of directors / trustees / mem The Department Of Health will validate de to ensure that their details are up-to-date not be considered and passed over as no	nbers / shareholders. etails of directors / trustees and verified on CSD. If the	i / members / s Department ca	hareholders on CSD. It nnot validate the inform	mation on CSD, the quote w	ity /ill
4	DECLARATION					
	HE UNDERSIGNED (NAME) RNISHED IN PARAGRAPHS 2.			CERTIFY TH	AT THE INFORMATION	Ν
	CCEPT THAT THE STATE MAY RE. OVE TO BE FALSE.	JECT THE QUOTE OR A	ACT AGAINS	T ME SHOULD THI	IS DECLARATION	-
 Nam	e of bidder Signatu	re	Position		Date	
1"State a)	e" means – any national or provincial department, national o constitutional institution within the meaning of the I Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity:	or provincial public entity or c Public Finance Management d e	) national Assem	ature; bly or the national Council of p	provinces; or	-

<sup>\*&</sup>quot;Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

### SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

#### 1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

#### 2. CHANGE OF ADDRESS

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

# 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
  - (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

### 4. SAMPLES

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. Samples must be made available when requested in writing or if stipulated on the document.
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

#### 5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1.	Bidders who fail to attend the compulsory meeting will be disqu	alified from the evaluation process.
i) ii)	The institution has determined that a compulsory site meeting  Date Time Place	take place
Instit	ution Stamp:	Institution Site Inspection / briefing session Official
		Full Name:
		Signature:
		Date:

### 6. STATEMENT OF SUPPLIES AND SERVICES

6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

### 7. SUBMISSION AND COMPLETION OF SBD 6.1

7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

### 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

#### 9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

#### 10. PATENT RIGHTS

10.1. The supplier shall indemnify the KZN Department of Health (hear after known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

#### 11. PENALTIES

11.1. if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

# 12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

# FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

#### GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
  - B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P\min}{P\min} \right)$$
 Where

Ps

= Points scored for price of bid under consideration

Pt Pmin Price of bid under consideration
Price of lowest acceptable bid

# 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.	RID	DECL	ARA	TIC	N
J.			$\Delta 1 \Delta C$		,,,

8.

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1
- 6.1 B-BBEE Status Level of Contributor: = .......(maximum of 20 points)

Whether the sub-contractor is an EME or QSE

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7.	SUB-CONTRACTING (Tick	(Tick applicable box)		
7.1 Will any portion of the contract be sub-contracted?		YES	NO	
7.1.1	If yes, indicate:			
	i) What percentage of the contract will be subcontracted			

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms YES

of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

(Tick applicable box)

NO

9.	DECLARATION WITH REGARD TO COMPANY/FIRM				
9.1	Name of company/firm:				
9.2	VAT registration number:				
9.3	Company registration number:				
9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]					
		Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited			
9.5	DESCF	CRIBE PRINCIPAL BUSINESS ACTIVITIES			
	• • • • • • • • • • • • • • • • • • • •				
9.6	COMP	ANY CLASSIFICATION (TICK APPLICABLE BO)	()		
		Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc.			
9.7	Total number of years the company/firm has been in business:				
9,8	I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based of the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:				
	i) Th	ne information furnished is true and correct;			
	ii) Th	ne preference points claimed are in accordance w	ith the General Conditions as indicated in paragraph 1 of this form;		
<ul> <li>iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, to be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;</li> <li>iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conhave not been fulfilled, the purchaser may, in addition to any other remedy it may have —</li> </ul>		It of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may isfaction of the purchaser that the claims are correct;			
	(a)	disqualify the person from the bidding process;			
	(b)	recover costs, losses or damages it has incurre	d or suffered as a result of that person's conduct;		
<ul> <li>(c) cancel the contract and claim any damages which it has suffered as a result of having to make le arrangements due to such cancellation;</li> </ul>		hich it has suffered as a result of having to make less favourable			
	(d)	who acted on a fraudulent basis, be restricted	hareholders and directors, or only the shareholders and directors by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been		
	(e)	forward the matter for criminal prosecution.			
	WITN	ESSES	SIGNATURE(S) OF BIDDERS(S)		
	1		DATE:		
	2		ADDRESS		



**DIRECTORATE: EDENDALE HOSPITAL** 

Physical Address: Main Road Edendale, Edendale Postal Address: Private Bag X509, Plessislaer, 3216 Tel:033 3954251 Fax: 033 3954270 Email: anil.sookdavu@kznhealth.gov.za www.kznhealth.gov.za

SUPPLY CHAIN MANAGEMENT

# **SPECIFICATION SPIGOT 10MM**

### **SECTION A – General**

Clause	Clause Description	Bidders Remarks
G1	Bidders must quote on the supply and delivery of the item.	
G2	SABS/SANS proof of certification or any other relevant certification documentation must be provided with the quotation.	
G3	Bidders must provide a sample of the item quoted for.	
G4	The packet/box must include the following details: 4.1 Lot No. 4.2 Ref. No. 4.3 Batch No. 4.4 Manufacturing date. 4.5 Name and contact details of the company. 4.6 Expiry date	
G5	Bidder to please note that the expiry date of each pack must not be less than 12 months. Failure to this will cause refusal to accept delivery and the uplifting and return of the stock will be for the suppliers own account.	
G6	Bidder must state the expiry date of the item quoted for.	Months

SECTION B - Technical Specification

Clause	Clause Description	Bidders Remarks
T1	The required spigot must be made of plastic.	
T2	Must be 10 mm	
Т3	Must be autoclavable.	

# **SECTION C – Confirmation**

Compulsory to be completed by the blu	der and returned with quotation.
L	, from do hereby
(Print Name)	(Name of Business)
acknowledge that I have read and under	erstand the specifications as laid out above and will ensure ddress all the requirements as stipulated.
***************************************	/ /
Signature	Date
	, from do hereby
(Print Name)	(Name of Business)