



REQUEST FOR QUOTATION

(NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS) Purchase Request No. IGF-164-2024-01-036-A

- 1. The Caraga State University Cabadbaran City (CSUCC) through the Internal Generated Fund (IGF)2024 intends to apply the sum of Eight Hundred Fifty-Three Thousand Two Hundred Pesos Only (Php 853,200.00) being the ABC to payments under the contract for Procurement of Customized/Fabricated Furniture and Fixture/IGF-164-2024-01-036-A. Bids received in excess of the ABC shall be automatically rejected at bid opening/ Opening of Envelopes.
- 2. The Caraga State University Cabadbaran City (CSUCC) now invites bids for the above Procurement Project. Delivery of the Goods is required by Forty-Five (45) Calendar days.
- 3. The procurement of the project will be conducted through Negotiated Procurement Two Failed Biddings, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
- 4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from November 14 25, 2024 at 8:00am to 5:00pm.

5. The schedule of bidding activities is herein stated below:

Activities	Date/Time	Venue
Issuance and Availability of Request for quotation	Nov. 14 – 25, 2024	Downloadable from PhilGEPS, CSUCC Websites and CSUCC BAC Office
Negotiation Conference	November 19, 2024 @ 11:00AM	Virtual Meeting via Zoom (Pre-registration link)- https://docs.google.com/forms/d/1 uFrlMYWH4vgc3YAAbWpqssR h721wN09vSIeGjKgc3uo/edit
Deadline of Submission and Receipt of envelope / Opening of Quotation and Technical Requirements	November 25, 2024 @10:30AM	CSUCC AVR
Bid Evaluation	Nov. 26-27, 2024	BAC Office
Post Qualification	Nov.28-Dec. 2, 2024	Field

6. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.





TECHN	NICAI	L COMPONENT ENVELOPE
Legal D	осите	ents
<u> </u>	(a)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all
_		pages);
Technic	al Do	cuments
	(b)	Statement of the bidder's Single Largest Completed Contract (SLCC)
		similar to the contract to be bid, except under conditions provided for in
		Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184,
		within the relevant period as provided in the Bidding Documents; and
	(c)	Original copy of Bid Security. If in the form of a Surety Bond, submit also
		a certification issued by the Insurance Commission;
		Or
_	<i>(</i> 1)	Original copy of Notarized Bid Securing Declaration; and
	(d)	Conformity with the Technical Specifications, which may include
		production/delivery schedule, manpower requirements, and/or after-
	(0)	sales/parts, if applicable; <u>and</u> Original duly signed Omnibus Sworn Statement (OSS);
	(e)	and if applicable, Original Notarized Secretary's Certificate in case of a
		corporation, partnership, or cooperative; or Original Special Power of
		Attorney of all members of the joint venture giving full power and authority
		to its officer to sign the OSS and do acts to represent the Bidder.
		and the second s
FINAN	CIAL	COMPONENT ENVELOPE
	(f)	Original of duly signed Filled Quotation Form with Price Schedule per item
		and Sample brochure of items being offered.

Wennie C. Angeles BAC Secretariat Bidding & Awards Committee Office Caraga State University Cabadbaran City T. Curato St., Cabadbaran City

For further information, please refer to:

Email: bac@csucc.edu.ph

Telephone/Mobile phone: 085-8186713/0917-7011-590

www.csucc.edu.ph

7.

8. You may visit the following websites:

For downloading of Bidding Documents: www.csucc.edu.ph

For online bid submission: <u>bac@csucc.edu.ph</u>

SGD. RAMIL B. ARANTE, Ph.D. BAC Chairperson





Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)	
CITY OF	_) S.S.

BID SECURING DECLARATION Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- 2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- 3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]





Price Schedule for Goods Offered from Within the Philippines [shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name	e of Bidder				Projec	ct ID No		Page	_of
1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
Name	<u>:</u>								
	authorized								



Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

- I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:
- 1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

- 3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;





- 5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the



Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____, 20__ at ____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]





Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number Description		Quantity	Total	Delivered, Weeks/Months
1	Customized Furniture and Fixture	1 Lot	Php 853,200.00	45 CD

Technical Specifications

Item	Qty.	Specification	Bid Specification	Statement of Compliance (Complied/Not Complied)
Procui	rement c	of Customized/Fabricated Furniture and Fixtu	re	
1	3units	STAINLESS STEEL RACK, Five-Layer Adjustable Stainless Steel Shelf/Storage Rack Material:Stainless Steel 201/304 of the whole bodySize: 1800x500x1800		
2	6units	FABRICATION OF BROOM STORAGE CABINET FOR CLASSROOM USE, FABRICATION OF BROOM STORAGE CABINET FOR CLASSROOM USE		
3	1unit	CUSTOMIZED OPEN WOODEN SHELVES, Wooden Shelves with 20" in depths, Height of 78", Width of 40" with 4 Shelves divided into half, Color: id soft Gray		
4	1unit	Fabrication of Cabinet for Internet Lab		
5	1unit	WOOD CABINET, TECHNICAL SPECIFICATIONS Top Board18mm thk MARINE PLYWOOD with Glossy wood stain finished warm cherry color 1mm thk PVC strips Side Board-18mm thk MARINE PLYWOOD with Glossy wood stain finished warm cherry color with 1m m thk PVC strips Door Cabinet-18mm thk MARINE PLYWOOD with Glossy wood stain finished warm cherry color Shelves- 18mm thk MARINE PLYWOOD with glossy wood stain finished warm cherry color with 1mm thk pvc strips Bottom Support18mm thk MARINE PLYWOOD with Glossy wood stain finished warm cherry color		
6	6units	CUSTOMIZED DRAFTING TABLE, Measurement: W60cm x L120cm x H80cm Table top: 600mmx900mmx18mm thk marine plywood wooden haspe color with polyurethane top coat finished Edging: 1mm thk pvc edging strips another two sides 1.5mm thk aluminum angle bar Horizontal support board for drawing instruments 500mmx800mmx18mmth marine plywood wooden		

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BAGONG PILIPIN





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		hacno color with polyurothano ton coat	
		haspe color with polyurethane top coat finished Legs: square tube	
		finished Legs: square tube 1.5mm x 38mm x38mm matt finished black	
		paint Rubber foot cover	
7	9units	OFFICE TABLE, Measurement: 60cm x	
'	o di iito	120cm x 80cm Table top: 18mm thk laminated	
		marine plywood color zeora wood oak Edging:	
		1mm thk pvc edging strips Lock: stainless	
		drawer lock with 2 keys standard size Handle:	
		6" solid stainless steel drawer handle (t bar	
		design) Center cover: 18mm thk laminated	
		marine plywood color zeora wood oak Side	
		cover: 18mm thl laminated marine plywood	
		color zeora wood oak Leveler: adjustable	
		plastic foot/leveler Side cover: 18mm thl	
		laminated marine plywood color zeora wood	
		oak Drawer: Sliding: 18mm thick Laminated	
		marine, plywood white Based board: 6mm	
		thick Laminated marine Plywood white Front	
		Cover: 18mm thick marine plywood white	
		Lock: stainless drawer lock with 2 keys	
		standard size Handle: 6" solid stainless steel	
		drawer handle (t bar design) Drawer Guide:	
		18" x 45mm Ball Bearing slide rail heavy duty	
8	3units	FABRICATION OF COMPUTER TABLE,	
		COMPUTER TABLE	
		Measurement: 60cm x 100cm x 80cm -with	
		1mm thk pvc edging	
		strips -keyboard drawer: 18mm thk laminated	
		marine plywood color	
		zeora wood oak -with 1mm thk pvc edging	
		strips & heavy duty ball	
		bearing slide rail -side cover: 18mm thk laminated marine plywood	
		color zeora wood oak with -1mm thk pvc	
		edging strips -center	
		cover: 18mm thk laminated marine plywood	
		color zeora wood oak	
		-with 1mm thk pvc edging strips -bottom:	
		18mm thk laminated	
		marine plywood color zeora wood oak with -	
		1mm thk pvc edging	
		strips -side cover: 18mm thk laminated marine	
		plywood color zeora	
		wood oak -with 1mm thk pvc edging strips	
9	4sets	FABRICATION OF TABLE, LABOR &	
		MATERIALS FOR	
		CUSTOMIZED L SHAPE COMPUTER TABLE	
10	1unit	OFFICE TABLE, CUSTOMIZED L-SHAPE	
10	Tariit	TABLE 1.375 x .687m x	
		.756mCOLOR GRAY	
11	1set	FABRICATION OF COMPUTER TABLE WITH	
' '	1361	SIDE CABINET	
12	1unit	STAINLESS WORKING TABLE WITH	
'-	Turnt	MIDDLE SHELVES,	
		Dimension: 6ft x 3ft	
L	<u> </u>	Dimonolon, Oit A Oit	



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13	1unit	PRINTER TABLE, TECHNICAL SPECIFICATIONS Shelves18mm thk MARINE PLYWOOD with Glossy Wood Stain finishedwarm Cherry color with 1mm thk PVC Strips Top Board- 18m thkMARINE PLYWOOD with Glossy Wood Stain finished warm cherrycolor Side Board-18mm thk MARINE PLYWOOD with glossy woodstain finished Door Cabinet- 18mm thk MARINE PLYWOOD withGlossy wood stain finished warm cherry color Cabinet Drawer18mm thk MARINE PLYWOOD with Glossy wood stain finishedwarm cherry color with 1mm thk PVC strips with 14" BALLBEARING SLIDE RAIL	
		DRAWER GUIDE HEAVY DUTY DoorCabinet Handle- 6" T-BAR Design	
14	1unit	Fabrication of Working Table for Internet Lab	
15	1unit	Fabrication of Computer Table for Internet Lab	
16	2sets	LABOR & MATERIALS FOR FABRICATION OF DESKTOP KIOSK, SPL-1 Glass Works & Aluminum Frame (1 lot); 1032 Painting & Other Related (1 lot); 1003 Carpentry & Joinery Works (1 lot)	
17	5unit	BED FRAMES SINGLE, Hardwood Single bed 36x75	



Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the affectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC).**

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what



inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.





Special Conditions of Contract

GCC Clause	
1	[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]
	Delivery and Documents –
	For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:
	[For Goods supplied from abroad, state:] "The delivery terms applicable to the Contract are DDP delivered [indicate place of destination]. In accordance with INCOTERMS."
	"The delivery terms applicable to this Contract are delivered to Supply Office, Caraga State University – Cabadbaran City, T. Curato St., Cabadbaran City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	For purposes of this Clause the Procuring Entity's Representative at the Project Site are Ms. Charisse Galusan and Mr. Mc Christian Mamaoag.
	Packaging –
	The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
	The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.
	The outer packaging must be clearly marked on at least four (4) sides as follows:
	Name of the Procuring Entity Name of the Supplier Contract Description Final Destination



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OFFICE O	F THE BIDS AND AWARDS COMMITTEE Gross weight
	Any special lifting instructions
	Any special handling instructions
	Any relevant HAZCHEM classifications
	A packaging list identifying the contents and quantities of the package is to be
	placed on an accessible point of the outer packaging if practical. If not practical the
	packaging list is to be placed inside the outer packaging but outside the secondary
	packaging.
	Transportation –
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
	Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. Intellectual Property Rights —
	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	[If partial payment is allowed, state] "The terms of payment shall be as follows:"
4	Inspections and tests will be conducted by CSUCC inspectorate team







STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)

within five (5) years from the date of submission and receipt of bids

ř	Name of Client	Name of the Contract	Date and Status of the Contract	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Ī							

I hereby certify that the above-mentioned are correct.	
Signature over the printed name of the authorized represe	ntative
Company name	
Date	