



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	SAFE Pacific -Bio Security Evaluation
Nature of the services	Evaluation of Bio Security Training
Location:	Home/Remote based with one trip to Nadi
Date of issue:	27/03/2025
Closing Date:	7/04/2025
SPC Reference:	RFQ25-7769

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to SAFEProcurement@SPC.int and rucit@spc.int and with the subject line of your email as follows: **Submission RFQ25-7769- Evaluation of Bio Security Training**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Annex 1- Bidders Letter of Application
- Annex 2- Conflict of Interest Form
- Annex 3- Technical Proposal Submission Form

- Annex 4- Financial Proposal Submission Form
- Resume of all specified Personnels
- Business registration certificate
- Reports/evidence of previous work carried out of similar nature

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11.59pm Fiji time on 7/04/2025**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder’s proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC’s [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Ruci Tabua will be your primary point of contact for this RFQ and can be contacted at SAFEProcurement@SPC.int and rucit@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	27/03/2025
RFQ Closing Date	7/04/2025
Award of Contract	11/04/2025
Commencement of Contract	11/04/2025
Conclusion of Contract	30/09/2025

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in **bidders' local currency** and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

This work is under the European Union-funded Safe Agricultural trade Facilitation through Economic integration in the Pacific (SAFE Pacific) Project. SAFE Pacific is part of a larger EU-funded 'Pacific Regional Integration Support' (PRISE) programme and is implemented in 15 Pacific ACPs: the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu.

The Pacific Community (SPC) has been conducting biosecurity training for Pacific Island countries to enhance safe trade efforts and manage invasive pests. To assess the effectiveness and impact of these trainings, a comprehensive evaluation and tracer study is required. This will be used to report for the current program and provide learning to inform future work.

B. Purpose, objectives, scope of services

The purpose of the consultancy is to evaluate the effectiveness of the biosecurity training program, measure its long-term impact on participants careers and institutional capacity, identify areas of improvement, and assess the contribution of the training to regional biosecurity efforts and safe trade facilitation.

Objectives

1. **Evaluate the immediate effectiveness** of the biosecurity training program.
2. **Conduct a tracer study** to measure the long-term impact of the capacity building on participants' careers and institutional capacity.
3. **Identify areas for improvement** in the training curriculum and delivery methods.
4. **Assess the contribution** of the capacity building to regional biosecurity efforts and safe trade facilitation and document the "story of change".

Scope of Services

1. Countries to be Included:

<u>Both Regional and In-Country Training Beneficiary Countries</u>	<u>Regional Training Beneficiary Countries</u>
<ol style="list-style-type: none"> 1. Cook Islands 2. Federated States of Micronesia 3. Marshall Islands (Republic of) 4. Nauru 5. Palau 6. Samoa 7. Solomon Islands 8. Timor Leste 9. Tonga 10. Tuvalu 	<ol style="list-style-type: none"> 1. Papua New Guinea 2. Vanuatu

(Up to 5 countries to be included; final list of countries to be discussed and finalized with SPC)

2. Methodology and Workplan

- Design the **Training Evaluation Methodology** for capacity building activities implemented from project inception to 2024 and work plan for the tracer study; to be approved by SPC.

3. Training Evaluation

- Evaluate **training materials** and **post-training data**.

4. Tracer Study

- Develop a **standardised survey** for trainees (or training participants).
- Collect data on **trainees' career progression**, application of learned skills, and impact on their institutions.
- Conduct **follow-up interviews** or **focus group discussions** with selected participants.

5. Data Analysis and Reporting

- Analyse **quantitative and qualitative data** from both the evaluation and tracer study.
- Prepare a **comprehensive report** with findings, conclusions, and recommendations.

6. Methodology

- Utilise a **mixed-methods approach**, combining **quantitative surveys** with **qualitative interviews**.
- Methodology and accompanying work plan to be **approved by SPC**.

7. Key stakeholders to be included

- **Trainers from SPC and partners** – information on needs, resources used, facilitation/trainer experience.
- **Trainees from Biosecurity Departments and relevant agencies** – feedback on content, delivery method, relevance to their job, and satisfaction with learning experience.
- **Heads of Biosecurity Departments** – impact on employee performance, alignment with the needs of the organisation.
- **Other partners identified with SPC**.

C. Timelines

Up to 60 days over 4.5 months. All work is to be **completed by 31 August 2025**.

The majority of work will be conducted remotely, and travel costs will be covered by SPC.

Attendance will be required at the validation workshop in Nadi, Fiji (tentatively July 21 – 25).

D. Reporting and contracting arrangements

An inception meeting will be held at the start of the contract, and meetings as required.

A monthly update is to be provided – reporting against the work plan and deliverables.

The consultant/s will be home-based. As part of the evaluation, they will be required to conduct consultations in up to five Pacific Island countries.

The consultations may be conducted virtually or in-person on agreement with SPC – this will be dependent on the costs and needs of the partner country.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

SPC does not provide or reimburse insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

A validation workshop will be held in Nadi, Fiji and SPC will be responsible for the logistics.

E. Skills and qualifications

- Experience in conducting training evaluations and tracer studies in biosecurity, agricultural or capacity building projects, preferably in the Pacific region.
- Strong data analysis, report writing and communication skills.
- Desirable – knowledge of biosecurity, pest surveillance, international plant protection standards and agricultural trade issues.
- Familiarity with Pacific Island cultures and contexts as well as aid funded project requirements is an advantage.
- Fluency in English and working knowledge of least one local language of the target countries.

F. Scope of Bid Price and Schedule of Payments

- The bid price must include the professional fees, taxes, management and operating costs. The contract price will be paid in lump sums based on the satisfactory delivery of milestones as outlined in the table below.
- An indicative budget of €25,000 is allocated for this procurement; however, bidders are encouraged to submit competitive proposals based on market rates and best value considerations.
- Below is the proposed payment schedule, however, bidders may specify their preferred schedule of payments, noting that generally, SPC will not enter arrangement requiring a 100% advance payment. All documents required for the milestones must be submitted with the

invoice in pdf and editable format. Payment occurs on approval of the milestone – not submission.

Milestone/deliverables	Deadline	% payment
Detailed evaluation methodology and work plan.	Within 15 working days of contract signing	30%
Within 1 working days of approval of evaluation methodology and work plan Survey instruments and interview guides	Within 15 working days of approval of evaluation and methodology and work plan	
Draft Final Report with Executive Summary and Story of Change (using SPC Template) and Presentation	1 st week of July	30%
Monthly updates on workplan progress- to be provided each month Validation Workshop and Report Comprehensive Final Report with Executive Summary including relevant data sets and any raw data Up to two presentations of findings (together with the final report) for SPC and other stakeholders	29th August 2025	40%
TOTAL		100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> - Annex 1- Bidders Letter of Application - Annex 2- Conflict of Interest Form - Annex 3- Technical Proposal Submission Form - Annex 4- Financial Proposal Submission Form - Resume of all specified Personnels - Business registration certificate 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: At least 6 years of experience in conducting evaluations of development programs, preference gives to experience in the Pacific, and Knowledge of biosecurity, pest surveillance, international plant protection standards and agricultural trade issues.	50%	350
Technical requirement 2: Show evidence of at least 2 samples of evaluation reports that the consultant/s have carried out and authored/co-authored in the last 4 years – preferably in the development sector.	30%	210
Technical requirement 3: Experience working in the Pacific regions with preference given to Pacific Islanders who are fluent in a Pacific local language of one of the target countries.	10%	70
Technical requirement 4: Give evidence of having the academic qualifications, preferably advanced degree in Development Studies, Veterinary Science, Animal Health or related fields	10%	70
Total Score	100%	700

Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$

Part 5: PROPSOAL SUBMISSION FORMS

ANNEX 1- BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Quotation documents may change;
- The RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFQ documents, or since the date as at which any information contained in the RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Date: *[Click or tap to enter a date]*

Address:

ANNEX 2- CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

To my knowledge, I am not in a conflict-of-interest situation

<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP] [SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>

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ANNEX 3- TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
Technical Requirements	
Technical requirement 1: At least 6 years of experience in conducting evaluations of development programs, preference gives to experience in the Pacific, and Knowledge of biosecurity, pest surveillance, international plant protection standards and agricultural trade issues.	<i>[Bidder's answer]</i>
Technical requirement 2: Show evidence of at least 2 samples of evaluation reports that the consultant/s have carried out and authored/co-authored in the last 4 years – preferably in the development sector.	<i>[Bidder's answer]</i>
Technical requirement 3: Experience working in the Pacific regions with preference given to Pacific Islanders who are fluent in a Pacific local language of one of the target countries.	<i>[Bidder's answer]</i>

Technical requirement 4: Give evidence of having the academic qualifications, preferably advanced degree in Development Studies, Veterinary Science, Animal Health or related fields	<i>[Bidder's answer]</i>
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For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX 4-BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (if any please specify)	
TOTAL [State Currency]	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, considering of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder:

Signature:

Name of the representative:

Title:

Date: *[Click or tap to enter a date]*