



**WAFaqi MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE, BAHAWALPUR.**

**BIDDING DOCUMENTS FOR PROCUREMENT OF STATIONERY & OTHER
MISCELLANEOUS STORES ITEMS ON ANNUAL (RUNNING) CONTRACT BASIS THROUGH
EPADS FOR THE FINANCIAL YEAR 2024-25**



WAFAOI MOHTASIB (OMBUDSMAN)'S SECRETARIAT,
REGIONAL OFFICE, HOUSE NO.50/A MUHAMMADIA COLONY,
BAHAWALPUR

Issue Date: 03-12-2024
Due Date: 24-12-2024

Receiving Time 11:00AM
Opening Time 11:30AM

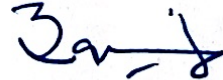
E-TENDER NOTICE NO. 1 (2024-25)

PURCHASE OF STATIONERY & OTHER MISCELLANEOUS STORES ITEMS ON ANNUAL CONTRACT BASIS THROUGH EPADS FOR FINANCIAL YEAR 2024-25

Wafaqi Mohtasib Secretariat, Regional Office, Bahawalpur invites electronic bids on PPRA E-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous stores items on the basis of annual running contract on "as and when" required basis, for the financial year **2024-25** from the date of award of the contract and up to **30th June, 2025** from well reputed firms/ manufactures/their authorized agents / general order suppliers / stockist/stationers and in case of imported goods their authorized agents/importers/suppliers in Pakistan for supply of Goods who possess NTN, GST No. On Active Tax payers List of FBR etc, also register on PPRA EPADS and maintaining proper Shops/Offices located in Bahawalpur.

2. List of the items with specifications and terms & conditions are given in the tender document. The tender document can be downloaded from www.mohtasib.gov.pk or accessed through the e-PADS <https://eprocure.gov.pk>. Interested bidders may submit their bids & tender documents duly signed / stamped alongwith covering letter on firm/company's letter head on e-PADS on or before 24-12-2024 by **11:00AM** positively. The sealed bids along with original bid security may also be submitted in the Office of the DDO. Bids will be opened at **11:30AM** on the same day in the presence of bidders or their representatives who wish to be present. The annual running contract will be awarded to successful bidder(s) after scrutiny by the committee as per criteria laid down in tender document and in accordance with PPRA Rules, 2004.

4. Each bid should be accompanied by bid security of **Rs.72,000/-** in the shape of pay order in favor of **DDO, WAFAOI MOHTASIB SECRETARIAT, REGIONAL OFFICE, BAHAWALPUR.** The bids without bid security shall not be entertained. The firms should be active tax payer, registered with income tax/sales tax departments and also registered on PPRA e-PADS. The payment of all the taxes is the responsibilities of the firms. The competent authority may reject all bids or any prior to the acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.


(Dr. Muhammad Zahid)
Senior Investigation Officer/Incharge

INSTRUCTIONS TO BIDDERS (ITB)

Bidders are advised to read the Instruction to Bidders (ITB) carefully as elaborated below:-

1. Scope of Bid.

1.1 Wafaqi Mohtasib Secretariat (WMS), Bahawalpur invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous stores items as specified in detail, Schedule of requirements on the basis of annual running contract on "as and when" required basis, for the **FY-2024-25**. The successful bidders will be required to supply best quality items to WMS as per term and conditions specified in this bidding document.

2. Eligible Bidders.

2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who possess NTN, GST No. and on Active Tax payers List of FBR etc and also register on PPRA e-PADS.

2.2 Not blacklisted under the provision of Rule 19 of PPRA Rules 2004.

3. Preparation of Bids and Applicable Bidding Procedure.

3.1 The bidding procedure is governed by Public Procurement Rule 36 "Procedures of Open Competitive Bidding" sub-rule (a) "Single stage – One Envelop procedure". Each bid shall be comprised of one single envelope containing financial proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

3.2 **Language of Bid:** - The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English/Urdu.

3.3 **Bid Form:-** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods and prices.

3.4 **Bid Currencies:-** Prices shall be quoted in Pak Rupees.

4. Bid Security:-

4.1 The Bidder shall furnish, as part of its bid, a bid security in the amount of **(Rs. 72,000/-)** in shape of pay order.

4.2 The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 4.6.

4.3 Any bid not secured in accordance with ITB Clauses 4.1 will be rejected by the Procuring Agency as nonresponsive.

4.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible after the award of contract to the successful bidder/bidders.

4.5 The successful Bidder's bid security will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat R.O. **BAHAWALPUR** till **30.06.2025**.

4.6 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified in the Clause 5.2(iii);

(b) if a bidder is found indulged in fraudulent/ corrupt practices/concealment of facts ;

(c) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with the contract agreement form.

(ii) fails to deliver the Goods within stipulated time period as per Schedule of Requirements.

5. **Evaluation and Qualification Criteria.**

5.1 Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and requirements subject to the most advantageous bid. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the most advantageous bid of every item.

5.2 The following mandatory documents will be required for eligibility and qualification of the bidders:-

- i. NTN & GST Certificate.
- ii. Proof of on active Tax payers List of FBR.
- iii. Registered suppliers on the e-Pak Acquisition & Disposal System (EPADS).
- iv. Undertaking regarding Bid validity period of one year i.e. till **30.06.2025**.
- v. Submission of pay order as bid security with bid.
- vi. Bidding documents duly signed/stamped.
- vii. Certificate regarding not blacklisted under the provision of Rule 19 of PPRA Rules 2004.
- viii. Location & address of the shop/company/firm in Bahawalpur.

6. **Period of Validity of Bids:-**

6.1 Bids shall remain valid for the period specified in Clause 5.2(iii) i.e. **30.06.2025** after the date of bid opening prescribed by the Procuring Agency in the invitation to bids/tender notice. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.

7. **Modification and Withdrawal of Bids:-**

7.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.

7.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may also be uploaded on e-PADS and also be sent by fax or email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

7.3 No bid may be modified after the deadline for submission of bids.

7.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 4.6.

8. **Clarification of Bids:-**

8.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

9. **Preliminary Examination:-**

9.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

9.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, the bid will be rejected, and bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

9.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.

9.4 The Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

9.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10. **Contacting the Procuring Agency:-**

10.1 Subject to ITB Clause 8, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be done in writing.

10.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

11. **Award Criteria:** Subject to ITB Clause 12, the Procuring Agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

12. **Procuring Agency's Right to Accept/ Reject Bids:** The Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the affected Bidder or bidders. The Procuring Agency will inform the affected Bidder or bidders of the grounds for the Procuring

Agency's action, if so requested, but the Procuring Agency shall not be required to justify the grounds. It may also add or skip the items mentioned in schedule of requirement.

13. Notification of Award:

13.1 Prior to the expiration of the period of bid validity/extended bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by cable, that its bid has been accepted.

13.2 The notification of award under ITB 13.1 will constitute the formation of the Contract.

14. Signing of Contract: At the same time as the Procuring Agency notifies the successful Bidder, the Procuring Agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

15. Corrupt or Fraudulent Practices:

15.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency:

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

(b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a PPRA financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRA financed contract.

16. Blacklisting:

16.1 The Procuring Agency may blacklist a bidder/firm found under obligation of the wrong doings vide clause 15.1 (a, b and c) or who consistently fails to perform satisfactorily.

16.2 Before blacklisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.

Ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item.

SCHEDULE OF REQUIREMENT

WAFaqi MOHTASIB'S SECRETARIAT, BAHAWALPUR
LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS (Price Schedule)

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
(A) STATIONERY ITEMS		
1	Ball Point regular Picasso original	
2	Ball Point Dollar Clipper	
3	Binding Clip 38 mm Diamond	
4	Binding Clip 51mm Diamond	
5	Binding Tape 3 inch	
6	Calculator (12 Digit medium) Casio JS 20LA-W	
7	Calculator (14 Digit large) Casio DL 240D	
8	Chit Pad (91mm x 87mm)	
9	Dak/Peon Book-96 Sheets Tayyaba	
10	Dak Pad RexineF/S size comet fancy	
11	Dak Pad Rexine F/S size VIP	
12	Drafting Pad A/5 1238 (spiral) Alfalah top spiral, hardboard binding	
13	Drafting/writing Pad size 8x4.5 inch (spiral) galaxy side spiral, hardboard binding	
14	Diary/Disptach Register 6 Tayyaba	
15	Diary/Dispatch Register 10 Tayyaba	
16	Eraser-AL-30 Dux art D-2001	
17	Envelope SE-5 khaki Per 100 (9 x 4 size) Centre (80 gms)	
18	Envelope SE-6 khaki Per 100 (11 x 5 size) Centre (80 gms)	
19	Envelope SE-8 khaki Per 100 (15 x 12 size) Golden Craft (80 gms)	
20	Envelope Cloth lined A/4 per 100 (10 x 12 size) White 100-gms imported paper	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
21	Envelope Cloth lined F/S per 100 (15 x 12 size) White 100 gms imported paper	
22	Envelop White plain Per 100 (9 x 4 size) Good quality (100gms)	
23	Envelop White plain Per 100 (11 x 5 size) Good quality (100gms)	
24	Envelop White plain Per 100 (16 x 12 size) Good quality (100gms)	
25	Envelop White plain Per 100 (14x18) Good quality (100gms)	
26	File Binder Rexine large size	
27	File Board (A-4 size) Shaheen	
28	File cover tag type FS (Government of Pakistan) with good quality card	
29	File cover plastic L Shape two side open A-4 Size Good quality	
30	File folder A-4 Size Nokia 074	
31	File folder A-4 Size WW225D Comet	
32	File tray plastic A-4 Size Good quality	
33	Gum Stick (Medium) 21 gm Sensa	
34	Ink (Fountain Pen) blue, black & Red, Green Dollar	
35	Log Book No. 6 Tayyaba	
36	Movement Register standard size Tayyaba	
37	Marker Uni-Compo	
38	Marker Uniball No. 150 Micro	
39	Marker Uniball No. 0.7 Signo	
40	Marker Expert jel pen 1.0mm	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
41	Marker Highlighter (All Colours) Schneider job Germany made	
42	Meeting folder F/S Size rexine green colour Good quality	
43	Note Sheet Pad- 50 sheets Offset Paper (80gms Imported)	
44	Paper Cutter steel good quality	
45	Paper Offset 80 gms A-4 imported (500 sheets) Good Quality	
46	Paper Offset 70 gms A-4 Imported (500 Sheet), Good Quality	
47	Paper Offset 70 gms legal imported (500 sheets), Good Quality	
48	Paper Offset 80 gms legal imported (500 sheets), Good Quality	
49	Paper Offset 70 gms legal (500 sheets), Good Quality	
50	Paper Coloured Imported 80 gms A-4 size, Good Quality	
51	Paper Coloured Imported 80 gms legal size, Good Quality	
52	Paper Pin 50 gms Good quality	
53	Paper Clip 36 mm Super three flower	
54	Pencil Led Rubber Tip (HB) 2 ½ Picasso Executive shahson	
55	Pencil Tray plastic Good quality	
56	Plastic sheets A-4 size transparent.	
57	Punch Single hole KW- trio 097DO	
58	Punch Double hole KW- trio-09880	
59	Punch Double hole heavy duty Good quality	
60	Pin cushion Good quality	
61	Post-it- Pads (Size 2x3)3M	
62	Post-it- Pads (Size 3x3)3M	
63	Post-it- Pads (Size 3x5)3M	
64	Ruled Register No 08 Good Quality	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
65	Ruled Register No 10 Good Quality	
66	Ruled Register No 12 Good Quality	
67	Ruled Register No 14 Good Quality	
68	Ruled Register No 16 Good Quality	
69	Ruled Register No 18 Good Quality	
70	Ruled Register No 20 Good Quality	
71	Ruled Register No 24 Good Quality	
72	Scale steel 12inch Good quality	
73	Scotch Tap (1/2 x 10 yards)Louis	
74	Scotch Tap (1 x 10 yards) Louis	
75	Stamp Pad (blue, black, red) large size Crystal classic Steel Body	
76	Stamp Pad Ink (blue Black & Red) Crystal classic	
77	Sharpener Steel Dux	
78	Short Hand Book 100 sheets Lucky	
79	Short Hand Pencil Goldfish Auto craft	
80	Stapler Machine M&G ABS92791	
81	Stapler Machine Heavy duty ABS92840	
82	Staple Pin (1000 Nos. 24/6)dollar	
83	Staple Pin Heavy duty (1000 Nos. 23/8)dollar	
84	Staple Pin Remover (KW-5080)	
85	Scissor Plastic Handle (7 Inch) stainless steel scissors	
86	Tag cotton red & white good quality	
87	Uni Correction Pen CLP-300(8ml)	
88	White Fluid bottle with Thinner Pelikan	
89	Waste Paper Basket Plastic (Round) good quality	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
90	Toner Lezer Jet Printer HP 2055, Re filling & re cycling	
91	Toner Lezer Jet Printer HP 2015, Re filling & re cycling	
92	Toner Lezer Jet Printer HP 404, Re filling & re cycling	
93	Toner Lezer Jet Printer HP 2050, Re filling & re cycling	
94	Toner Lezer Jet Printer HP M400, Re filling & re cycling	
95	Toner Sharp AR6031, Original Tonner	
96	Toner Lazer Jet Pro M402DN, Re filling & re cycling	
97	Stamp Pad Ink (blue Black & Red) Shiny	
98	Toner Photocopier Machine Toshiba E-Studio 3508A (Original)	
MISCELLANEOUS		
99	Air Freshener – 300ml Cobra	
100	Air Freshener-300ml Aseel original	
101	Air Freshener – 300ml Glade	
102	Acid ½ ltr. Sweep Good quality	
103	Back Care Foam Master Molty good quality	
104	Brooms Tinka 1 kg good quality	
105	Bucket medium Plastic good quality	
106	Bucket Large Plastic good quality	
107	Cell D 1.5V Toshiba	
108	Cell (AA 1.5V) for Wall Clock	
109	Cell (AAA 1.5v) for Remote	
110	Cell 12 V A23 Camelion	
111	Commode Brush (Nylon) good quality	
112	Car Polish Cosmic (Korea)	
113	Clorein (5ltr.Tin) Good quality	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
114	Disinfection spray (Dettol)	
115	Door Mat plastic large Good quality	
116	Dash Board Polish 7CF Original	
117	Duster Cotton (18" x 30") good quality	
118	Duster Fulalain Thick superior (18" x 30") good quality	
119	Duster fiber good quality standard size for Car	
120	Glitter Spray, 500ml Good quality	
121	Harpic 500 ml	
122	Insect Killer 300 ml mortin	
123	Door closer	
124	Packing Tape 3 Inch	
125	Phenyl 1000 ml Good quality	
126	Phenyl ball per kg good quality	
127	Remote Call bell. Good quality	
128	Soap Toilet (70grams) Safeguard	
129	Soap Toilet (70grams) lux	
130	Soap Liquid (250 ml) bottle (Hand wash)	
131	Scotch Brite 3m	
132	Surf Excel 1 KG or equivalent	
133	Tape solution Good quality	
134	Towel medium size Good quality	
135	Tea cups with saucer good quality	
136	Tea tray plastic good quality large size	
137	Tea spoon per piece, steel good quality	
138	Rice spoon per piece, steel good quality	
139	Quarter plate per piece good quality	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
140	Small plate per piece good quality	
141	Fork per piece, steel, good quality	
142	Thinner Per ltr good quality	
143	Table set rexine	
144	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft	
145	Tissue Roll (Big size) Rose Petal	
146	Vim bottle 450 gms Good quality	
147	Lemon Max Liquid bottle Lemon Max 475 ml	
148	Wiper PVC Pipe Handle large size Good quality	
149	Water Tumbler (Glass) Nova	
150	Water Jug with cover (Glass) Nova	
151	Washing Powder/Surf 115 gms	
152	Water Cooler Plastic Medium 8ltr.	
153	Water Cooler Plastic Large 20ltr.	
154	Wall clock, standard	
155	Wall clock, superior quality	
156	Kettle electric 1.7ltr. Deuron (Original)	
157	Telephone Set Panasonic KX-TSC-92 (Caller ID) or equivalent	
158	COMPUTER ACCESSORIES ITEMS	
159	External Hard Drive, 1 TB good quality	
	External Hard Drive, 500 GB good quality	
160	Flash/USB 8GB HP 3.0 (Original)	
161	Flash/USB 16GB HP 3.0 (Original)	
162	Flash/USB 32GB HP 3.0 (Original)	
163	Flash/USB 64GB HP 3.0 (Original)	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price without GST (Rs)
164	Keyboard HP/Dell /A4 tech (Original)	
165	Mouse Optical HP/Dell (Original)	
166	Mouse Pad Imported good quality	

Note: Where ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item with good quality.

Name of Firm, Signature & Seal-

SCHEDULE OF DELIVERY: The items shall be delivered and installed in accordance with the following schedule.

S. No.	Description	Qty	Required Delivery Schedule from the Date of Supply Order	Location
1	Items mentioned in every supply order	As per supply order	Within three days	Wafaqi Mohtasib Secretariat, R.O. BAHAWALPUR

1. Bid Form

Date: _____
No: _____

To: INVESTIGATION OFFICER/DDO
Wafaqi Mohtasib Secretariat
WMS, R.O. Bahawalpur.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the goods* in conformity with the said bidding documents enclosed with Bid Security (4%) of the total contract value which is ((Rs. 72,000/-)/-).

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Procuring agency according to Clause 20 of the terms & conditions.

We also agree regarding Bid validity period till 30.06.2025 from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us:

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____