

#### **INVITATION OF QUOTATION**

THIS FORM MUST BE COMPLETED IN DETAIL AND MUST BE ACCOMPANIED BY A <u>VALID BBBEE CERTIFICATE /SWORN</u>
<u>AFFIDAVIT/CSD REPORT</u>

ALIANA PIANTANA PER PARA PARA PARA	
QUOTATION NUMBER: R/S/2425/2275	VALIDITY PERIOD OF QUOTATION Days
	(To be completed by the Supplier)
CLOSING DATE: 20/11/2024	CLOSING TIME: 11:00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/	COMPANY NAME:
SERVICE REQUIRED: TRACTOR REPAIRS	
SEE SPEC ATTACHED.	TEL NO:
	FAX NO:
	CONTACT PERSON:
	CSD :MAAA
DOES OFFER COMPLY WITH	YES/NO
SPECIFICATION?	(DELETE WHICH EVER IS NOT APPLICABLE)
DOEC ADTICLE COMPLY WITH CARC CRECIFICATION 2	()
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO
TIAS IT BEEN INSPECTED BY SABS:	YES/NO
	(DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD?	
(PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT	TOTAL: R
(VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	
COMPANY OFFICIAL STAMP (COMPULSORY)	
	SIGNATURE OF BIDDER
	SIGNATORE OF BIDDER
	DATE
Quotation to be returned to: Nokuphiwa Khoza	
Nokuphiwa.Ngubo@kzndard.gov.za	
Tel. No: 033 343 8359	

# PART A INVITATION TO BID

YOU ARE HEREBY INVI				EPARTMENT/ PUB			
				CL	LOSING TIME: 11:00		
DESCRIPTION TRACTOR REPAIRS							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
BIDDING PROCEDURE	ENQUIRIES MAY	BE DIRECTED TO	TECHNICAL I	ENQUIRIES MAY E	BE DIRE	CTED TO:	
CONTACT PERSON	Nokuphiwa Kho	oza	CONTACT PERSON NELISI			NELISIWE	
TELEPHONE NUMBER	033 343 8359		TELEPHONE	NUMBER		076 960 6406	
FACSIMILE NUMBER	N/A		FACSIMILE N	UMBER		N/A	
E-MAIL ADDRESS	Nokuphiwa.Ngu	ubo@kzndard.gov.za	E-MAIL ADDR	ESS			
SUPPLIER INFORMATIO	N			10 24			
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER				r.			
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER	TAX			CENTRAL			
COMPLIANCE STATUS	COMPLIANCE		OR	SUPPLIER			
	SYSTEM PIN:			DATABASE No:	MAAA		
ARE YOU THE				1.101	111111111111111111111111111111111111111		
ACCREDITED			ARE YOU A F	OREIGN BASED		<u> </u>	
REPRESENTATIVE IN SOUTH AFRICA FOR	∐Yes	∏No		R THE GOODS		□Yes	□No
THE GOODS	Пісэ	Шио	ISERVICES IV	VORKS OFFERED	?	[IF YES, ANSWE	R THE
/SERVICES /WORKS	[IF YES ENCLOS	SE PROOF]				QUESTIONNAIF	
OFFERED?							
QUESTIONNAIRE TO BIL	DDING FOREIGN	SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							
DOES THE ENTITY HAVE	E A BRANCH IN TI	HE RSA?				YES [	□ NO
DOES THE ENTITY HAVE	E A PERMANENT	ESTABLISHMENT IN TH	E RSA?			☐ YES	S 🔲 NO
DOES THE ENTITY HAVE	E ANY SOURCE C	F INCOME IN THE RSAT	?			☐ YES	S □ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

#### **FOR ENQUIRY ONLY**

**END-USER NAME** 

: Nelisiwe Chonco/ Mthunzi Nzuza

TELEPHONE NUMBER

: 076 960 6406/ 076 941 6328

E-MAIL ADDRESS

: Nelisiwe.Chonco@kzndard.gov.za/ Mthunzi.Nzuza@kzndard.gov.za

PROPOSED DELIVERY DATE : 30 November 2024

**DELIVERY ADDRESS** 

: Makhathini Research Station

LOCAL MUNICIPALITY

: Jozini Municipality

DISTRICT

: UMkhanyakude District

LINE NO.	DESCRIPTION OR REQUIRED SHITT RISE EXCE.		CL.	TOTAL PRICE		
	(Please be very specific and clear)		R	С	R	С
		MAKHATHIN	II			
1	Diagnostics and repairs required for the tractor (New Holland TD 5.90 4WD) at Makhathini Research Station, the rear hydraulic system not functional (lift arms not responding)	1				
	*1.4	POUR /IE ADI	DI ICABI E\			
		BOUR (IF API				
	*DEI	LIVERY (IF AP	PLICABLE)			
			тот	AL		
			FLAT RATE (10	%)		
			Sub total			
			VAT (15%	5)		
			TOTAL PRI	CE		
	IDB Grading (IF APPLICABLE)			-		

COMPANY NAME	
--------------	--

**CSD NUMBER** 

**ADDRESS** 

**CONTACT PERSON**:

## PART B TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE! OR COMPLY WITH ANY OF THE ABOVE PA	ARTICULARS MAT RENDER THE BID INVALID.
SIGNATURE OF BIDDER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED: (Proof of authority must be submitted e.g. company resolution)	36
DATE:	

#### **BIDDER'S DISCLOSURE**

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2.1.1	a control employed If so, furn numbers	ling interest1 in the er d by the state? nish particulars of the of sole proprietor/ di	nterprise, names, individual identity rectors / trustees / share	YES/NO numbers, and, if applicable, state employee holders / members/ partners or any person
	having a	Full Name	the enterprise, in table be	Name of State institution
2.2	by the pr	ocuring institution? YE	ed with the bidder, have a l E <b>S/NO</b>	relationship with any person who is employed
2.2.1		nish particulars:		
2.3	having a		the enterprise have any in	cholders / members / partners or any person terest in any other related enterprise whether YES/NO
2.3.1	•	nish particulars:		

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

#### 3 D

3.1 3.2

3.3

3.4

3.4

3.5

3.6

Position

ECLARATION
I, the undersigned, (name)
I have read and I understand the contents of this disclosure; I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect; The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND
COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS
DECLARATION PROVE TO BE FALSE.
Signature Date

Name of bid

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



#### **DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

Cedara Road, Pietermaritzburg, 3200 ZN Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200 I: 033 355 9588 / 9369

## Procurements from R1 up to R 30 000.00, the Department will allocate (80/20) points as follows:

80 points for price

10 points for black owned entities

10 points for entities located in a District where goods/services are required.

If the entity is 100% owned by black people, this must be supported by a BBBEE certificate or affidavit or share register or CSD report.

Historically Disadvantaged Individuals	Black Owned	Districts	Total Points
An EME or QSE which is at least 100% owner	d by black p	people	
Enterprises located in a specific District for work to be	10	10	20
done or services to be rendered in that District (Proof of			
residence to be attached)			



#### Procurements from R30 000 - R1M the Department will allocate the points as follows

Historically Disadvantaged Individuals	Black Owned	Points
0An EME or QSE which is at least 100% owner	ed by black people	
51% Black people who are women	10	10
51% Black people who are youth	10	8
51% Black people with disabilities (Proof to be attached)	10	7
51% Black people living in rural or underdeveloped areas or townships	10	6
51% Black people who are military veterans (Proof to be attached)	10	6
A cooperative owned by 51% black people	10	5

If the entity is 100% owned by black people, this must be supported by a BBBEE Certificate or Affidavit or Share Register or CSD report.

Should the service provider qualify for more than one (1) specific goal points as per the above table, the Department will allocate the points to the goal with highest score.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
  - (a) Price; and
  - (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

#### 2. **DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

#### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80\left(1-rac{Pt-P\,min}{P\,min}
ight)$$
 or  $Ps = 90\left(1-rac{Pt-P\,min}{P\,min}
ight)$ 

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

## 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80\left(1+rac{Pt-P\,max}{P\,max}
ight)$$
 or  $Ps = 90\left(1+rac{Pt-P\,max}{P\,max}
ight)$ 

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
100% Black owned entities	10	
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
Enterprises located in a specific District (Proof of residence to be attached i.e. Utility Bill, Municipal Councillor's letter applicable for procurement from R1 – R30 000	10	
51% Black people who are women	10	
51% Black people who are youth	8	
51% Black people with disabilities (Proof to be attached)	7	
51% Black people living in rural or underdeveloped areas or townships	6	
51% Black people who are military veterans (Proof to be attached)	6	
A cooperative owned by 51% black people	5	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3.	Name of company/firm
4.4.	Company registration number:

4.	5. TY	YPE OF	F COM	PANY/ FIRM
	 	One Clo Pub Per (Pty Nor Sta	e-perso se corp blic Cor sonal L y) Limit n-Profit	Liability Company sed Company ned Company
4.6	ce	rtify tha	at the p	ed, who is duly authorised to do so on behalf of the company/firm, points claimed, based on the specific goals as advised in the tender, mpany/ firm for the preference(s) shown and I acknowledge that:
	i)	The in	nformat	tion furnished is true and correct;
	ii)	•		nce points claimed are in accordance with the General Conditions as paragraph 1 of this form;
	iii)	in par	agraph	of a contract being awarded as a result of points claimed as shown as 1.4 and 4.2, the contractor may be required to furnish documentary satisfaction of the organ of state that the claims are correct;
	iv)	of the	c goals have been claimed or obtained on a fraudulent basis or any tions of contract have not been fulfilled, the organ of state may, in any other remedy it may have –	
		(a)	disqu	ualify the person from the tendering process;
		(b)		ver costs, losses or damages it has incurred or suffered as a t of that person's conduct;
		(c)	as a	el the contract and claim any damages which it has suffered result of having to make less favourable arrangements due ch cancellation;
		(d)	direct fraud orgar	mmend that the tenderer or contractor, its shareholders and tors, or only the shareholders and directors who acted on a lulent basis, be restricted from obtaining business from any of state for a period not exceeding 10 years, after the audi arm partem (hear the other side) rule has been applied; and
		(e)	forwa	ard the matter for criminal prosecution, if deemed necessary.
				SIGNATURE(S) OF TENDERER(S)
	SURNAM	IE VND I	NAME:	
	DATE:	- AIID	ACTIVIE.	
	ADDRES:	S:		
				666 191 1111111111111111111111111111111

### CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

### PART 1 (TO BE FILLED IN BY THE BIDDER)

	I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution DARD in accordance with the requirements and specifications stipulated in bid number
--	--

- The following documents shall be deemed to form and be read and construed as part of this agreement: 2.
  - Bidding documents, viz (i)
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - General Conditions of Contract; and (ii)
  - Other (specify) (iii)
- I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes 3. regarding price(s) and rate(s) and calculations will be at my own risk.
- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement 4. as the principal liable for the due fulfillment of this contract.
- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid. 5.
- I confirm that I am duly authorised to sign this contract. 6.

NAME (PRINT)	 WITNESSES
CAPACITY	
SIGNATURE	 
NAME OF FIRM	 2
DATE	 