

TENDER DOCUMENT

TENDER NO: DTCB 038– 2023

**TENDER FOR THE SUPPLY AND DELIVERY OF CHEMICALS
AT DIAMOND TRADING COMPANY BOTSWANA**

TENDER CLOSING DATE:18TH AUGUST 2023

CLOSING TIME : 1200HOURS

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1. Overview

Diamond Trading Company Botswana (DTC Botswana) is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. It is the world's largest and most sophisticated rough diamond sorting and valuing operation.

DTC Botswana sorts and values Debswana Diamond Company's rough diamond production. Debswana Diamond Company (Pty) Ltd is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. The main purpose of DeBeers Company is to mine and recover diamonds optimally and responsibly.

2. Introduction

DTC Botswana operates a Diamond Cleaning Plant (DCP) and uses different types of chemicals.

3. Invitation to Tender

Suitably qualified companies are invited to tender for the Supply and safe delivery of Chemicals at DTCCB-Diamond cleaning plant in Block 8, Plot 63016, Gaborone

4. Scope of Work

The scope of work shall cover the following:

- I. Supply & Safe Delivery of Chemicals at Diamond Cleaning Plant, Diamond Trading Company Botswana. The chemicals to be supplied and their supply information are as follows

Chemical	Tank Material	Tank Capacity (L)
60% Nitric acid	HDPE IBC	1000
50% Citric acid	HDPE IBC	1000
25% Sulphuric acid	HDPE IBC	1000
50% Potassium Hydroxide	HDPE IBC	1000
70% Hydrofluoric Acid	HF compatible HDPE Drums	25

The chemicals to be supplied and their storage information are as follows

Chemical	Tank Material	Tank Capacity (L)
70% Nitric acid	Stainless Steel	3000
50% Citric acid	Stainless Steel	3000
25% Sulphuric acid	High Density Polyethylene	3000
50% Potassium Hydroxide	Stainless Steel	3000
70% Hydrofluoric Acid	25 litre High Density Polyethylene	n/a

- I. Escort
The consignment shall be escorted by fully competent and trained Hazmat responders with chemical spill management kit
- II. Emergency Spillage management
Where an incident of spillage of the chemical is encountered during the activities mentioned in 1 above, spillage management practices are expected to be executed. Submit the emergency protocol for spillage management as per the international practices.
- III. Reporting
Compiling a detailed journey report for every transportation engagement
- IV. The Supplier should be trained on basic emergency response and be trained on operating procedures and familiarize themselves with hazmat response protocols. The Supplier should submit *documents* that confirms the competencies and capabilities of personnel and equipment.
- V. The transporter services will be required to ensure for each delivery he is equipped with the following: a. Inspection checklist b. Safety data sheet for effluent or chemical analysis of load c. Safety protocol (tramp card / Emergency Response Guideline).
- VI. All deliveries should be scheduled a week prior to allow for logistical planning. Deliveries should comply with the current authorization from DEA.
- VII. The replenishment quantities will be determined at order placement.
- VIII. Employ suitably qualified driver and escort personnel and provide evidence of their qualifications and experience.
- IX. Provide quality certificates and Material Safety Data Sheets for the chemicals being supplied

5. Submission of Proposal

Tenders should be submitted to tenders@dtcb.co.bw before closing date on the **18th August 2023, at 1200hours.**

Facsimile or telephonic submissions will not be accepted. Late and incomplete submissions will not be accepted.

6. Enquiries

Prospective tenderer requiring any clarification of the tender document may notify DTCCB in writing or by email to tenders@dtcb.co.bw. DTCCB will respond in writing to any request for clarification of the tender document, which it receives before 8th August **2023@12 noon**. Written responses including an explanation of the query but without identifying the source of inquiry will be sent to all prospective tenderers that have been invited to tender.

7. Tender Validity Period

The tender shall be valid for 3 months (90 calendar days) from the tender closing date.

8. Tender Submission and Award

- I. DTCCB reserves the right to amend or cancel this tender.
- II. DTCCB is not bound to appoint the lowest or any other tenderer.
- III. The decision on the award of the tender solely remains with DTCCB.
- IV. DTCCB shall not be liable for the expenses incurred during preparation
- V. The proposals shall be written in English.

9. Legal requirements

- I. DTCCB will enter into a formal contract with the awarded bidder prior to starting the work. It is a pre-requisite to ensure that the parties are both committed to the assignment.
- II. The consultant should indicate any requirements that are necessary to enter into a contract
- III. The contract shall be managed and run in accordance with the Botswana laws. Tenderers are responsible to familiarize themselves with the laws of Botswana

Successful tenderer will be expected to comply with the following:

- i. DTCEB Safety, Health and Environment requirements as detailed in Annexure C.
- ii. Business Integrity principles as detailed in Annexure D.
- iii. Security Requirements as detailed in Annexure E

10. Modification and Withdrawal of tender

- I. The tenderer may modify or withdraw its tender after submission of the tender provided that a written notice of the modification, including substitution or withdrawal of the tender is received by DTCEB prior to the deadline prescribed for submission of tender.
- II. No tender may be modified after the deadline for submission of tenders.
- III. No tender may be withdrawn on the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

11. Amendment of Documents

- I. At any time prior to the deadline for submission of tenders, DTCEB, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender document and send written amendments or addendum to all tenderers who have been invited to tender.
- II. In order to allow prospective tenderers reasonable time in which to consider the amendments in preparing their tender, DTCEB, at its own discretion, may extend the deadline for the submission of tenders.

13. Clarification of tenders

To assist in the examination, evaluation and comparison of tenders, DTCEB may at its discretion, ask the tenderer for clarification of its tenders. The request for clarification and the response shall be in writing and no change in the prices or substance of the tender shall be sought, offered or permitted. Any effort by the tenderer to influence DTCEB in its tender evaluation, comparison or contract award decision will result in the rejection of the tenderer's tender.

14. Authority of tender

The Tender must be signed by a person duly authorised to do so

15. Errors in the tender document

There shall be no erasing or overwriting for any mistake, which is corrected in the tender document

16. Requirements

- I. Tenderers are required to provide details of reference sites where they have performed similar work and the contact details of a person who can be contacted to get more information on the tenderer's performance on the engagement
- II. All works should be carried out in a safe manner and relevant safety precautions incorporated in all activities. The tenderer will be responsible for the safety of its employees or subcontractors or any member of the public. Proof of insurance cover for the employees (workmen's compensation) should be submitted.
- III. Tenderers should be fully licensed as per the local environmental and waste disposal acts..
- IV. Tenderers should demonstrate manpower capacity and qualifications to handle chemical.
- V. Tenders should possess capacity to be called at short notice in emergency situation
- VI. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCB has been obtained. DTCB may increase the scope of the work and the contractor shall carryout the work at the quoted rate.
- VII. DTCB is not bound to accepting the lowest tender and has the right to accept and reject any tender offers, award tender to a single contractor or split award between contractors.

17. Tender Price

- I. The contract price shall be fixed for the entire duration of the contract and the tenderer should allow within the scope of this tender for any variation subject to inflationary adjustments, which may affect the cost of the work during the contract period.
- II. Tenderers are required to provide a detailed price breakdown.

18. Form of Tender

Tenderers are required to complete and submit form of tender contained in **Annexure G**.

19. Tender Evaluation

Tender evaluation criteria are contained in **Annexure A**

20. Security Vetting

Bidders who have satisfied all the tender evaluation stages shall be subjected to the DTC Botswana internal security vetting process before award decision is made. Bidders are required to **complete the security vetting form in Annexure E, attach copies of Directors' IDs, copy of certificate of incorporation (CIPA registration and company extract for Botswana registered companies) and submit as part of the proposal.**

21. Tenderer Presentations

Shortlisted tenderers may be invited to present their proposal to DTCB at DTCB's premises. Dates will be confirmed with Tenderers after the Tenders have been opened. The purposes of this exercise will be to enable DTCB to:

- I. gain a thorough understanding of the services on offer
- II. understand and evaluate not only the specific services proposed, but also the Tenderer's full-time resource against the DTCB's needs
- III. explore with the Tenderer the potential of their proposal and approach as a means of enabling DTCB to achieve its objective

Details of the presentation will be discussed with selected Tenderer(s) following short-listing.

22. Confidentiality

All documentation and any other information produced will be the intellectual property of DTCB exclusively and should be treated as confidential. No information obtained by the Service Provider as a result of the consultancy shall be given or applied to a third party without written consent from DTCB.

ANNEXURE A- TENDER EVALUATION CRITERIA

EVALUATION CRITERIA

Bidders are advised that the following will be taken into account during tender evaluation. The evaluation shall be carried out in three stages:

- **Stage 1:** Compliance
- **Stage 2:** Technical Evaluation
- **Stage 3:** SHE Compliance
- **Stage 4:** Financial Evaluation

STAGE 1: COMPLIANCE STAGE

Proposals should satisfy the following compliance requirements to be considered for further evaluation:

- a) Submission of a Certified Copy of a Certificate of Incorporation
- b) Submission of a Copy of a Valid Tax Clearance Certificate or Exemption thereof,
- c) Submission of a Certified Copy of Share Certificate(s)
- d) Submission of Directors details

STAGE 2: TECHNICAL EVALUATION

This stage shall account for **70%** of the total score.

Compliant bids shall be evaluated to determine compliance to the set criteria. The following criterion and weights shall be considered at this stage:

- a) Experience of the company(bidder) -Consultancy firm's experience in the Supply & Delivery of Chemicals– **20%**
 - The company should have at least 5years of experience in the industry.
- b) Proof of training of key personnel and team on handling chemicals. Manpower and Capacity to handle chemicals and spillages.
 - Abridged curriculum vitae of proposed key personnel detailing their experience and academic qualifications.

- Curriculum vitae and Copies of certified academic certificates and valid Certifications - **25%**
- c) Client reference letters where the company has previously been engaged or currently contracted to deliver similar services - **10%**
- Submission of at least 3 relevant client references. References may be validated.
- d) Methodology /Execution-**30%**
- Submission of comprehensive methodology in line with the scope of work
- e) Project Plan – **15%**
- Submission of a comprehensive project plan showing deliverables and timeframes.

The total technical score above is 100%.

Bidders who get 70% and above will proceed to the next stage of evaluation.

STAGE 3: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT (10%)

Proposals should satisfy the following SHE requirements to be considered for further evaluation:

- a) Submission of a SHE Policy
- b) Submission of a risk management Plan inclusive of a baseline risk assessment specific to the scope of work.
- c) Submission of SHE appointees' credentials including abridged curriculum vitae containing academic qualifications and relevant experience. Copy of certified academic certificate(s) should be submitted.

STAGE 4: FINANCIAL EVALUATION

This stage shall account for **20%** of the total score.

Technically compliant bids shall be subject to financial evaluation. In the financial evaluation of the tender, the following will be considered:

Evaluation Criteria:

- The Financial Proposals will be checked for the following:
- The tenderer must provide all prices and costs in their own currency

Arithmetic Check:

- The tender will be checked for arithmetic errors. Tenderers will be notified in writing of any errors and asked to provide clarifications or if they wish to stand by their original bid.

Qualifications made to the Tenderer's Financial Bid:

- Any qualifications made in a tenderer's financial bid will be evaluated. Should such a qualification have a material effect on the tender or on the performance of the contract, then it will be considered in the final recommendations made for the appointment of the bidder and may result in the rejection of the bid.

The criteria for evaluating financial proposals will be as follows:

$$F_{\text{Financial}} = \frac{20\% \times (\text{Lowest Financial Bid})}{(\text{Financial Bid of Tenderer})}$$

Weighting for Technical and Financial Proposals:

- The overall weight for financial score is 20%. The overall assessment shall be weighted as follows:
 - Technical Proposals = 70%
 - SHE Compliance = 10%
 - Financial Proposals = 20%

Final Weighted Score:

- The assessed final weighted score will be calculated for each bid found to be admissible by using the tenderer's scores attained from the Technical Evaluation (T_{Technical}), the Financial Evaluation (F_{Financial}) in the following formula:

$$\text{Total weighted score} = T_{\text{Technical}} + \text{SHE Score} + F_{\text{Financial}}$$

ANNEXURE B

SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS

Every member of the Contractor's Team shall, whilst at DTCCB adhere to the following DTCCB Botswana SHE requirements:

1. SHE induction
 - Members shall attend SHE induction prior to commencing work provided by the DTCCB Botswana SHE section. The induction will be in 2 parts, namely:
 - ❖ General induction
 - ❖ Site specific induction done in conjunction with the area line manager
2. Hazard identification and Risk Assessment (HIRA)
 - ❖ Individuals and groups shall conduct risk assessments in their areas of work and manage the identified risks.
3. SHE Training
 - ❖ Where required, individuals shall attend identified SHE training as per the training matrix and schedule.
4. SHE File
 - The contractor must open a SHE file aligned to the DTCCB SHE file system once tender is awarded and get it approved by S&SD.
5. Copy of Insurance cover
 - ❖ Workers compensation
6. Personal Protective Clothing (PPE)
 - ❖ Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy
7. OHSAS Requirements
 - ❖ All members shall comply with the DTCCB Botswana requirements regarding OHSAS 18001. These may include being asked to partake in the audits/inspections, incident investigations and being available for interviewing during inspections, audits or investigations
 - ❖ SHE procedures as amended and or reviewed from time to time shall be complied with
8. Incident Reporting and Investigation
 - ❖ All members of the Contractor shall familiarise themselves with and report incidents and accidents as and when they happen to them or in their area(s) of work as described in the incident reporting and investigation procedure
9. DTCCB Botswana SHE Policy
 - ❖ The DTCCB Botswana SHE policy shall be the overriding SHE Policy on site
10. Emergency Preparedness and Response
 - ❖ Provision of first aid kit for truck.
 - ❖ Provision of basic truck breakdown equipment like jack, wheel spanner
 - ❖ Spillage containment kit on the vehicle or alternative, which must be approved by DTCCB.

ANNEXURE C

BUSINESS INTEGRITY PRINCIPLES

The Contractor and, where applicable, each member of the Contractor's team shall adhere to the following requirements, during the time this agreement is in place:

1. Comply with all applicable laws dealing with corruption.
2. Ensure that no offer, promise or gift of money or anything of value, is made to any employee of DTCB or anyone else, to influence action or inaction or to obtain an improper advantage from DTB, or for DTCB or a third party.
3. In the event that the Contractor or any member of its team becomes aware of any act or omission, that is or seems to be fraudulent, corrupt or improper, involving DTCB in any way, a report should be made to DTCB by the next working day.
4. Have an anti-corruption, ethics or business integrity policy.
5. Conduct business in an ethical manner.
6. Waste management act, atmospheric pollution act, labour act, Mines Quarries act, Public health act, employment act.

ANNEXURE D

SECURITY OBLIGATIONS

The Contractor and each member of the team shall adhere to the following security requirements, whilst at DTCB:

1. Security Induction

The members of the team must all undergo a detailed security induction carried out by DTCB.

2. Precious and Semi-Precious Stones Act Cap 66:03

Comply with the Act, which regulates the rough diamond business in Botswana; in terms of which Debswana and DTCB premises have been declared Precious Stones Security Area.

3. DTCB Diamond Risk Management Policies as listed below

3.1 Access Control

The policy details the requirements for entry and exit of employees, visitors and contractors within the security area.

3.2 Goods Movement

The policy details the requirements for entry and exit of all goods and assets carried by employees, visitors and contractors within the security area.

3.3 Product Protection

The policy details the requirements for control of some specific activities within DTCB carried out by employees, visitors and Agreementors within the security area.

4. DTCB Diamond Risk Management Procedures as listed below

4.1 Access Control

4.2 Goods Movement

4.3 Product Protection

4.4 Diamond Audit

ANNEXURE E - SECURITY VETTING FORM

Please complete the form below, attach copies of CIPA certificate of incorporation, company extract, copies of Directors' IDs and submit as part of the proposal.



SUPPLIER/VENDOR VETTING FORM

1	Name of Supplier/Vendor/Contractor	
2	Business registration number or identity number of sole proprietor/partnerships	
3	Vat number	
4	Trade Name/s of business	
5	Nature of business i.e. Core Industry of business	
6	Type of business e.g. Sole Proprietor / Pty Ltd / CC / Partnership / Limited / Parastatal / Other (specify)	
7	Full name and surname of authorized signatory	
8	Designation of authorized signatory	
9	Domicilium address (i.e. this is your address at which you will accept service of legal notices/ documents)	
10	Physical address and Postal address	
11	Tele/cellphones and Fax numbers	
12	Email addresses of directors and signatories	
13	Holding company name and registration number	
14	Affiliations (Company name(s) and registration)	

I authorize and give consent to DTCB in obtaining information regarding me and my company

Name..... Surname

Date: Signature

ANNEXURE F

CONTRACTOR APPRAISAL QUESTIONNAIRE

Please complete and submit Questionnaire with your proposal

1. General Information			
Company's Name and Address:			
Nature of Work Undertaken or goods supplied:			
Contact 1:		Contact 2:	
Job Title:		Job Title:	
Tel:		Tel:	
Fax:		Fax:	
Mobile:		Mobile:	
Email:		Email:	
2. Documentation - Please provide the following information (for all suppliers)			
2.1	A copy of your Safety, Health and Environment (SHE) Policy Statement if you employ 5 persons or more	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2	Please attach a copy of your SHE Policy, if not please give reason why in the comments section provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3	Do you (including sub-contractors) have a certified SHE Management System (ISO14001 or OHSAS 18001, NOSA) or equivalent? Please supply a declaration of compliance and attach a copy of your certificate if applicable.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4	Information on your company's for Safety, Health and Environment. Information on your Company's SHE roles and responsibilities, including process and/or procedure for managing the roles and responsibility structure.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5	A copy of your Insurance Certificates and other (relative) related information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Health, Safety and Environmental Information (for Contractors on Site)			
3.1	Are you certified to any SHE management system? If so, please attach a copy of your certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2	Are you able to provide Risk Assessments for the work that you undertake?	Yes	No

		<input type="checkbox"/>	<input type="checkbox"/>
3.3	Are you able to provide Method Statements that detail your safe systems of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4	Are you familiar with and able to work with Permit to Work Systems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.5	Are you able to provide details of waste management on site and confirm compliance with Duty of Care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you able to provide all relevant risk assessments and MSDS details for any materials that will be brought onto site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.7	Do you have a documented system for reporting SHE accidents / incidents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.8	Have there been any reportable SHE accidents or incidents, within the past 3 years? Please provide a copy of your accident and incident record.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.9	Have you been subject to any improvement notice or prosecution under Factories Act or related Legislation within the last 5 years or been prosecuted for breaking Botswana law or had any notice served upon it by the Occupational Health and Safety department regulator or authority? If Yes, please provide information	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.10	Is Safety, Health and Environmental training provided for your employees who will work on the site? If Yes, please can you please forward documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.11	Is Fire and First aid training provided for your employees who will work on the site? If Yes, please can you please forward documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.12	Where specific qualifications are required for the activity can you please forward the relevant training certificates? E.g. artisans, technicians	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.13	Are you able to provide adequate supervision for the work to be carried out on the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.14	Is there any other supporting information regarding your Safety, Health and Environmental performance that you wish to provide? If Yes, please provide information	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.15	<u>Main Contractor only</u> A short statement from the <u>Main Contractor</u> outlining that they will ensure that all sub-contractors are aware of the requirements set out by De Beers and that they will ensure sub-contractors comply.		
4.	Life Cycle within the Supply Chain		
	Energy		

4.1	Does the electrical equipment supplied adhere to any energy efficiency labelling criteria? Please provide detail of the energy labelling and the level (if applicable) the equipment meets.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water			
4.2	Does the product supplied have water efficiency elements built into its design? Or have any form of water efficiency labelling? Please provide detail	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3	Do you consider the reuse/recycled content of the product you are providing? If yes, what percentage of reuse/recycled content is within the product? Please provide detail	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	Can you provide the recyclable percentage of the product?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5	Do you provide labelling on the product to indicate hazardous materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.6	If the product contains hazardous materials can these be easily disposed of at the end of its life and do you provided information on how to dispose of the product safely? Please provide detail.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Transport			
4.7	Do you consider the transportation method and distance travelled of the product from manufacturing to supply?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resource use			
4.8	Does the product consider the resource use during its manufacturing process? If yes, please provide details	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ANNEXURE G – FORM OF TENDER

**Diamond Trading Company Botswana
Plot 63016, Airport Road
Block 8
Gaborone**

Having examined the invitation to tender (ITT) document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake work in accordance with the tender documents for the sum of BWP.....(amount in figures).In words.....Vat exclusive
If our tender is accepted, we undertake to commence the work within..... weeks

We agree to abide by this for a period of ninety (90) days from the date fixed for tender opening and it shall remain bidding upon us and may be accepted at any time before expiration of that period.

We understand that you are not bound to accept the lowest or highest or any tender you may receive.

On behalf of the tenderer

Name:

Signature:.....

Title:

Tel No.....

Email Address.....

Date: