

## **REQUEST FOR QUOTATION**

---

### **PROCUREMENT OF**

- **HOT AIR DRYER (ELECTRONIC CABINET DRYER) FOR FRUIT AND VEGETABLE DRYING**
  - **AUTOMATIC FRUIT AND VEGETABLE SLICER/CUTTING MACHINE**
  - **AUTOMATIC WEIGHING AND FILL POUCH DRIED FRUITS PACKAGING**
- 

**Issued by**  
**The Global Alliance for Improved Nutrition (GAIN)**  
**Ethiopia Country office**

**Closing Date: 7<sup>th</sup> February 2025**

## TIMETABLE

Task	Completion date
Closing date of the tender	7 <sup>th</sup> February 2025
Signature of contract	TBD

## ABOUT GAIN

GAIN is a global, Swiss based foundation established to reduce malnutrition by supporting food fortification and other sustainable nutrition strategies in order to save lives and improve health, productivity, and cognitive function. GAIN mobilizes public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. Our programs in Africa and Asia enable better diets via nutritional products, such as fortified staples foods, including cooking oil and flour, and condiments like salt and soy sauce. We also support improved maternal and infant health by promoting breastfeeding and specialized products for infants over six months and young children. In addition, we partner with local businesses to improve the quality of food along agricultural value chains. By building alliances that deliver impact at scale, we believe malnutrition can be eliminated within our lifetimes.

## REQUIRED SUPPLY

1. Global Alliance for improved Nitration (GAIN) would like to invite eligible and interested bidders for **SUPPLY, INSTALLATION & TRAINING** of the under listed Food Processing Machineries.

S/N	Item Description	Unit	Qty
1	Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying	Set	01
2	Automatic fruit and vegetable slicer/ cutting machine	Set	01
3	Automatic Weighing and Fill Pouch Dried Fruits Packing	Set	01

As per the attached specifications on this bid document.

## SUBMISSION OF OFFERS

- Bidders must submit the Technical and Financial proposal.

## SELECTION CRITERIA

The Bidders must be presented the copy of Trade License is required while submitting the proposal.

### Essential (Exclusion) Criteria

1. Organization Profile
2. Relevant documents and other relevant business license.
3. All annexed templates ((**Annex 1, Annex 2, & Annex 3**) should be filled, stamped and submitted as part of the tender document if not suppliers will be rejected.
4. Bidders are required to fulfill the mandatory criteria and attach the following documents to their offer:
  - ❖ A bid form and a price schedule
  - ❖ Proof of documentary evidence of past experience in contracts to similar magnitude.
  - ❖ Technical Compliance to required Specifications.
  - ❖ If the bidder a local partner for the products and present the local partner certificate for this specific bid.
  - ❖ A written confirmation that he/she understands the terms and condition stated in bidding documents.
  - ❖ All eligibility criteria stated within the bidding document.

### A. Evaluation Criteria

Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

### Supply, Installation & Training of Food Grade electric cabinet drier, Packaging Machine and fruit slicer

No	Selection Criterion	Description	Points /actions
1	Capacity (Packaging range)	accepted or, rejected based on the capacity mentioned in the specification. All parameters under the specification considered as to measure the overall capacity and performance of the machine.	Accept /Reject
2	Control system	Acceptable if the <b>Machine</b> has a control system <b>PDI temperature control System &amp; PLC system/with automatic operation screen</b> if not rejected (regardless of the type)	Accept /Reject
3	Construction of the machine body and additional features	Accepted if the supplier presented certificate of proof or other evidence for the below parameters. <ul style="list-style-type: none"> <li>• All food contact surface should be constructed with 304 stainless steel type material</li> <li>• Has less noise</li> <li>• Has high surface finishing body type</li> </ul>	Accept /Reject
4	Country Legal Registration documents	Such as certificate of incorporation, Valid Business License, Business License registration Certificate, etc.) - check the validity of documents	Accept /Reject
5	GAIN Ethiopia documents,	Annex 1 Bid submission form, Annex 2 Price Offer Form, (indicating price and all relevant information to be signed/stamped) & Annex 3 Vendor Registration form.	Accept /Reject
6	Warranty	The warranty Period should cover not less than one year.	20%
7	Power consumption /efficiency	The lower Power consumption of the Machine will be prioritized. The supplier should mention the overall power consumption of each machine/equipment.	15%

9	Technical Experience	<p>The bidder Shall have a specific experience in a supply, installation &amp; training of Packaging machine and miller with a minimum of Testimonial latter (Recommendation letter from food industries</p> <ul style="list-style-type: none"> <li>• Bring 3 and above recommendation letter will score 20%,</li> <li>• 1-2 recommendation letter will score 15%</li> </ul>	20%
10	Financial criteria Capacity (Packaging range)	The vendor who submits the right capacity packaging machine with the least price will have the highest point, others will get in proportion to the least price.	25%
12	Delivery Time	<p>Delivery time</p> <ul style="list-style-type: none"> <li>• If it delivered, installed, and providing training within 30 days after signing of contract_20%</li> <li>• If it delivered, installed, and providing training within 60 days after signing contract_10%</li> <li>• If it delivered, installed, and providing training within after 60 days of signing of contract_0</li> </ul>	20%
		<b>Total Score</b>	<b>100%</b>

## **INFORMATION REQUIRED**

### **A. Supplier Information**

GAIN requires all existing and new suppliers to complete a Vendor Registration Form and submit this with your offer in order to qualify for this tender process.

### **B. Gain Specific Conditions of Tender**

- I. GAIN reserves the right to deal with any Offer of its choice or any or all parts of the Offer and to procure the item from various Offers. GAIN is not bound to accept the lowest Offer or any Offer.
- II. This document is not a contract or an offer into a contract but is a request for a quotation for the item indicated.
- III. GAIN does not undertake to pay by letter of credit or in advance of delivery.
- IV. GAIN is in no way responsible for any costs associated with preparing this tender document response.
- V. GAIN reserves the right to alter the dates of the timetable.
- VI. GAIN will inform each respondent to the results of the decision on their Offer; this process is not open to the public. GAIN is not obliged to justify or explain selection to any respondent.
- VII. GAIN Ethiopia is committed to maintaining the highest standards in the conduct of all its activities, including the awarding of contracts. GAIN has established procedures upon which individuals and/or companies may call if they feel they have been discriminated against, unjustly treated or unfairly approached in relation to the award of a contract. Please contact through [ethiopiaoffice@gainhealth.org](mailto:ethiopiaoffice@gainhealth.org) for more information.
- VIII. Any contract that results from this tender will be subject to GAIN Ethiopia's standard Terms and Conditions.
- IX. GAIN will not do any business with any known terrorist group or company involved with terrorists. GAIN shall therefore not knowingly purchase supplies or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is not involved with any known terrorist group. A contract clause confirming this may be included in an eventual purchase order based on this request.

## **INSTRUCTION TO BIDDERS**

### **1. Introduction**

- I. General:** Global Alliance for improved Nutrition (GAIN) would like to invite eligible and interested bidders for procurement of the under listed Food Processing Machineries. As per the attached specifications on this bid document.
- II. Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of items to be purchased under this Invitation to Bids.
- III. Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and GAIN Ethiopia will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### **2. Solicitation Documents**

**Examination of Solicitation Documents:** Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents as well as abide by the GAIN's procurement policy and procedural manual. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### **3. Preparation of Bids**

- I. Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the procuring entity shall be written in the **English Language**.
- II. Documents Comprising the Bid:**

The Bid must include the following documents:

  - ❖ The following annexes which require bidder's signature and stamp
    - 1. Annex 1 Bid submission form**
    - 2. Annex 2 Price Offer Form, (indicating price and all relevant information to be signed/stamped)**
    - 3. Annex 3 Vendor Registration form,**
  - ❖ Documentary evidence established in accordance with, Instructions to Bidders (ITB) that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
  - ❖ **Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:
  - ❖ **Documents Establishing Service Conformity to Bidding Documents:**

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all items, which the Bidder proposes to supply under the contract.

- ❖ **Bid Currencies/Bid Prices:** Prices must be quoted in **USD**. Prices quoted by the Bidder shall remain be fixed. No margin of preference shall apply. The Bidder shall indicate on the **Price Offer** the unit price as per the structure indicated on **Annex 2**.

### **III. Period of Validity of Bids:**

- Bidders shall mention the Offer Validity date and it must not be less than one hundred twenty days (120). GAIN may request Bidders to extend the period of validity of their Bids.

## **4. Submission of Bids**

- ❖ **Format and Signing of Bid:** The Bidder shall prepare Technical and Financial offers separately. The **Technical Proposal** shall incorporate the following:
  - Company Profile
  - Legal documents (Registration documents, registration certificates, Valid Trading License)
  - Testimonial letter (Recommendation letter from the NGOs and GOs)
  - Schedule for delivery time

The **Financial Proposal** shall include the following:

- Bid Submission Form (Annex 1)
- Price Offer / Price Schedule (Annex 2) and detailed the specification, Price must be **All costs including freight and logistics in USD**.
- No adjustment shall be made to the Contract Price to consider any change in taxes. GAIN shall not be responsible for all duties and taxes imposed by law in Ethiopia.
- The prices quoted by the Bidder shall not be subject to any adjustment during the performance of the Contract (Fixed Price Contract). Any change in laws or regulations shall not result in any change to the Delivery Date or the Contract Price.
- Provided that the bid is substantially responsive, GAIN shall correct arithmetical errors 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, unless in the opinion of the organization there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - ❖ If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
  - ❖ If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.

- ❖ If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified, and its bid security may be forfeited.
- Completed Vendor Registration Form
- For goods supplied from inside and outside the Federal Democratic Republic of Ethiopia, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Federal Democratic Republic of Ethiopia. If any tax rates are increased or decreased, a new tax is introduced, an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, in connection with performance of the Contract, an equitable adjustment to the Contract Price shall not be made.

## **5. Deadline for Submission of Bids/Late Bids**

- ❖ Complete proposals should be submitted in electronic copy to: ethiopiaoffice@gainhealth.org. The subject line should indicate "Procurement of Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying Automatic fruit and Vegetable Slicer/ cutting Machine /Automatic Weighing and Fill Pouch Dried Fruits Packing".
- ❖ Completed proposals should be submitted by 5:00 pm EAT on or before Friday 07 February 2025.

## **6. Modification and Withdrawal of Bids**

- ❖ The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by GAIN prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.
- ❖ At any time prior to the deadline for submission of Bid, GAIN's may amend the bidding document by issuing addenda. Any addendum issued shall be part of the bidding document and shall be communicated in writing to all who have obtained the bidding document from the GAIN in accordance with ITB.
- ❖ Only the official and endorsed written responses will be considered official and carry weight in this procurement process and subsequent evaluation. Any answers received outside the official channels, whether received verbally or in writing, shall not be considered official responses to questions regarding this Open Tender.

## **7. Opening and Evaluation of Bids**

### **❖ Opening of Bids:**

- The GAIN's Bid Committee will open all bids at GAIN Ethiopia Office Meeting Room.
- The bidders' names, bid prices and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening.
- The GAIN's Bid Committee will prepare minutes of the Bid Opening.



### ❖ Clarification of Bids

- A prospective Bidder(s) requiring any clarification of the bidding document may request a clarification on any of parts of the Open Tender bidding document up to Three (3) Days before the deadline for submission of the bid(s). Any clarification request must be in electronic copy to, [ethiopiaoffice@gainhealth.org](mailto:ethiopiaoffice@gainhealth.org). The subject line should indicate "Request for Clarification for the Procurement of Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying Automatic fruit and Vegetable Slicer/ cutting Machine /Automatic Weighing and Fill Pouch Dried Fruits Packing".
- To assist in the examination, evaluation and comparison of Bids GAIN may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

### ❖ Preliminary Examination

- Prior to the detailed evaluation, GAIN will determine the substantial responsiveness of each Bid to the Invitation to Bid/ITB/. A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

## 8. Award of Contract

- ❖ **Bid Evaluation Result:** - The bid evaluation result shall be communicated in written form to all bidders after completion of the bid evaluation process.
- ❖ **Award Criteria:** GAIN will evaluate the technical offer out of 75% and the financial offer will be evaluated out of 25%. Finally GAIN will issue the item purchase contract agreement with the aggregate winning Bidder. GAIN reserves the right to accept or reject any Bid, to cancel the solicitation process and reject all Bids at any time prior to award of signed agreement, without thereby incurring any liability to the affected Bidder(s).
- ❖ At the time the Contract is awarded, GAIN reserves the right to increase or decrease the quantity of Goods without any change in the unit prices or other terms and conditions of the submitted Bid.
- ❖ **Notification of Award:**  
GAIN will send the successful Bidder the purchase contract agreement and the Supplier shall return back the signed purchase agreement with acknowledgement letter of acceptance. Acceptance of this purchase contract agreement shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase contact agreement.
- ❖ **Signing of the Purchase Contract Agreement:** Within 5 days of after notification of result is reveal contract agreement the successful bidder shall sign, stamp and return it to GAIN.

## 9. Delivery Schedule

- ✓ The delivery schedule for the requested machine is 30 days after the signing of contract.

## 10. Payment Schedule

- ✓ The winner bidder expected to clearly classify payment schedule for all the machinery Purchases.

### DETAIL SPECIFICATION

#### *Specification of Industrial Fruit/Food Dehydrator*

##### **1. Drayer / Dehydrator**

##### **A. Physical Specs**

Make Material:	Stainless Steel, 304 Grade [All parts of the unit shall be made from this grade]
Chamber Size:	About 25m <sup>3</sup> (This volume may differ a bit based on the capacity requested but expecting it to be approximately a size of 20feet container)
Chamber Entry:	It shall have two leaf doors, opening full size.
Loading Ramp:	A ramp attachable to the door side (of size as wide as the doors) shall be supplied. But this ramp shall not prevent the doors from opening/closing and shall be on outdoor side at all times.
Crane Holding Pts:	The unit shall have crane holding points which will be used for transporting the whole unit from one location to the other.
Transport films:	All the surfaces shall be covered by protection films which will be removed during installation
Trolleys:	The total number of trolleys shall take a volume of about twice the size of the chamber capacity with extra 4 trolleys. Each trolley shall have about 20 withdrawable shelves and all made from stainless steel of 304 grade. All trolleys shall have lockable wheels and the capacity to carry approx. about 200-300kg.
Insulation:	Chamber shall be insulated well with at least 100mm thick wall and filled with food grade insulation material.

## B. Dehydrator Specs

Objective: Produce 1000-1200kg of dried fruit/food batch (This is a general expectation which will be modified a bit based on the arrangement of trolleys and type of fruit.

Working principle:

Working Temperature: 50-85°C

Dehydration Rate:  $\approx 18.0\text{L/h}$  (@65°C,80%), Please provide a complete datasheet for different temperatures

Body Make Material: Stainless Steel, 304 Grade

Power consumption: Maximum Total Power about 25KW

Filters: Food grade Filters shall be installed.

Console: Operatable in English Language.

Intelligent control, touch screen, with intelligent operating mode, automatic temperature and humidity control, reserved electric auxiliary heat, settable power, operating status display, fault display, etc.;

## C. Spare Parts

Fan Motors with Blade: 2Pcs from each type (Axial circulation fans, dehumidification fan)

Compressor: 1 Pc

Electronic Control: 1 Pc

Fuses: 2 Sets

Contactors & Relays: 1 Set

Filters: 2 Pcs from each type

Other recommended spares – Please specify.

## D. Pictorial description



## 2. Automatic fruit slicer/ Cutting Machine

Parameter	Description
Dimension/size	<ul style="list-style-type: none"> <li>Not greater than 700x 800 x11800mm (WxLxH)</li> </ul>
Adjustable slice thickness	<ul style="list-style-type: none"> <li>1mm, 2mm, 3mm and 4mm adjustable thickness</li> </ul>
Output	<ul style="list-style-type: none"> <li>250 up to 300 kg per hour</li> </ul>
Power consumption	<ul style="list-style-type: none"> <li>Working with electricity</li> <li>Less than 2.25kw power consumption</li> </ul>
overall body construction	<ul style="list-style-type: none"> <li>Stainless steel</li> <li>Easy to use, wash, transfer the sliced product</li> <li>Should have a switch on/off button</li> </ul>

## 3. Automatic Weighing and Fill Pouch Dried Fruits Packing machine

Parameter	Description
Packaging Dimensions/size (LxWxH)	<ul style="list-style-type: none"> <li>Not more than 1950 mm (L) x 1460 mm (W) x 2550 mm (H)</li> </ul>
Roll width	<ul style="list-style-type: none"> <li>100 mm - 520 mm</li> </ul>
Feeding/filling System	<ul style="list-style-type: none"> <li>Automatic filling system</li> </ul>
Capacity/packaging range	<ul style="list-style-type: none"> <li>50 gm up to 250gm. It should be 50,100, 200 gm</li> </ul>
Control system	<ul style="list-style-type: none"> <li>PID temperature control system</li> <li>PLC system/ with automatic operation screen</li> </ul>
Machine Speed (Production rate)	<ul style="list-style-type: none"> <li>30 up to 50 Pouches or bags/minute (Depends upon Pouch Size and product weight.</li> </ul>
Packaging material/film used	<ul style="list-style-type: none"> <li>Any Heat Sealable Laminate and able to adjust the sealing temperature</li> <li>Composite film</li> </ul>
Energy source	<ul style="list-style-type: none"> <li>Electricity</li> </ul>
Power consumption	<ul style="list-style-type: none"> <li>Not more than 4 KW</li> </ul>
Machine body material	<ul style="list-style-type: none"> <li>All parts should be stainless steel especially contact parts</li> </ul>
Application	<ul style="list-style-type: none"> <li>For dried fruit snacks (sliced dried fruit), dried vegetables</li> </ul>
Additional attachments	<ul style="list-style-type: none"> <li>Batch Cutting Device, Pneumatic Coding Device, N, easy to clean, operate and maintain</li> </ul>
Electric Power	<ul style="list-style-type: none"> <li>220V</li> </ul>

### Note

1. All the machine requires a warrant time of one to two years.

2. the machines should be install at Theday agro processing facility located Burayo near Addis Ababa, Ethiopia and provide operation training to staff

**ANNEX 1****BID SUBMISSION FORM**

To: GAIN Ethiopia

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the required item in conformity with the said bidding documents as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the service in accordance with the terms and conditions specified in this bid.

We agree to abide by this Bid for a period of 120 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Dated this . . . . . day of . . . . . [year].

.....  
Signature

.....  
[in the capacity of]

Duly authorized to sign the Bid for and on behalf of .....

**ANNEX 2**
**PRICE OFFER FORM**
**PRICE SCHEDULE FOR THE Supply, Installation & Training Machine**

S.No	Description	U/M	Qty	Unit price in USD	Remark
1	Supply of Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying	Pcs	1		
	Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying				
	Hot Air Dryer (electric cabinet dryer) for fruit and vegetable drying				
<b>Total Price in USD</b>					
2	Supply of Automatic fruit and vegetable slicer/ cutting machine	Pcs	1		
	Installation of Automatic fruit and vegetable slicer/ cutting machine				
	Training of Automatic fruit and vegetable slicer/ cutting machine				
<b>Total Price in USD</b>					
3	Supply of Automatic Weighing and Fill Pouch Dried Fruits Packing	Pcs	1		
	Installation of Automatic Weighing and Fill Pouch Dried Fruits Packing				
	Training of Automatic Weighing and Fill Pouch Dried Fruits Packing				
	<b><u>Total Price in USD</u></b>				

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp

Date: \_\_\_\_\_

N.B.: -

- *The above form should be completed, signed, stamped and submitted to GAIN together with other supporting documents. Price must be filled **ONLY** in the above attached "Breakdown of Cost" form. (GAIN will not accept any offer different from the above attached & stamped **Breakdown of Cost Format**).*

**ANNEX 3**
**Vendor Registration Form**

<b>GENERAL INFORMATION</b>				
Company Name (in English)				
Registered Address				
Correspondence Address	Tel.:	Email:		
	Fax:	P.O.Box:		
Homepage Address (if any)				
Date and Place Business Registration		<i>(Please provide a copy of Business Registration)</i>		
Name of Director/General Manger				
Number of Employees				
<b>MAIN CONTACTS</b>				
	Name	Telephone No.	Fax No.	Email
Management				
Sales/Enquiry				
Delivery/Follow-up				
<b>KEY CLIENTS INFORMATION</b> (Please provide at least 3 companies for reference)				
<b>Company Name</b>				
1.				
2.				
3.				
<b>LITIGATION RECORD</b> (Please state court case completed or in-progress in the last 3 years, if any)				
<b>Description</b>				
1.				
2.				
3.				
<b>FINANCIAL</b>				
Acceptable Payment Method	<input type="checkbox"/> Bank Transfer		<input type="checkbox"/> Cash	
	<input type="checkbox"/> Cheque Credit Period			
<b>BANK DETAILS</b>				
Bank Name				
Branch		SWIFT Code		
Beneficiary's Name				
Account No.		Currency		
Address				
<p>I declare the information given on this Registration Form is true and correct that best reflects the current business situation of our company.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p style="text-align: right;">Company Stamp</p>				