



Republic of the Philippines  
**Department of Education**  
Administrative Service Procurement Committee

AS PROCUREMENT COMMITTEE

**Request for Quotation (RFQ)**

Reference No.:	<b>2025-AS-NP-LRPV(0101)</b>
End-user Unit:	Administrative Service - Records Division
Due date:	<b>NOVEMBER 25, 2025</b>
If further information is required, please contact:	AS PROCUREMENT COMMITTEE Contact Nos. 8635-0552
<p><b>“THIS IS TO ADVISE THE MANAGEMENT AND STAFF OF YOUR ESTABLISHMENT THAT THE ADMINISTRATIVE SERVICE PROCUREMENT COMMITTEE, DEPED CENTRAL OFFICE, HAS NOT DESIGNATED /ASSIGNED AND WILL NEVER, DESIGNATE/ASSIGN ANY REPRESENTATIVE TO COMMUNICATE WITH HOTEL VENUES AND/OR CATERER FOR THE PURPOSE OF RESERVATION OF THE FACILITIES OF THE ESTABLISHMENT. ONLY THE AUTHORIZED STAFF OF THE ASPC SHALL MAKE THE NECESSARY COMMUNICATION WITH THE ESTABLISHMENT AT THE PROPER TIME AS NEEDED.”</b></p>	

November 19, 2025

**To: All Prospective Service providers**

1. The **Department of Education**, through its **AS Procurement Committee**, requests price quotation for the project, “ **Procurement of Venue with Board and Lodging for the Year-End Performance Review and Strategic Planning Workshop of Records Division-Administrative Service** ” particularly described and detailed in the **Project Reference**, here to attached as **Appendix “A”**.
2. Said quotation shall be received on or before **12:00 N.N. on NOVEMBER 25, 2025** by **courier or** by hand-delivery.

The Service Provider may send an advance copy of its quotation at the email address provided below. However, the proof of mailing delivery must be submitted before the deadline for quotation submission. Subsequently, the hard copy of the quotation is to be sent to **AS Procurement Committee** Otherwise, the hard copy of the quotation without the proof of mailing transmittal received after the due date and time shall not be accepted.

**AS Procurement Committee**

Office of the Director - Administrative Service  
Administrative Service Procurement Committee  
Room M117 Ground Floor Mabini Bldg.  
DepEd Complex, Meralco Avenue, Brgy. Ugong  
Pasig City, Philippines  
[as.pc.rfq@deped.gov.ph](mailto:as.pc.rfq@deped.gov.ph)

3. The successful service provider must be able to meet the following requirements:
  - 3.1. The **Terms and Conditions of Contract** provided in Item V of the Project Reference. The terms and conditions provided under the General Conditions of Contract of Procurement of Goods and Services under the Philippine Bidding Documents as may be applicable, as well as the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 are deemed to be read into this project.
  - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
  - 3.3. The **Technical Specifications** which list the details of the requirements, as indicated in Item VII of the Project Reference.
4. If service provider is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of R.A. No. 9184 within three (3) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.
5. Service providers are required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract (ABC) is **PHILIPPINE PESOS: ONE HUNDRED TWENTY THOUSAND and 00/100 (Php 120,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single/lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Procurement Committee.
6. Quotation shall be enclosed in a sealed envelope and addressed to the **AS Procurement Committee** at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
  - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
  - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.

9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without there by incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.

**FOR THE PROCUREMENT COMMITTEE:**

  
**ELLA CECILIA G. NALIPONGUIT**  
 Director III,

Office of the Assistant Director - Administrative Service

Received Copy:

Remarks: \_\_\_\_\_

<b>SERVICE PROVIDER'S BUSINESS NAME:</b>				<b>TIN:</b>	
<b>ADDRESS:</b>					
<b>TELEPHONE NO.:</b>		<b>FAX NO.:</b>		<b>E-MAIL:</b>	
<b>AUTHORIZED REPRESENTATIVE'S SIGNATURE OVER PRINTED NAME AND DESIGNATION:</b>				<b>DATE:</b>	

**PROJECT REFERENCE**

**I. PROJECT TITLE:**

**“ Procurement of Venue with Board and Lodging for the Year-End Performance Review and Strategic Planning Workshop of Records Division-Administrative Service ”**

**II. PROJECT OWNER:**

Department of Education - Administrative Service - Records Division

**III. OBJECTIVE:**

We deemed it fit to conduct the event in a privately - owned venue where the participants can have uninterrupted time to concentrate and work on each agenda.

**IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/DOCUMENTS:**

The prospective service provider shall submit the requirements indicated below:

- (i) Mayor’s permit issued by the City or Municipality where the principal place of business is located;

**NOTE: In case the Mayor’s Permit for the current year is not yet available but still under process in the Local Government Unit concerned, the Service Provider must submit a certified copy of its Application for Renewal and the Official Receipt of Payment of dues. However, it is a condition that payment of the services rendered under the Contract shall be made upon submission of the copy of Mayor’s Permit for the current year.**

- (ii) PhilGEPS Registration Number;
- (iii) Income Tax Returns (Annual Income Tax Returns of the preceding tax year);
- (iv) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months); and
- (v) Tax Clearance Certificate valid on the end of the activity.

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

## **V. TERMS AND CONDITIONS OF CONTRACT:**

### **A. Instructions**

1. Service provider shall be responsible for sourcing its Goods/equipment and services, and shall make the deliveries and provide services in accordance with the schedule, and specifications of the award or contract. Failure of the proponent to comply with this provision shall be ground for cancellation of the award or contract issued to the proponent.
2. Service provider shall pick-up the Contract and Notice to Proceed issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A Fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the contract remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Service provider who accepted a Contract and Notice to Proceed but failed to deliver the required Goods and Services within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the Service provider.
4. Prospective Service provider's deliverables should be completed on or before the agreed upon target dates, and shall be liable to pay liquidated damages in case of breach or of the unperformed portion for every day of delay.
5. "Both parties" shall not be liable for failure to comply with this arrangement due to force majeure, labor disputes, natural disasters, or other causes beyond the control of the parties.
6. All duties, excise, and other taxes and revenue charges shall be paid by the Service provider.
7. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

**B. Ocular Inspection**

The ASPC, upon recommendation of the Technical Working Group (TWG), if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

**C. Delivery and Documents**

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in Schedule of Requirements, as indicated in **Annex "A"** and Technical Specifications as indicated in **Annex "B"**.

Upon delivery of the Goods/Equipment/Services to the Delivery Site, the Service provider shall notify DepEd thru AS Procurement Committee and present hereof original and 4 copies of the Service provider's Invoice showing Goods'/ service' description, quantity, unit price, and total amount.

**D. Schedule of Payment**

The method and conditions of payment to be made to the Service provider through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:

**Full Payment**

One-time/Full payment subject to government taxes upon receipt of complete documentary requirements from the service provider, **based on the actual number of registered or the minimum guaranteed as specified in Sections VI & VII, Annexes A & B, respectively, hereof.**

**VI. SCHEDULE OF REQUIREMENTS** as indicated in **Annex"A"**.

**VII. TECHNICAL SPECIFICATIONS** as indicated in **Annex"B"**.

**VIII. GENERAL INSTRUCTIONS TO SERVICE PROVIDERS**

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Service provider must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Service provider shall submit their quote for one (1) lot. Quotation that exceeds the ABC for the said lot shall be rejected. Quotation that exceeds the unit ceiling price for each item in the lot shall also be rejected.

3. Service provider must fill up the spaces with the required and correct information indicated in the Technical Specifications. They shall likewise indicate the total price of the said lot. Service provider may also attach supporting details or documents.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and /or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single / lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either type written or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

6. Service provider shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "A"**); (ii) Technical Specifications (**Annex "B"**); and (iii) Financial Proposal (**Annex "C"**) otherwise, non-submission of which shall result to automatic disqualification of proposal.
7. Service provider requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson  
**AS Procurement Committee**  
Office of the Director - Administrative Service  
Department of Education  
Room M117 Ground Floor Mabini Bldg.  
DepEd Complex, Meralco Avenue,  
Barangay Ugong, Pasig City, Philippines  
Look for: Mira Soledad H. De Guzman  
Contact No.: 8635-0552/8638-7343/09611417376

**IX. FINANCIAL PROPOSAL QUOTATION FORM** as indicated in **Annex "C"**

**Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Description</b>	<b>Date of Activity</b>	<b>Estimated no. of pax</b>	<b>No. of Days</b>	<b>Location within the Vicinity of</b>
<b>Procurement of Venue with Board and Lodging for the Year-End Performance Review and Strategic Planning Workshop of Records Division-Administrative Service</b>	December 5-7, 2025	20 pax	3 days	Region III Baliuag Bulacan Area Only

After the award of contract in favor of the less or with the Single or Lowest Calculated and Responsive Quotation, the following documents shall be presented, to wit:

- i. Approved Notice of Award;
- ii. Approved Contract; and
- iii. Approved Notice to Proceed

**A. Price Validity**

Price should be valid **thirty (30) calendar days** after the deadline of submission of quotation.

**B. Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
- 3) Price-Lowest Unit Cost

**Statement of Compliance**

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I / We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- AS Procurement Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without there by incurring any liability to the affected bidder or bidders.

---

**NAME AND SIGNATURE OF PROVIDER'S AUTHORIZED REPRESENTATIVE**

<b>SERVICE PROVIDER'S BUSINESS NAME:</b>				<b>TIN:</b>	
<b>ADDRESS:</b>					
<b>TELEPHONE NO.:</b>		<b>FAX NO.:</b>		<b>E-MAIL:</b>	
<b>AUTHORIZED REPRESENTATIVE'S SIGNATURE OVER PRINTED NAME AND DESIGNATION:</b>				<b>DATE:</b>	

**ANNEX B**

**Technical Specifications for Supply and Delivery of Catering Services for  
DepEd Central Office – Initiated Events and Activities**

Requirements	Technical Specifications
<b>I. Activity</b>	<b>Activity Title:</b> Year-End Performance Review and Strategic Planning Workshop of Records Division – Administrative Service  <b>Date of Activity:</b> December 5-7, 2025  <b>No. of Days:</b> 3  <b>Estimated No of Pax:</b> 20 pax  <b>Minimum Guaranteed (at least 70% of the estimated pax):</b> 14 pax  <b>Approve Budget for the Contract:</b> PHP 120,000.00
<b>II. Catering Location</b>	<b>Target Venue :</b> Baliuag Bulacan Area Only <input type="checkbox"/> NCR <input type="checkbox"/> CAR <input type="checkbox"/> REGION I <input type="checkbox"/> REGION II <input checked="" type="checkbox"/> REGION III <input type="checkbox"/> REGION IV-A <input type="checkbox"/> REGION IV-B (MIMAROPA) <input type="checkbox"/> REGION VII <input type="checkbox"/> REGION V <input type="checkbox"/> REGION VI <input type="checkbox"/> REGION VIII <input type="checkbox"/> REGION IX <input type="checkbox"/> REGION X <input type="checkbox"/> REGION XI <input type="checkbox"/> REGION XII <input type="checkbox"/> CARAGA <input type="checkbox"/> BARMM
<b>III. Accreditation</b>	<input checked="" type="checkbox"/> PhilGEPS Accredited
<b>IV. Room Accommodation</b>	<b>Check-in date:</b> December 5, 2025 <b>Time:</b> 2:00 pm <b>Check-out date:</b> December 7, 2025 <b>Time:</b> 12:00 noon <b>Type of accommodation</b> <input checked="" type="checkbox"/> Venue w/ Board and Lodging <input type="checkbox"/> Venue only <b>Room Arrangement</b>

	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Twin <input type="checkbox"/> Triple Sharing <input type="checkbox"/> Quadruple <small>No.: 10 for all participants (20)</small> <b>Note: No. of rooms depends on the gender of the participants</b>
<b>V. Standard Bedroom</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> No bed mattresses on the floor.</li> <li><input checked="" type="checkbox"/> Strictly no bed-sharing.</li> <li><input checked="" type="checkbox"/> All rooms shall have its own toilet and bathrooms equipped with showers and basic fittings with cold and hot running water on a 24-hour basis;</li> <li><input checked="" type="checkbox"/> There shall be a functioning air conditioning unit and television set in each room;</li> <li><input checked="" type="checkbox"/> There shall be drinking water and glasses in each bedroom (or near the bedrooms);</li> <li><input checked="" type="checkbox"/> Refrigerators may be in each room, should this not be possible, at least refrigeration services may be made available when requested.</li> <li><input checked="" type="checkbox"/> Lightings and fixtures in all rooms and bathrooms shall be functional.</li> <li><input checked="" type="checkbox"/> Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom.</li> <li><input checked="" type="checkbox"/> A reception information counter providing 24-hour service and equipped with a telephone should be available.</li> <li><input checked="" type="checkbox"/> There shall be a hotel lobby, reasonably furnished with seating, the size of which shall be commensurate with the size of the hotel.</li> <li><input checked="" type="checkbox"/> Porter service shall be made available upon request.</li> <li><input checked="" type="checkbox"/> There shall be left luggage rooms and safe deposit boxes in the establishment.</li> <li><input checked="" type="checkbox"/> Clean, good-quality linen/blankets/towels, etc. shall be supplied upon request.</li> <li><input checked="" type="checkbox"/> With free access to Wi-Fi in all areas of the venue.</li> </ul>
<b>VI. Standard Function Room Arrangement</b>	Type of Function Room Function Room <input checked="" type="checkbox"/> Conference Room (Good for 20-25 pax)

	<p><b>Function Room Setup</b></p> <p><input type="checkbox"/> Classroom</p> <p><b>Equipment and Materials</b></p> <p><input type="checkbox"/> LCD Projector/Projector Screen    <input type="checkbox"/> Sound System</p> <p><input type="checkbox"/> Training table and chairs    <input type="checkbox"/> Microphones</p> <p><input type="checkbox"/> Standby power supply    <input type="checkbox"/> Extension Cord</p> <p><input type="checkbox"/> Air-conditioning unit;    <input type="checkbox"/> HDMI Splitter</p> <p><input type="checkbox"/> Alcohol Dispenser in each table    <input type="checkbox"/> Free water (station)</p> <p><input type="checkbox"/> Free flowing coffee (station)    <input type="checkbox"/> Free notepad and pencils</p> <p><input type="checkbox"/> Free use of white board with markers and erasers</p> <p><b>Other Requirements</b></p> <p><input type="checkbox"/> No pillars in the middle of hall/conference room;</p> <p><input type="checkbox"/> Accessible comfort rooms</p> <p><input type="checkbox"/> Complimentary Room for storage of equipment and supplies</p> <p><input type="checkbox"/> Free, stable wi-fi connection in the working area with the following bandwidth per pax requirement;</p> <p><input type="checkbox"/> At least 150 mbps for 50 users of less</p>												
<p><b>VII. Dining Service</b></p>	<table border="1"> <thead> <tr> <th><input type="checkbox"/> Meals</th> <th>Date/Day:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Breakfast</td> <td>December 6 and 7, 2025 / Days 2 and 3</td> </tr> <tr> <td><input type="checkbox"/> AM Snacks</td> <td>December 6 and 7, 2025 / Days 2 and 3</td> </tr> <tr> <td><input type="checkbox"/> Lunch</td> <td>December 5 and 6, 2025 / Days 1 and 2</td> </tr> <tr> <td><input type="checkbox"/> PM Snacks</td> <td>December 5 and 6, 2025 / Days 1 and 2</td> </tr> <tr> <td><input type="checkbox"/> Dinner</td> <td>December 5 and 6, 2025 / Days 1 and 2</td> </tr> </tbody> </table>	<input type="checkbox"/> Meals	Date/Day:	<input type="checkbox"/> Breakfast	December 6 and 7, 2025 / Days 2 and 3	<input type="checkbox"/> AM Snacks	December 6 and 7, 2025 / Days 2 and 3	<input type="checkbox"/> Lunch	December 5 and 6, 2025 / Days 1 and 2	<input type="checkbox"/> PM Snacks	December 5 and 6, 2025 / Days 1 and 2	<input type="checkbox"/> Dinner	December 5 and 6, 2025 / Days 1 and 2
<input type="checkbox"/> Meals	Date/Day:												
<input type="checkbox"/> Breakfast	December 6 and 7, 2025 / Days 2 and 3												
<input type="checkbox"/> AM Snacks	December 6 and 7, 2025 / Days 2 and 3												
<input type="checkbox"/> Lunch	December 5 and 6, 2025 / Days 1 and 2												
<input type="checkbox"/> PM Snacks	December 5 and 6, 2025 / Days 1 and 2												
<input type="checkbox"/> Dinner	December 5 and 6, 2025 / Days 1 and 2												
<p><b>VIII. Engineering and Maintenance</b></p>	<p><input type="checkbox"/> Maintenance personnel should be made available when requested for all hoted sections;</p> <p><input type="checkbox"/> There shall be adequate ventilation in all rooms;</p> <p><input type="checkbox"/> There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, and operating elevators, food, refrigeration, and water services;</p> <p><input type="checkbox"/> Fire prevention facilities shall conform to the requirements of the fire</p>												

	<p>code of the Philippines;</p> <p><input type="checkbox"/> Accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers.</p>
<b>IX. Safety and Security</b>	<p><input type="checkbox"/> Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises. CCTV system is preferred to be available on public areas/hallways, entrances and exits;</p> <p><input type="checkbox"/> The services of a medical nurse or a doctor shall be available when needed;</p> <p><input type="checkbox"/> The uniformed service staff shall be well trained, experienced, courteous, efficient and fully vaccinated;</p> <p><input type="checkbox"/> With provided parking spaces reserved within or near the venue;</p> <p><input type="checkbox"/> With complimentary stand-by shuttle service in case of Emergency.</p>
<b>X. Other Housekeeping Requirements</b>	<p><input type="checkbox"/> Maintain cleanliness of the following at all times;</p> <p><input type="checkbox"/> Plenary Hall                      <input type="checkbox"/> Function Rooms</p> <p><input type="checkbox"/> Toilet and Bathrooms            <input type="checkbox"/> Guest Rooms</p> <p><input type="checkbox"/> Stand-by waiters/waitress for any-type of buffet (breakfast, lunch, dinner)</p>

<b>XI. Photos of Facilities</b>	Submit actual pictures of Accommodation Rooms, Function Rooms, Meeting Rooms, Conference Rooms and Dining Areas subject of the offered quotations.
---------------------------------	--

**DO NOT FORGET TO FILL OUT THIS FORM PROPERLY AND COMPLETELY**

ANNEX "C"

**Financial Proposal / Quotation**

Item No.	Description	Unit of Measure	Price Ceiling (Php)	Total Price Offer
1	Procurement of Venue with Board and Lodging for the Year-End Performance Review and Strategic Planning Workshop of Records Division-Administrative Service	20 pax 3 Days	120,000.00	
<b>TOTAL ABC</b>			<b>Php 120,000.00</b>	
<b>Total Price Offer (in words)</b>				

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to provide the required services.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ. We understand that payment for the goods/items delivered will be made to the winning service provider after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

**Name of the Company:**

**Company Address:**

**Contact Number/s:**

**E-mail Address:**

**\*\*NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE\*\***