MINISTRY OF WORKS
SANITARY ENGINEERING

LUWZI TRANSITORY WASTEWATER TREATMENT PLANT

PRE-QUALIFICATION DOCUMENT

September 2012
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Prequalification Form for Contractors – A

Name and address of the Contractor

Name of the Employer  
Sanitary Engineering Affairs, Ministry of Works, P.O. Box 5, Manama, Kingdom of Bahrain

Title of the Project  
Luwzi Transitory Wastewater Treatment Plant

Description of the Project

The site for the project is adjacent to Luwzi Lake, close to Hamed Town in the Kingdom of Bahrain. The project will be procured on a Design, Build, Operate (DBO) basis, and will include the following main components:

- A Pumping Station to divert up to 20,000 m³/day from an existing pumping station to the proposed treatment plant. The proposed pumping station will be constructed close to the existing live pumping station.

- A rising main with capacity of 20,000 m³/day to convey sewage from the proposed pumping station to the proposed treatment plant.

- A Transitory Wastewater Treatment Plant to treat up to 20,000 m³/day to Ministry of Works standards for Treated Sewage Effluent (TSE). The treatment plant design will be suitable for development up to ultimate capacity on a modular basis.

- The Operation & Maintenance (O&M) of the above elements of the project for a period of 2 years form the Date of Completion of the Design Build (DB) works. This will include the delivering of TSE into the existing network. Sludges generated by the plant will also be managed by the contractor during the 2 year O & M period. The 2-year period may be extended in increments of 6 months or 1 year as may be decided at that time.
Jennings O’Donovan & Partners Ltd, Consulting Engineers, Suite 53, Jawhara Plaza, Bldg. 2373, Road 2831, Block 428, Seef. P.O.Box 78064, Kingdom of Bahrain
Prequalification Form for Contractors – B

Project  
*Luwzi Transitory Wastewater Treatment Plant*

Applicant

Note to Applicants

1. Please answer all questions and provide information as requested.
2. Supplementary pages may be photocopied or copied and inserted if required.
3. Please number each page in the space provided at the top of each page.
4. Please retain a copy of your complete submission.
5. If a joint venture is proposed, all companies are to respond to all questions.
6. Project financial data is to be given in BHD (Bahrain Dinars) unless otherwise requested.
7. Do not send originals of any documents. Enclose copies only.
8. This form must be completed in the English language. Documents which are not in English must be accompanied by an English translation certified by an independent translator.
9. Please ensure that the Declaration at the end of this document is signed. The provision of false or misleading information will result in your application being rejected.
10. Current indicative timescale for the project is as follows:
    - Out to Tender: January 2013
    - Return of Tender: March 2013
    - Commencement Date: May 2013
    - Completion of DB Works: May 2014
    - Completion of O&M phase: May 2016

11. Pre-qualification works should comply with the Legislative Decree No. 36 and 37 of 2002 with respect to Regulating Government Tenders and Purchases, and also to comply with the Prime Minister’s Resolution No. 21 for 1987 giving priority to National Products and products of National Origin.

12. If the Applicant is a Bahraini resident he shall provide his address in Bahrain. If the Applicant is a foreigner to Bahrain he shall appoint a Bahraini agent in Bahrain and shall submit in respect of his Bahraini agent the items mentioned below. All notices and correspondence sent to the address in Bahrain of the Bahraini agent shall be deemed to be validly served on the Applicant. Every
Bahraini Applicant whether an individual or corporation shall submit proof of the following requirements with his Expression of Interest. Items a) and b) below shall apply also to the Bahraini sponsors of non-Bahraini individuals or establishments:

a) A copy of the commercial registration certified by the Ministry of Industry and Commerce in addition to a copy of the receipt for payment of commercial registration fees for the year in which the Expression of Interest is submitted;

b) An official proof that the tendering entity is owned by or is sponsored by or has a Bahraini partner among its partners or has an agent, whether an individual or company, in the Kingdom of Bahrain;

13. Applicants shall submit a copy of the Memorandum of Association and a copy of the Firm Organization Chart.

14. Queries shall be address to Mr Zaid El Keilani, Engineering Program Specialist, Sanitary Engineering Planning & Projects (SEPPD), email: ZaidMSZ@works.gov.bh
The last date for receipt of queries shall be 14 calendar days prior to the Closing Time.

15. The Pre-Qualification Applications must be deposited in the box provided on the Tender Boards Offices at 7th Floor, Al-Moayyed Tower, Seef Area.

16. The Closing Time of the submission shall be on Wednesday, 2/1/2013 and the Opening Time shall be on Thursday, 3/1/2013.
Prequalification Form for Contractors – C

Project
Luwzi Transitory Wastewater Treatment Plant

Company

Joint Venture

If the company intends to enter into a joint venture for the project, please give the following information otherwise state “not applicable”

1. Names and addresses of joint Venture partners

2. Name of company leading the joint venture

3. Name and address of bankers to The joint venture

4. Provide evidence of capacity to provide bond for this project
Standard Prequalification Form for Contractors – D

Project  
Luwzi Transitory Wastewater Treatment Plant

Company

Financial Statement

1. Capital
   Authorised
   Issued

2. Annual value of contract work undertaken for each of the last five (5) years and projected for the current year

<table>
<thead>
<tr>
<th>Year</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Abroad</td>
<td></td>
</tr>
</tbody>
</table>

3. Approximate value of work in hand

4. Please attach copies of the company's previous five (5) years' audited accounts (profit/loss, assets/liabilities) and other financial data which you consider to be useful. List all attachments below

5. Name and address of bankers from whom references can be obtained
Prequalification Form for Contractors – E

Project: Luwzi Transitory Wastewater Treatment Plant

Company

Structure and Organisation 1

1. Name of company
   Address
   Telephone number
   Telefax number
   E-mail
   Web site
   Registered office address
   Commercial Registration No. (attach copy)

2. Description of company (for example: General Civil Engineering Contractor)

3. Number of years experience as a general contractor
   - In Bahrain
   - In Gulf States
   - Internationally

4. Number of years experience as a Sub-contractor
   - In Bahrain
   - In Gulf States
   - Internationally

5. Names and addresses of associated companies to be involved in the project, and whether parent/subsidiary/other

6. Is the company a subsidiary, what involvement, if any, will the parent company have in the project?
Prequalification Form for Contractors – F

Project  
Luwzi Transitory Wastewater Treatment Plant

Company

Structure and Organisation 2

7 Names and addresses of any associates the company has in the country of the project, knowledgeable in the procedures of customs immigration, etc.

8 Please indicate here or attach an organization chart showing the company structure including the positions of directors and key personnel, if relevant.

9 Please confirm that all obligations relating to payment of GOSI contributions under the law of the Kingdom of Bahrain have been fulfilled. Attach details.

10 Please give details of the Health & Safety Record for the company including records of accidents and fatalities.
Prequalification Form for Contractors – G

Project: Luwzi Transitory Wastewater Treatment Plant

Company

Resources: Personnel 1

1. Number of staff
   - Technical
   - Administrative

2. Please list present Executive Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Present position</th>
<th>Years of experience with The company and/or in the Industry</th>
</tr>
</thead>
</table>


Prequalification Form for Contractors – H

Project: Luwzi Transitory Wastewater Treatment Plant

Company:

Resources: Personnel 2

3. List below information about other key personnel who will be committed to the Contract for its duration. Use additional sheets as may be necessary.

Name:

Present position:

Years of experience with the company and/or in the industry:

Major works for which responsible (type and value):

Linguistic ability relevant to the project:

Name:

Present position:

Years of experience with the company and/or in the industry:

Major works for which responsible (type and value):

Linguistic ability relevant to the project:
Prequalification Form for Contractors – 1

Project  
*Luwzi Transitory Wastewater Treatment Plant*

Company

Resources. Labour Force, Subcontractors and Outline Methodology

1. On the basis of the information provided in the prequalification documents indicate the likely source of the labour force required to undertake the work.

2. If it is foreseen that any part of the contract will be sub-contracted state the type of work to be undertaken by the subcontractor(s) and, if known, give the name and address of the subcontractor(s) to be used.

3. Outline Methodology

   On the basis of the information provided in the prequalification documents please provide an outline methodology for the Design – Build Works.
Prequalification Form for Contractors -- J

Project: Luwzi Transitory Wastewater Treatment Plant

Company

Resources: Contractor's Plant, Equipment and Facilities

1. On the basis of the information provided in the prequalification documents please indicate the equipment and facilities considered by the company to be necessary for undertaking the project and whether this is already in the company's ownership or will be purchased or hired. Please include documentation confirming registration of plant in Bahrain where applicable.

Resources: Design of the Works

1. On the basis of the information provided in the Prequalification documents please indicate the name of the company and the resources which will be available to carry out detailed design of the works.
Prequalification Form for Contractors – K

Project  
Luwzi Transitory Wastewater Treatment Plant

Company

Experience: Geographical

1  Countries in which work similar to the
   Project has been undertaken

2  Summary of experience of company in
   Country of the project and/or
   neighbouring states
Prequalification Form for Contractors – L

Project  Luwzi Transitory Wastewater Treatment Plant

Company

Experience: Relevant Projects Completed

Please fill in information about the relevant projects completed over the past six years. Use additional sheets as may be necessary. Preference will be given to projects involving modular or transitory wastewater treatment plants, large diameter sewers and major pumping stations. A copy of the Contract Agreement and the Completion Certificate (as issued by the Employer) shall be submitted in order that a project will be considered for evaluation.

1 Name of employer

Name, location and type of project

Name of (consulting) engineer responsible for supervision

Contract price and date

Percentage of participation of company in the project

Was contract satisfactorily completed including time provision
Prequalification Form for Contractors – M

Project: Luwzi Transitory Wastewater Treatment Plant

Company

Experience: All Projects in Progress

Give information about all projects in progress, including those where the company has received a letter of intent, but a formal contract has not yet been awarded. Use additional sheets if necessary. Preference will be given to projects involving modular or transitory wastewater treatment plants, large diameter sewers and major pumping stations. A copy of the Contract Agreement shall be provided in order that a project be considered for evaluation.

1. Name of employer

   Name, location and type of project

   Name of (consulting) engineers responsible for supervision

   Value of contract

   Value completed and certified

   Percentage of participation of company in the project

   Percentage of practical completion

   Scheduled date of completion of work
Prequalification Form for Contractors – N

Project  
Luwzi Transitory Wastewater Treatment Plant

Company

Quality Assurance System

1. Please describe the company's quality assurance system.
Prequalification Form for Contractors – O

Project  Luwzi Transitory Wastewater Treatment Plant

Company

Health and Safety Plan

1  Please describe the company's health and safety plan
Prequalification Form for Contractors – P

Project: Luwzi Transitory Wastewater Treatment Plant

Company:

Environmental Policy

1. Please describe the company’s environmental policy.
Prequalification Form for Contractors – Q

Project       Luwzi Transitory Wastewater Treatment Plant

Company

Training

1 The contractor will be required to provide training for operatives in the Operation & Maintenance of the completed project. Please name the location(s) where this would be carried out and the method of training to be provided.
Prequalification Form for Contractors – R

Project  Luwzi Transitory Wastewater Treatment Plant

Company

Operation and Maintenance

1. The contractor will be required to operate and maintain the facility for a period of 2 years. Please indicate in general terms the manner and methods by which this will be carried out.

   Please indicate the resources which will be available to maintain the facility.
Litigation and Arbitration History 1

1. Please describe the company’s history of litigation and/or arbitration from contracts executed or completed during the last six years or currently under execution.
Prequalification Form for Contractors – T

Project: Luwzi Transitory Wastewater Treatment Plant

Company

Litigation and Arbitration History 2

1. Please indicate for each year, the name of the employer, the main claims and counterclaims (if any) in the litigation or arbitration, the respective amounts claimed and counterclaimed (if any), the court or arbitral institution or arbitration rules concerned and the amount awarded to and/or against the company, as appropriate.
Prequalification Form for Contractors – U

Project:  Luwzi Transitory Wastewater Treatment Plant

Company

Additional Information

1. Please add further information which you consider to be relevant to the evaluation of your application for prequalification.

   If you wish to attach other documents, please list them below.
Prequalification Form for Contractors

Declaration

We declare and confirm that we hereby understand that the Employer is relying on the information provided by ourselves to assess whether our company is suitable to be included on the tender list for this project.

We furthermore understand that the Employer's assessment is dependent on the accuracy of the details and information provided by us.

Accordingly, we hereby declare and confirm that:

1. The details and information provided by us for the Employer’s assessment are true and accurate and are known to us as facts; and

2. We do not knowingly or recklessly give false, inaccurate or misleading details or information.

3. Should we provide any false or misleading information, it will result in our application being rejected and our company being black listed.

Duly authorised to sign this Declaration for and on behalf of [insert Contractor name].

Signed by: ........................................

Name: ........................................

Position: ........................................

Date: ........................................
Evaluation Criteria – Minimum Requirements

1. Applicant to demonstrate an annual turnover of at least BHD 10 million in each of the last 5 years and projected for the current year.

2. Applicant to demonstrate positive profit after tax and dividends for each of the last 5 years.

3. Applicant to demonstrate that Net Cash Position for the 2011 financial year is at least BHD 5 million.

4. Applicant to provide evidence that all taxes, duties and social payments (eg. Tax Clearance Certificates, GOSI) are up to date in main countries of operation and in any GCC countries in which the Applicant operates.

5. Applicant to provide Banker's Reference confirming that the Applicant is in a financial position to execute such a project at this time.

6. Applicant to provide evidence of capacity to provide Performance Bond for this project of at least BHD 500,000.

7. Application to provide documentation required under Note 12 of Prequalification Form for Contractors – B.

8. The minimum score under Evaluation Criteria – Technical Requirements shall be 60%. Applicants who score less than 60% will not be considered.
## Evaluation Criteria – Technical Requirements (Summary)

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Maximum Score</th>
<th>Prequalification Form</th>
<th>Weighting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Structure and Organisation</td>
<td>100</td>
<td>C, E and F</td>
<td>7.5%</td>
</tr>
<tr>
<td>2. Resources: directors, managers and staff</td>
<td>100</td>
<td>G and H</td>
<td>7.5%</td>
</tr>
<tr>
<td>3. Resources: labour force/subcontractors</td>
<td>100</td>
<td>I</td>
<td>5%</td>
</tr>
<tr>
<td>4. Resources: plant, equipment and facilities</td>
<td>100</td>
<td>J</td>
<td>5%</td>
</tr>
<tr>
<td>5. Experience: geographical</td>
<td>100</td>
<td>K</td>
<td>5%</td>
</tr>
<tr>
<td>6. Experience: relevant contracts completed</td>
<td>100</td>
<td>L</td>
<td>20%</td>
</tr>
<tr>
<td>7. Experience: all contracts in progress</td>
<td>100</td>
<td>M</td>
<td>20%</td>
</tr>
<tr>
<td>8. Quality assurance system, health and safety plan, environmental policy and training</td>
<td>100</td>
<td>N, O, P and Q</td>
<td>15%</td>
</tr>
<tr>
<td>9. Operation &amp; Maintenance</td>
<td>100</td>
<td>R</td>
<td>5%</td>
</tr>
<tr>
<td>10. Litigation and arbitration history</td>
<td>100</td>
<td>S and T</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Maximum possible 100%*
**Evaluation Criteria – Technical Requirements - Detailed**

Applicants should refer to the relevant Prequalification Form for further details.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Criterion</th>
<th>Maximum Score</th>
<th>Prequalification Form</th>
<th>Weighting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Structure and Organisation</td>
<td>100</td>
<td>C, E and F</td>
<td>7.5%</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Organisation Chart</td>
<td></td>
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<tr>
<td></td>
<td>Clarity of functional relationship and job descriptions</td>
<td></td>
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<tr>
<td></td>
<td>Experience as Main Contractor in Bahrain and/or Gulf States</td>
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<tr>
<td></td>
<td>11-15 Years - 40 points</td>
<td></td>
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<tr>
<td></td>
<td>6-10 Years - 20 points</td>
<td></td>
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<td></td>
<td>2-5 Years - 10 points</td>
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<td></td>
<td>Other International experience as Main Contractor</td>
<td></td>
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<tr>
<td></td>
<td>17-20 Years - 30 points</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>11-16 Years - 20 points</td>
<td></td>
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<td></td>
<td>5-10 Years - 10 points</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Resources: Directors, Managers and Staff (Minimum Bachelor’s Degree in Engineering and 10 years experience in Waste)</td>
<td>100</td>
<td>G and H</td>
<td>7.5%</td>
</tr>
<tr>
<td></td>
<td>Key personnel who will be committed to the project for its duration (50% of points for 10 years experience; Maximum points for 20 years experience):</td>
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<tr>
<td></td>
<td>Director</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Manager</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Resources: labour force/sub-contractors</td>
<td>100</td>
<td>Labour force:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outline Methodology</td>
<td></td>
<td>Staff Greater than 500 - 30 points</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>250 - 499 - 20 points</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>100 - 249 - 10 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-contractors:</td>
<td></td>
<td>Staff Greater than 500 - 10 points</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>250 - 499 - 5 points</td>
<td></td>
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<tr>
<td></td>
<td>Outline methodology</td>
<td></td>
<td>- Programme - 10</td>
<td></td>
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<td></td>
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<td></td>
<td>- Method Statement - 30</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- Materials Availability &amp; Quality - 10</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- Traffic Management Plan - 10</td>
<td></td>
</tr>
</tbody>
</table>

<p>| 4 | Resources: plant, equipment and facilities | 100 | Contractor's Plant, Equipment and facilities necessary for undertaking the project: |
|   | Design resources                          |     | - Fabrication Plant - 20         |
|   |                                           |     | - Erection Plant - 20            |</p>
<table>
<thead>
<tr>
<th>Experience: relevant contract completed in past six years</th>
<th>60</th>
<th>M</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design experience of the company which will carry out detailed design of the Works</td>
<td>100</td>
<td>K</td>
<td>5%</td>
</tr>
<tr>
<td>Minimum 10 plants, $20,000m^3/d$ – 20 points</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Minimum 5 Modular Plants – 20 points</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Minimum 3 Temporary / Transitory Plants – 20 points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience: geographical</td>
<td>100</td>
<td></td>
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</tr>
<tr>
<td>Number of Wastewater Treatment Plants similar to the project i.e Modular Wastewater Treatment Plants, $&gt;10,000m^3/d$ average flow constructed in GCC countries (Bahrain, Saudi Arabia, Qatar, U.A.E, Oman, Kuwait)</td>
<td></td>
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<td></td>
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<tr>
<td>(0 marks for less than 5 plants) (50 marks for 5-9 plants, 100 marks for 10 plants or greater)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Experience: all contracts in progress</td>
<td>Design, Build &amp; Operate projects</td>
<td>Transitory or modular waste water treatment plants</td>
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<tr>
<td>100</td>
<td>20</td>
<td>20</td>
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</tr>
<tr>
<td>1-2 plants 10 points</td>
<td>10</td>
<td>10 Points</td>
<td></td>
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<tr>
<td>3-5 plants 20 points</td>
<td></td>
<td>20 Points</td>
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<tr>
<td>Transitory or modular waste water treatment plants</td>
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<td>1-2 plants 10</td>
<td>10</td>
<td>10 Points</td>
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<tr>
<td>3-5 plants 20</td>
<td></td>
<td>20 Points</td>
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<tr>
<td>6-10 plants 30</td>
<td></td>
<td>30 Points</td>
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<tr>
<td>Other waste water treatment plants</td>
<td></td>
<td>30</td>
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</tr>
<tr>
<td>1-5 plants 10 points</td>
<td></td>
<td>10 Points</td>
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<tr>
<td>Quality assurance system, health and safety plan, environmental policy and training</td>
<td>100</td>
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<td>6-10 plants – 20 points</td>
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<tr>
<td>10-20 plants – 30 points</td>
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<tr>
<td>Sludge/TSE technology</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1-2 Sludge Dryers – 5 points</td>
<td></td>
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<tr>
<td>1-5 TSE plants – 5 points</td>
<td></td>
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<tr>
<td>6-10 TSE plants – 15 points</td>
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<tr>
<td>Quality Assurance Systems</td>
<td></td>
<td></td>
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<tr>
<td>ISO 9000 Certified – 25 points</td>
<td></td>
<td></td>
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<tr>
<td>or Below ISO but with evidence of company Q.A. system – 10 points</td>
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<td></td>
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<tr>
<td>Health &amp; Safety Systems</td>
<td></td>
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<tr>
<td>OSHAS 18001 or equivalent – 15 points</td>
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<tr>
<td>or Below OSHAS 18001 but with evidence of Company Health &amp; Safety Procedures Document – 5 points</td>
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<tr>
<td>Outline Health &amp; Safety Risk Assessment for Project – 10 points</td>
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<td>Environmental Policy</td>
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<tr>
<td>ISO 14001 or equivalent Certification – 20 points</td>
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<td>or Below ISO 14001 – 10 points</td>
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<tr>
<td>Outline Environmental Management Plan for Project – 5 points</td>
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| N, O, P and Q | 15% |
| 9 | Operation & Maintenance | 100 | Training policy: |
|   |                        |     | - Policy Statement - 5 points |
|   |                        |     | - Log of Training - 5 points |
|   |                        |     | - Independent verification/ Accreditation of training programme - 5 points |
|   |                        |     | Outline Training Plan for Project - 10 points |
|   |                        | 25  | |
| 10 | Litigation and arbitration history | 100 | Litigation and arbitration arising from contracts during last 5 years |
|    |                                |    | - 0 projects - 100 points |
|    |                                |    | - 1-5 projects - 50 points |
|    |                                |    | - >5 projects - 0 points |
|    |                                | 100 | Maximum possible 100% |
Appendix 'A'  KEY STAFF CURRICULUM VITAE STANDARD FORMAT

Proposed Position: ____________________________________________

Name of Firm: ______________________________________________

Name of Staff: ______________________________________________

Profession: __________________________________________________

Date of Birth: _______________________________________________

Years with Firm/Entity: ______________________ Nationality: ______

Membership of recognized International Engineering Professional Institutions: ________________________________

Detailed Tasks Assigned: ____________________________________

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent tasks on assignment describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about one quarter of a page only]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page only]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages only]

Languages:

[For Each language indicate proficiency: excellent, good, fair or poor, in speaking, reading, and writing]
Appendix 'A'  KEY STAFF CURRICULUM VITAE STANDARD FORMAT

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data correctly describe me, my qualifications and my experience.

_________________________________________ Date: __________________________

[Name/Signature of staff member / authorized representative of the Firm] Day/Month/Year

Full name of staff member: ________________________________________________

Full name of staff member: ________________________________________________

Full name of authorized representative: _____________________________________