



Ministry of Foreign Affairs, Foreign Employment and Tourism

Procurement of Goods

Under

National Shopping Procedures

Invitation of Quotations

For

Procurement of Two (02) Brand New Motorcycles

Contract No: MFA/ADMIN/ Motorcycles -2025

Chairman

Ministry Procurement Committee (Minor)

Ministry of Foreign Affairs, Foreign Employment and Tourism

Republic Building, Sir Baron Jayathilaka Mawatha

Colombo 01.

October 2025

Invitation for Bids (IFB)

Ministry Of Foreign Affairs, Foreign Employment & Tourism

Procurement of Two (02) Brand New Motorcycles for the Ministry Of Foreign Affairs, Foreign
Employment & Tourism
MFA/ADMIN/ Motorcycles -2025

01. The Chairman, Ministry Procurement Committee (Minor) on behalf of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids from eligible and qualified bidders for “Procurement of Two (02) Brand New Motorcycles” for Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sir Baron Jayathilaka Mawatha, Colombo 01.
02. Bidding will be conducted through the **National Shopping Bidding procedure**.
03. Interested Bidders may obtain further information from Procurement unit of the Ministry on Telephone: 011-7711109, email: procurement@mfa.gov.lk from **04th November 2025 to 17th November 2025 from 9.00 AM to 3.00 PM**.
04. Sealed Bids must be either delivered to the **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** or deposit in the ‘Bid Box’ keep in **General Administration Division** of the Ministry of Foreign Affairs, Foreign Employment and Tourism **on or before 2.00 PM on 18th November 2025**. Bidder must mark as “**Procurement of Brand New Motorcycles**” on left hand corner of the envelope of the sealed bid.
05. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder’s representative who chooses to attend for bid opening.
06. Bids shall be valid up to **30th December 2025**.
07. The Purchaser reserves the right to accept or reject any bid, and to amend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

Chairman,
Ministry Procurement Committee (Minor),
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building, Sir Baron Jayathilaka Mawatha
Colombo 01.
Date: 11.11.2025

Section I. Instructions to Bidders (ITB)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Bidders (ITB) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Bidding Forms
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications (c) Manufacture Authorization (d) Bid Security (e) Non-Collusion Affidavit
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The Bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The Bidders shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation and Bid Security	<p>8.1 Quotations shall remain valid for the period of forty nine (49) days after the quotation submission deadline date.</p> <p>8.2 Bid shall include a Bid Security issued by a commercial bank operated in Sri Lanka using the form included in Section V Bidding Forms.</p>
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Bidders may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITB Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Letter of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
20. DMT Registration	<p>20.1 The vehicles which are selected should be produced for inspection prior to the registration.</p> <p>20.2 Supplier shall arrange for vehicle registration with Department of Motor Traffic (DMT) and to obtain the revenue license for the current year to be carried out on behalf of purchaser, in purchaser's name. Supplier shall bear all cost connected with the registration of vehicle.</p>

Section II: Data Sheet

ITB Clause Reference	
1.1	<p>The Purchaser is : Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism</p> <p>Address: Ministry of Foreign Affairs, Foreign Employment and Tourism Republic Building, Sir Baron Jayathilaka Mawatha Colombo 01.</p>
5.1	<p>If the bidder is allowed to quote for less than the all the items specified, indicate the details.</p> <p>Bidders must submit quotations for all items specified in the Schedule of Requirements. Partial or incomplete quotations shall be rejected.</p>
7.3	<p>Manufacture's Authorisation is required.</p>
8.2	<p>The bid shall be accompanied by a Bid Security: Rs. 10,000.00</p> <p>A bid security shall be in the form of a Bank guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka, in favor of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.</p> <p>Bid security shall be valid up to 03rd February 2026</p>
11.1	<p>Address for submission of Quotations: Attention: Deputy Director/ Administration Address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01.</p> <p>Deadline for submission of quotations: Date: 18th November 2025 Time: 2.00 PM</p>
13	<p>The quotations shall be opened at the following address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01.</p>

	<p>Date: 18th November 2025</p> <p>Time: 2.00 PM</p>
16 ¹	<p>Other factors that will be considered for evaluation are (List and describe the methodology):</p> <p>16.1 The bidder shall be substantially responsive for the major technical specification to be in compliance with the requirement.</p> <p>16.2 The bidder shall submit proof documents to demonstrate following</p> <ul style="list-style-type: none"> i. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Motorcycles and related accessories in Sri Lanka during the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity. ii. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer. iii. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located in the Western Province. A franchise or associate is not accepted. iv. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 5 million during the period 2017 to 2019, which is prior to the period of the vehicle importation ban (three consecutive years). v. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder. vi. The bidder shall submit a Non-Collusion Affidavit.

Section III: Schedule of Requirements

Line Item N°	Description of	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date <i>[to be provided by the bidder]</i>
01	Brand New Motorcycles	02	Nos.	Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sri Baron Jayathilaka Mawatha, Colombo 01		On or before three (03) weeks from the date of contract award	

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

Section IV: Technical Specification & Compliance

Description	Bidder's Response	
Make		
Model		
Country of Origin		
Country of Manufacture		
Year of Manufacture		
Warranty		
Stipulated Specifications	Comment of the bidder Yes/No	If No, Bidder Response
01. General		
Should be a brand new motorcycle and the year of manufacture should be the current year or the previous year as of the date of bid opening.		
The supplier should have adequate after sales service facilities and a stock of spare parts at least for next 10 years.		
02. Engine		
Single Cylinder, 4-Stroke air cooled petrol engine of approximate capacity 100CC-125CC		
Maximum net power should not be less than 10Kw @ 7500 rpm		
Maximum net torque should not be less than 10Nm @ 5500 rpm		
Starting –Kick & Self		
03. Transmission		
Chain mounted rear wheel drive		
Clutch – Wet type clutch plates & drive plates system.		
Gear box – four (4) gear speeds (preferred)		

04. Brakes		
Front – Disc Brakes Rear – Drum Brakes		
05. Electricals		
Ignition system – Fly wheel magneto type electronic ignition.		
12 V(DC) ,35 W /35 W, Halogen Head Lamp		
Signal & head light indicator system, fuel meter, speedometer, and milometer should be available		
06. Suspension		
Front – Telescopic Fork Travel.		
Rear: Nitrox Rear Wheel Travel		
07. Tyres & wheels		
Rim size- 17” preferred for front & rear (Tubeless)		
08. Fuel tank capacity		
Should not be less than 08 liters with a minimum of 2 liters usable reserve.		
09. Warranty		
02 years or 30,000 km, whichever occurs first, from the date of purchase		
10. Dimensions		
(a) Wheel base shall be approx.:1300mm		
(b) Length x Width x Height approx.:2000x750x1050mm		
(c) Ground clearance shall not be less than 160mm		
(d) Kerb weight shall be approx.:125kg		
11. Other Features		
Left & right-hand foot rests		

Rear seat.		
Cover for chain		
02 nos. side view mirrors		
Manufacturer's standard tool kit		
Helmet (Full Face)		
Rider Jacket		
Water proof Motor Cycle Cover		
12.Registration		
The specification of motorcycles should be complied with the motor traffic regulations in force in Sri Lanka.		
The motorcycles should be produced for inspection prior to the registration.		
Bidder shall arrange motorcycles registration with the DMT and obtain the revenue license for the current year to be carried out on behalf of purchaser, in purchaser's name. Bidder shall bear all cost connected with the registration of motorcycles.		
13.Manual		
Owner's Manual in English Language should be provided free of charge.		
14. Local Agent		
The supplier should be the Local Agent in Sri Lanka		
The Local agent should have a well-equipped workshop, qualified and trained technical personnel and not less than 10 years' experience in providing all maintenance services to motor cycle.		
15. Others		
Manufacturer's printed specifications should be attached with the bid.		
Supplier should clearly fill up the Specification Sheet pertaining to the offer in respect of each item described.		

Deviations from the specifications if any should be clearly indicated.		
Bidder should agree to enter into a Service Agreement with the purchaser on services & repairs.		

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

Section V: Bidding Forms

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1. Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated No Alterations to its format shall be permitted and no substitutions will accepted.]

Date:

To: **Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Dated:

2. Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin	Quantity	unit	Unit price	Sub Total]	Inland transportation and other services	Total Price for Item	VAT
01	Brand New Motorcycles		02	Nos					
Total									

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person signing the Bid]*

Date *[insert date]*

3. Bid Security (Guarantee)

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[Insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: **Secretary,**

Ministry of Foreign Affairs, Foreign Employment and Tourism

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. -----
- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---
----- *[insert amount in figures]* ----- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[Signature of authorized representative(s)]

4. Manufacturer's Authorisation

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: *[insert number of bidding process]*

To: **Secretary,**

Ministry of Foreign Affairs, Foreign Employment and Tourism

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on day of , *[insert date of signing]*

5. Non – collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of at

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Contract Agreement (Specimen)

Contract Agreement

THIS CONTRACT AGREEMENT is made the [insert: number] day of [insert: month], [insert: year].

BETWEEN

- (1) [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of or corporation and having its principal place of business at [insert address of Purchaser] (hereinafter called “the Purchaser”), and
- (2)[Insert name of Supplier], and the place of Business at [Insert address of the Supplier]

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz.,[insert brief description of Goods and ancillary services] and has accepted a Bids by the Supplier for the supply of those Goods and ancillary services in the sum of [insert Contract Price in words and figures, (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (c) The Supplier’s Bid and original Price Schedules
 - (d) The Purchaser’s Letter of Acceptance
 - (e) [Add here any other document(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*