REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200507534   Date: 01 August 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ): **LMIS Capacity Building Trainings**

International Organisation for Migration (IOM) kindly requests your quotation for goods/service as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM LIBYA PROCUREMENT

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	**15 August 2023** If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/
Method of Submission	Quotations must be submitted as follows: ☐ E-tendering ☒ Email ☐ Courier / Hand delivery ☐ Other Bid submission address**: iomlibyaproposal@iom.int** ▪ File Format: **PDF** ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: **25MB** Mandatory subject of email: **RFQ 4200507534 "Company Name"** ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement.
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD.
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: ☐ be inclusive of VAT and other applicable indirect taxes. ☒ be exclusive of VAT and other applicable indirect taxes

Language of quotation and documentation including catalogues, instructions and operating manuals	**English**
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ Not permitted ☐ Permitted *(please specify, i.e. by LOTs only or by line item, etc)*
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐ Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: IOMLIBYAPROCUREMENT E-mail address: IOMLIBYAPROPOSAL@IOM.INT **Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.**
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated IOMLIBYAPROPOSAL@IOM.INT by 13 August 2023
Evaluation method	☒The contract will be awarded to the lowest price substantially compliant offer ☐ Other PO
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒Full acceptance of the General Conditions of Contract ☐Comprehensiveness of after-sales services ☒Earliest Delivery /shortest lead time ☒Others *Experience and Qualification of the Company and the Trainers*
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order for Services
Expected date for contract award	**01 September 2023**
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Details of Services:

Item No	Minimum technical requirements	Unit	QTY
1	Programming in C$# • Duration: Min. 35 hours • Objective: To equip developers with the necessary programming skills to create applications using the C# language. The course covers C# program structure, language syntax, implementation details, and incorporates the latest features of C#, .NET 6.0, and Visual Studio 2022. **Programming in C# Training Highlights available in the TOR attached to this RFQ (Annex A)**	Pax	10
2	Introduction to SQL database • Duration: min. 35 hours • Objective: To introduce key database concepts and SQL Server database management techniques to the technical team. The course covers database languages, data modelling, normalization and denormalization, relationship types and effects in database design, the effects of database design on performance, database objects and other essential topics. **Introduction to SQL Databases Training Highlights available in the TOR attached to this RFQ (Annex A)**	Pax	10
3	Front End technologies ReactJS / Typescript: • Duration: min. 35 hours • Objective: Mastering React is a comprehensive course designed for experienced web developers who want to quickly become proficient in React. The course covers Reacts fundamentals, building interactive web apps, client-side routing, state management with Redux, and advanced concepts used in large-scale production applications. It also provides hands-on experience with Create React App, automated testing, and deployment using webpack. **SQL Database Administration Training Highlights available in the TOR attached to this RFQ (Annex A)**	Pax	10

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services to exact address After PO signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM	☒ Not applicable Shall be done by: ☐ Name of organisation ☐ Supplier/bidder ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	Any location Service Provider is proposing. Preferably a venue in Tripoli, Libya
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Other N/A
Other information	

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET[1]

Please attach the latest vendor information sheet to be filled in and signed by the vendor (Annex B)

BIDDER'S DECLARATION OF CONFORMITY[2]

Yes	No	
☐	☐	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
☐	☐	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

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[1] Vendor Information Sheet.xlsx
[2] This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
☐	☐	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
☐	☐	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct.
☐	☐	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
☐	☐	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
☐	☐	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ 4200507534	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *Companies shall demonstrate their training capacity clearly and share the certificate template each trainee would receive after completing the training successfully.*
- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *Companies shall clearly mention their capacity, venue, methodology and share the CVs of the trainers providing they have the necessary license to provide the trainings.*

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

Ref	Description	Unit	Qty	Unit Price	Total Price
1	Programming in C# Training	pax	10		
2	Introduction to SQL Databases Training	pax	10		
3	Front End technologies ReactJS / Typescript Training	pax	10		
				Total Price	
				Other Charges (specify)	
			Total Final and All-inclusive Price		

Breakdown of Fees

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Other requirements [pls. specify]	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text. Email Address:Click or tap here to enter text.	Authorized Signature: Date:Click or tap here to enter text. Name:Click or tap here to enter text. Functional Title of Authorised Signatory:Click or tap here to enter text. Email Address: Click or tap here to enter text.

<u>Terms of Reference</u>

Training Plan for Labour Market Information System (*LMIS*) Technical Team

Introduction

The Labour Market Information System (LMIS) is a web-based portal designed to streamline the recruitment process by providing a user-friendly platform for job seekers, employers, and MoL administrators. Based on a survey conducted with Libyan authorities, it has been identified that there is a need for technical training to enhance the understanding of the technologies and technical tools utilized in the design, development, and maintenance of LMIS. This document outlines the training plan that includes relevant training courses aimed at enabling the technical core team to take full control of the LMIS development.

Scope of Work

The training plan focuses on providing technical training to the core team responsible for the development of the LMIS. The plan includes the following courses with the highlights and modules or similar highlights and modules that would cover all topics to achieve comprehensive training:

1. **Programming in C#:**

   - Duration: Min. 35 hours

   - Objective: To equip developers with the necessary programming skills to create applications using the C# language. The course covers C# program structure, language syntax, implementation details, and incorporates the latest features of C#, .NET 6.0, and Visual Studio 2022.

Programming in C# Training Highlights

- Explain how to use Visual Studio to create and run an application.

- Describe the features and syntax of the C# programming language.

- Define the monitoring needs of large-scale applications

- Create and call methods, capture and manage exceptions.

- Understand the .NET development platform and libraries.

- Understand the .NET framework classes.

- Create well-structured and easily maintainable C# code.

- Define and implement interfaces.

- Create a class hierarchy using inheritance.

- Understand object-oriented programming concepts.

- Implement the fundamental architecture and core components of a desktop application.

- Acquire a working knowledge of how to build a graphical UI using XAML.

- Use file I/O and streams, and serialize/deserialize data in various formats.

- Understand web communications and protocols.

- Create an entity data model for database access.

- Use Language-Integrated Query (LINQ).

- Use asynchronous operations to create performant applications.

- Add dynamic components and unmanaged libraries to a C# program.

- Understand the use of generics and generic collections.

- Retrieve metadata from types using .NET reflection.

Key modules

Module 1: C# Syntax

Module 2: C# Language Concepts

Module 4: C# Classes

Module 5: C# Inheritance

Module 6: Input and Output

Module 7: Database Access

Mobile 8 : Using the network

Module 9: Graphical User Interfaces

Module 10: Application Performance

Module 11: C# Interop

Mobile 12: Designing for Reuse

2. **Introduction to SQL Databases:**

- Duration: min. 35 hours

- Objective: To introduce key database concepts and SQL Server database management techniques to the technical team. The course covers database languages, data modeling, normalization and denormalization, relationship types and effects in database design, the effects of database design on performance; database objects and other essential topics.

Introduction to SQL Databases Training Highlights

• Describe key database concepts in the context of SQL Server

• Describe database languages used in SQL Server

• Describe data modelling techniques

• Describe normalization and denormalization techniques

• Describe relationship types and effects in database design

• Describe the effects of database design on performance

• Describe commonly used database objects

Key modules

Module 1: Introduction to databases

Module 2: Data Modeling

Module 3: Normalization

Module 4: Relationships

Module 5: Performance

Module 6: Database Objects

3. Front End technologies ReactJS / Typescript:

- Duration: min. 35 hours

- Objective: Mastering React is a comprehensive course designed for experienced web developers who want to quickly become proficient in React. The course covers React's fundamentals, building interactive web apps, client-side routing, state management with Redux, and advanced concepts used in large-scale production applications. It also provides hands-on experience with Create React App, automated testing, and deployment using webpack.

SQL Database Administration Training Highlights

• Authenticate and authorize users

• Assign server and database roles

• Authorize users to access resources

• Use encryption and auditing features to protectdata

• Describe recovery models and backup strategies

- Backup and Restore SQL Server databases

- Automate database management

- Configure security for the SQL Server agent

- Manage alerts and notifications

- Managing SQL Server using PowerShell

- Trace access to SQL Server

- Monitor a SQL Server infrastructure

- Troubleshoot a SQL Server infrastructure

- Import and export data

Key modules

Module 1 : SQL server security

Module 2 : Assigning Server and Database Roles

Module 3: Authorizing users to access resources

Module 4: Protection Data with encryption and auditing

Module 5: Recovery Models and Backup Strategies

Module 6: Backing Up SQL Server Databases

Module 7: Restoring SQL Server Databases

Module 8: Automating SQL Server Management

Module 9: Configuring Security for SQL Server Agent

Module 10: Monitoring SQL Server with Alerts and Notifications

Module 11: Introduction to Managing SQL Server by using PowerShell

Module 12: Tracing Access to SQL Server with Extended Events

Module 13: Monitoring SQL Server

Module 14: Troubleshooting SQL Server

Module 15: Importing and Exporting Data

Methodology and Approach

The training will follow a classroom-based approach, combining lectures, hands-on exercises, and practical labs. The training materials will be based on recognized industry standards and the latest versions of

relevant technologies. The participants will have the opportunity to apply the concepts learned in real-world scenarios and engage in discussions to enhance their understanding. The trainers will be experienced professionals with expertise in subject matter.

Deliverables

A. Training Materials:

- Comprehensive training materials for each course, including presentations, exercises, and labs.

- Relevant reference materials and resources for further self-study.

B. Training Sessions:

- Conducting interactive training sessions according to the course outlines.

- Providing hands-on exercises and labs to reinforce learning.

C. Assessments:

- Conducting assessments or quizzes to evaluate the participants' understanding and progress.

- Providing feedback and guidance to help participants improve their skills.

Trainer and Company-Required Licenses

- The trainers for each course will be experienced professionals with expertise in the respective subject matter. They should possess the following qualifications:

  - Demonstrated experience in delivering technical training in the relevant programming languages and databases.

  - Strong knowledge of the latest versions of C#, .NET, SQL Server, ReactJS, and related tools.

  - Excellent communication and presentation skills.

- The training company should hold all necessary licenses and certifications required to provide training services, ensuring compliance with legal and professional standards.

Notes:

1- Companies shall demonstrate their training capacity clearly and share the certificate template each trainee would receive after completing the training successfully.
2- Companies shall clearly mention their capacity, venue, methodology and share the CVs of the trainers providing they have the necessary license to provide the trainings.

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VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: [____] _____

Other Names/Acronyms _____

Address*
- House No _____
- Street Name _____
- ZIP/Postal Code* _____
- City* _____
- Region* _____
- Country* _____

Contact Information
- Company Tel/Mobile: _____ Contact Person: _____
- Company Email: _____ Contact Person Position: _____
- Company Website: _____

Industry Category*:
- ☐ 0100 - Commercial Vendors
- ☐ 0200 - National CSOs
- ☐ 0300 - National Government Entities
- ☐ 0400 - International CSOs
- ☐ 0500 - International Organizations - Non-UN
- ☐ 0600 - UN entities
- ☐ 0005 - Individual Consultant/Non-Staff

Business Type*:
- ☐ Direct Producer/Manufacturing
- ☐ Reseller/Distributor/Service Provider

Notes
All fields marked with * are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp, Zipcode).
Vendor Name - should match IDs or registration documents.
If there is insufficient space, please use **the Other Information section**

Provide Services/Goods Internationally* ☐ Yes ☐ No

Disability-inclusive* ☐ Yes ☐ Not applicable

Women-owned/controlled*
- ☐ At least 51% women-owned/controlled
- ☐ Less than 51% women-owned/controlled
- ☐ Not applicable

Product Categories (check all applicable)*

☐ Agriculture, Livestock and Fisheries	☐ Fuels and Derivatives	☐ Legal and Investigation	☐ Power Supply and Electric
☐ Chemicals	☐ Furniture	☐ Logistics and Warehousing	☐ Quality Control and Environment
☐ Clothing and Luggage	☐ Hospitality, Events	☐ Media and Printing	☐ Security
☐ Construction	☐ Insurances	☐ Medical, Drugs and Pharma	☐ Social and Humanitarian Services
☐ Consultancy and Contracted Services	☐ IT and Communications	☐ NFIs – Household and Camps	☐ Tickets
☐ Finance and Administration	☐ Land and Buildings	☐ Office Equipment and Supply	☐ Tools and Machinery
☐ Food and Beverage	☐ Learning, Training and Recreation	☐ Personal Care	☐ Vehicles and Accessories

UNGM No. _____ https://www.ungm.org/UNUser/Home

UN Partner Portal Reference _____ https://www.unpartnerportal.org

Registration Date _____ *Main Country of Operations (dd-mmm-yyyy)*

Licensing Auth./Type _____ **License No.:** _____ **Reg. Date:** _____ **Expiry Date:** _____
For additional licenses, please use the Other Information Section   *dd-mmm-yyyy*   *dd-mmm-yyyy*

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name*)

- Same entity registered in another office _____
- Parent company _____
- Subsidiaries/Branches _____

Other Information:

_____
_____
_____
_____

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VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* ☐ Bank Transfer ☐ Check** ☐ Cash** ☐ Others** _____

Justification for Non-Bank Payment Method** _____

Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name	
Bldg and Street	
City	
Postal Code	
Country	
Bank Account Name	
Bank Keys	
Account Currency	
Bank Account No.	

*Depending on the country

Swift Code/BIC (accounts outside U.S.A.)	
IBAN Number (mandatory for banks in Europe)	
Clearing No. (CHF accounts in Switzerland)	
ABA No. for ACH (USD accounts in U.S.A.)	
Bank Branch Code	

Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

_____	_____
Printed Name	Signature
_____	_____
Position/Title	Date