Request for Quotation

FROM	NORWEGIAN REFUGEE COUNCIL
Address	Sudan -Khartoum
City	Khartoum
Country	Sudan
Phone #	
Email	SD.procurement@nrc.no

TO	
Address	
City	
Country	
Phone #	
Email	

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following items in accordance with the requirements detailed below. You may use your company format, or fill up the table below. Please read carefully the instructions on page 2.

Request for Quotation Requirements (To be filled by NRC Procurement staff)			
RFQ # :	SD-KRT-135	Currency	USD
RFQ Issuing Date:	25/11/2026	Bid Validity Period (days):	(Preferably 30 days)
RFQ Closing Date:	28th of /11/2026	Required Delivery Date:	6 December 2026
RFQ Closing Time:	23:59	Required Delivery Destination:	Khartoum
Questions to the RFQ	SD.procurement@nrc.no	Required Delivery Terms:	Immediately

To be filled by NRC				To be filled by Supplier	
Item #	**Description/ Specifications**	**Unit**	**Quantity Required**	**Unit Price**	**Total Price**
	Venue Rental Khartoum Including (catering, stationery, and printing) See the TOR below.	1	9 Days		
GRAND TOTAL (Including Transport and VAT)					

Delivery Lead Time (in days, from receipt of NRC Purchase Order)	
Bid Validity Period (in days from receipt of NRC Purchase Order):	

Name	
Position	

Date Signature Stamp	

Terms of Reference: Venue Rental, Catering, and Certificate Printing for Four In-Person Workshops

Contract Duration: 30 November – 20 December 2026

1. Assignment background

Context / Background:

Sudan faces the world's largest internal displacement crisis, with over 8.9 million people displaced. According to the 2025 Humanitarian Needs and Response Plan, an estimated 30.4 million people need humanitarian assistance, including 16 million children. In this complex and rapidly changing context, aid actors interact with conflict dynamics in ways that can either worsen or ease tensions, which makes conflict sensitivity essential to principled and effective programming.

Problem description

NRC will deliver four in-person capacity-strengthening workshops for partners in Khartoum State between 6 December and 16 December 2026: (1) a 4-day series of workshop on Program Documentation, Safe and Inclusive Programming, and Financial Reporting, and (2) a 5-day Information Management (IM) Training. NRC does not have a suitable training space in Khartoum State temporary Omdurman office, and needs a service provider to supply a venue, catering and stationery for both workshops, and to print certificates for the IM Training.

2. Objectives and scope of work

Objectives

To contract one service provider in Khartoum State to provide a suitable venue with lunch, coffee breaks and stationery for nine (9) non-consecutive workshop days, and to print certificates for participants of the Information Management Training.

Scope of work

Service description:

NRC would like to rent the service provider's venue in Khartoum State for nine (9) non-consecutive days between 6 December and 16 December 2026 (see the activity schedule below), along with the following services:

- Venue rental for nine (9) non-consecutive days in Khartoum State, with seating capacity for 25 participants, gender-separated bathrooms, and a working projector and screen.
- Provision of lunch for each participant on each workshop day.
- Provision of two coffee breaks (morning and afternoon) per day for each participant.
- Provision of stationery for each participant: notebook, pen, pencil and sticky notes for each of the 4 workshops.
- Printing of certificates for all participants who complete the Information Management Training.

Activity schedule – Workshops 1: Program Documentation, Safe and Inclusive Programming, and Financial Reporting (4 Days)

No.	Date	Start Time	End Time
1	6 December 2026	9:00 AM	3:30 PM
2	7 December 2026	9:00 AM	3:30 PM
3	8 December 2026	9:00 AM	3:30 PM
4	9 December 2026	9:00 AM	3:30 PM

Activity schedule – Workshop 2: Information Management Training (5 Days)

No.	Date	Start Time	End Time
1	10 December 2026	9:00 AM	3:30 PM
2	13 December 2026	9:00 AM	3:30 PM
3	14 December 2026	9:00 AM	3:30 PM
4	15 December 2026	9:00 AM	3:30 PM
5	16 December 2026	9:00 AM	3:30 PM

No services are required on 4 and 5 December 2026. Dates and times may be adjusted in response to situational developments or updates from the program team. NRC will give at least 48 hours' prior notice of any change, and payment will be based on the days actually delivered.

- Service specifications and quality requirements for both workshops in Khartoum State:

Service Element	Specifications
Venue Rental	A facility in Khartoum State, in a safe and accessible area, with a training hall seating 25 participants (tables and chairs), adequate lighting and ventilation or air conditioning, and clean, gender-separated bathrooms. Exclusive use of the hall from 8:30 AM to 4:00 PM on each workshop day for set-up and close-down.
Equipment	A projector or a screen must be available, set up and tested before 8:45 AM, and working for the full duration of each of the nine workshop days. Back-up power (generator or UPS) and extension cables for facilitators' and participants' laptops.
Coffee Breaks and Lunch	Coffee breaks (two per day, morning and afternoon): Tea, coffee, bottled water, juice/soft drinks and biscuits or light snacks at each break. Lunch: One hot, balanced lunch meal per participant on each workshop day, prepared and served hygienically.
Stationery	One notebook, one pen, one pencil and one pad of sticky notes per participant, given on Day 1 of each workshop, with replacement pens and sticky notes available every day.
Certificates (IM Training only)	One certificate per participant completing the IM Training (estimated 25). Full colour on A4 card, using the design and name list supplied by NRC. A proof must be approved by NRC before final printing. Printed certificates delivered to the NRC focal point at the venue by 3:00 PM on 15 December 2026, for distribution on 16 December 2026.

Major tasks and responsibilities

- The service provider to provide its venue in Khartoum State for nine (9) non-consecutive days (6 – 9 December and 10 – 16 December 2026), with seating for 25 participants, gender-separated bathrooms, and a projector and screen.
- The service provider to provide lunch for each participant on each workshop day.
- The service provider to provide two coffee breaks per day for each participant.
- The service provider to provide stationery for each participant.
- The service provider to print and deliver certificates for Information Management Training participants.

3. Institutional and organisational arrangements

Duties of the service Provider

• Provide access to its venue in Khartoum State for the training program on nine (9) non-consecutive days (6 – 9 December and 10 – 16 December 2026), with seating for 25 participants and gender-separated bathrooms.
• Provide a projector and screen for use during the workshops and ensure they are set up and working before each day's session begins.
• Provide lunch, two coffee breaks and stationery on each workshop day as scheduled above: • Coffee breaks (two per day, morning and afternoon): • Tea, coffee, bottled water, refreshments and biscuits at each break. • Lunch: • One lunch meal per participant on each workshop day. • Stationery: • One notebook, one pen, one pencil and one pad of sticky notes per participant.
• Print the IM Training certificates from the NRC-approved proof and deliver them to the NRC focal point by 3:00 PM on 15 December 2026.
• Keep all participant and representative personal data (names, ID numbers, phone numbers) confidential and use it only for this assignment.
At the end of the service contract, the service provider shall submit the following supporting documents along with the payment request: • Certificate delivery note signed by the NRC focal point, with a copy of the approved certificate proof. • Photos of the venue set-up, lunch, coffee breaks and workshop activities (minimum 2 per day). Photos must not show representatives receiving cash.

Duties of NRC

NRC will design and deliver its training program for 25 participants over nine (9) non-consecutive days: Workshops 1 from 6-9 December 2026, and the Information Management Training from 10 to 16 December 2026. NRC will share final participant numbers at least 48 hours before each workshop, and the certificate design and participant names by 14 December 2026.
At the end of the agreement NRC will compensate the service provider for the services provided, as outlined below: • Venue rental for nine (9) non-consecutive days in Khartoum State, including a projector, screen and bathrooms. • Lunch for each participant on each workshop day. • Two coffee breaks per day for each participant. • Stationery for each participant. • Printing of certificates for IM Training participants.
Payment will be made only upon completion of the agreement. No advance payment shall be made. Payment will be based on the actual number of days delivered and the actual numbers of participants and representatives on the signed sheets, and all deliverables must be confirmed by NRC as completed and satisfactory, with the supporting documentation submitted.

4. Implementation schedule and estimated inputs

- The delivery of services must follow the activity schedule below for both workshops in Khartoum State (no services on 11 and 12 December 2026):

Workshops 1: Program Documentation, Safe and Inclusive Programming, and Financial Reporting (4 Days)

No.	Date	Start Time	End Time
1	6 December 2026	9:00 AM	3:30 PM
2	7 December 2026	9:00 AM	3:30 PM
3	8 December 2026	9:00 AM	3:30 PM
4	9 December 2026	9:00 AM	3:30 PM

Workshop 2: Information Management Training (5 Days)

No.	Date	Start Time	End Time
1	10 December 2026	9:00 AM	3:30 PM
2	13 December 2026	9:00 AM	3:30 PM
3	14 December 2026	9:00 AM	3:30 PM
4	15 December 2026	9:00 AM	3:30 PM
5	16 December 2026	9:00 AM	3:30 PM

Estimated inputs (for the financial offer; payment will follow actual numbers):
- Venue rental incl. equipment: 9 days.
- Lunch and two coffee breaks: up to 25 participants × 9 days.
- Stationery sets: up to 100 (one per participant per workshop).
- Certificates: 25.

5. Qualifications of the service provider
Registration under the law of Sudan, and a venue available for rent (including services) in Khartoum State on all nine scheduled dates.
Experience and qualifications
- Prior experience working with organizations in the humanitarian sector is highly preferred.
- The venue should include essential amenities: gender-separated bathrooms, a projector and screen, back-up power, and seating capacity for 25 participants.
- Ability to provide lunch, coffee breaks and stationery in a timely and professional manner.
- The space and service providers must demonstrate respect for human dignity and full compliance with humanitarian standards and principles, including NRC's Code of Conduct, anti-corruption and safeguarding (PSEA) policies.

Evaluation criteria

No.	Stage	Criterion	Points
1	**Eligibility (Pass/Fail)**	**Legal registration in Sudan**	**Pass/Fail**
2	**Eligibility (Pass/Fail)**	**Venue in Khartoum State, available on all nine dates (30 Nov–3 Dec and 6–10 Dec 2026)subject to change depending on the actual contract date**	**Pass/Fail**
3	**Eligibility (Pass/Fail)**	**Compliance with NRC Code of Conduct, anti-corruption and safeguarding (PSEA) policies**	**Pass/Fail**
4	**Technical**	**Venue suitability and location**	**20**

5	**Technical**	**Clean, gender-separated bathrooms**	**5**
6	**Technical**	**Equipment and backup power**	**10**
7	**Technical**	**Catering: lunch and two coffee breaks**	**15**
8	**Technical**	**Stationery and certificate printing**	**5**
9	**Technical**	**Experience with humanitarian organisations**	**10**
10	**Financial**	**Price**	**30**
11	**Payment terms**	**Acceptance of NRC payment terms**	**5**

RFQ Terms & Conditions

Manner of Submission:

- By hand in a sealed envelope to NRC office located Khartoum
- By email to the dedicated and secured email address: SD.procurement@nrc.no (offers received on other email addresses will not be considered)
- Before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered

Requirements:

- All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests differently
- Bids must be submitted in the currency indicated in the RFQ. Bids in other currency might not be accepted
- Bids must be valid for the validity period indicated in the RFQ. Bids not meeting this validity period might be disqualified
- All enquires and questions should be addressed to the email given in the RFQ details section. All questions and answers will be shared with all invited suppliers.
- NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
- Provide Samples for the items listed in annex, together with your offer (if relevant)

Assessment Criteria:

- All bids received and accepted will be evaluated based on the following:
- Step 1: Administrative compliance check: Each bid will be checked to ensure compliance with all the RFQ requirements
- Step 2: Technical Evaluation: All bids will be technically evaluated based on “best value for money”
- Step 3: Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

Payment terms:

- Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract. NRC also expects suppliers who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier. If the activities of the contract take place in areas with Explosive Hazards, NRC accepts no liability for injury and/or death to contractor's staff or damage to contractor's property.	Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices. NRC aims to purchase products and services with minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards. All suppliers doing business with NRC should maintain high standards on ethical and environmental issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. **Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid**. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Signature & Stamp

NRC NORWEGIAN REFUGEE COUNCIL

Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, ('**we**', '**our**' or '**us**'), **CONSIDERING THAT**:

FIRST, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (**NRC**) to supply goods, services or works to NRC ('**the Contract**').

SECOND, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

THIRD, we understand that NRC, therefore, needs us to confirm that we adhere to the required ethical standards ('**the ethical standards**') by signing this Declaration ('**the Declaration**').

FORTH, we acknowledge that, by agreeing to this Declaration, we have read and understood NRC's Conflict of Interest Policy ('**the Policy**') through the link included in this Declaration, which is incorporated herein and constitutes an integral and indivisible part hereof.

THEREFORE, we **DO HEREBY DECLARE** as follows:

1. Declaration concerning compliance with applicable laws and these ethical standards

We declare that we shall:

a. Meet the ethical standards in this Declaration ('ethical standards')
b. Ensure that any party representing us, including but not limited to:
   - board members
   - directors
   - employees
   - contractors or sub-contractors, and their employees
   - consultants and sub-consultants, and their employees;
   - other legal representatives

('our Representatives') are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

a. Explain to NRC in what way we do not currently meet the ethical standards
b. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
c. Provide regular updates to NRC on the implementation plan.

2. Declaration concerning status

We hereby declare that neither we, nor to the best of our knowledge, our Representatives, are in any of the following situations:

2.1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.

2.2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity

2.3. Are insolvent, in receivership, bankrupt, or being wound up

2.4. Have suspended activities

2.5. Are subject to legal proceedings related to 2.1

2.6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults.

2.7. Are engaged in:
   - terrorism or the material support of terrorism
   - the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof
   - the sale or manufacture, either directly or indirectly, of weapons
   - the production of alcohol, tobacco, or pornography.

3. Declaration concerning Conflicts of Interest

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with NRC's Conflict of Interest Policy (the Policy).

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using Form F in the Policy. We understand that the Policy and the Form are available on NRC's website or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.
We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

4. Declaration concerning compliance with national law

We declare that we and, to the best of our knowledge, our Representatives:

4.1. Comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
4.2. Comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
4.3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
4.4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

5. Declaration concerning compliance with labour standards

We declare that we and, to the best of our knowledge, our Representatives:
We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.
Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

5.1. Working Conditions

a. All workers receive a contract of employment that is written in a language they understand.
b. All workers are free to leave after giving reasonable notice.
c. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
d. No worker is required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.

5.2. Wages and benefits

a. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
b. No deductions from wages are made as a disciplinary measure.

5.3. Working time

a. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection, whenever possible, working hours do not exceed 48 hours per week (8 hours per day).
b. Workers are provided with at least one day off for every 7-day period.

5.4. Health and Safety

a. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
b. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
c. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage are provided.
d. Accommodation, where provided, is clean, safe and adequately ventilated.

5.5. Discrimination and abuse

a. No worker is forced, bonded or an involuntary prison worker.
b. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
c. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
d. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.

5.6. Persons under 18

a. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
b. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.

6. Declaration concerning the environmental standards

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.
Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

6.1. We respect national and international environmental legislation and regulation.
6.2. We ensure that the production and extraction of raw materials for production do not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

6.3. We take environmental measures into consideration throughout the production and distribution chain, ranging from the production of raw materials to the consumer sales. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.

6.4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

7. Declaration concerning protection from sexual exploitation and abuse

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

7.1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.

7.2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this Contract regardless of the age of majority or consent locally.

7.3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.

7.4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.

7.5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC's PSEA and Safeguarding Unit at psea@nrc.no.

7.6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

8. Declaration concerning protection of children

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

8.1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.

8.2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.

8.3. We will ensure that our employees are not left alone with children.

8.4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.

8.5. We listen, to the best of our ability, to children's views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.

8.6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at psea@nrc.no.

9. Declaration concerning anti-human trafficking

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the Protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

9.1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.

9.2. We do not charge employees recruitment fees.

9.3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.

9.4. We commit to report any suspected violations of this clause to NRC immediately.

9.5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, help@befree.org).

10. General

We understand that:

10.1. The Declaration will be kept on file for a period of 10 years.

10.2. The Declaration will be updated every year or more often as appropriate.

10.3. We must inform NRC immediately in the event that there is a change to the Declaration.

10.4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.

10.5. In the event that NRC deems that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

11.Requirement to notify NRC

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

11.1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best of our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.

11.2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein.

Signed on our behalf as follows:

NAME OF SUPPLIER/COMPANY	:	----------
NAME OF REPRESENTATIVE	:	----------
SIGNATURE	:	----------
DATE	:	----------
COMPANY STAMP	:	----------