

## Section III: Returnable Bidding Forms

eSourcing reference: RFP/2024/54412

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors as part of their Proposal. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. **Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.**

This Section comprises the following Returnable Bidding Forms:

- Form A: Proposal Submission Form
- Form B: Financial Proposal Form
- Form C: Technical Proposal Form
- Form D: Format for Resume of Proposed Key Personnel
- Form E: Statement of Exclusivity and Availability
- Form F: Performance Statement Form
- Form G: Bid Securing Declaration
- Form H: United Nations Supplier code of conduct declaration of eligibility

**Form A: Proposal Submission Form**

Offerors are requested to complete this form, sign it and return it as part of their Proposal submission. The Offeror 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.

Date: [Insert submission date]

**Subject: Provision of Consultancy Services in Conducting Implementation Research on uptake of affordable and quality lower limb prosthetic technologies in Low- and Middle-Income Countries, RFP/2024/54412, dated [insert date]**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. We offer to supply in conformity with the Bidding documents, including the UNOPS General Conditions of Contract and in accordance with the Schedule of Requirements;
- c. Our Proposal shall be valid for the period of time of [120 days] from the date fixed for the Proposal submission deadline as set out in the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our Proposal is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security, in accordance with Instructions to Offerors, Article 35 and the General Conditions of Contract;
- e. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- f. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
- g. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
- j. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFP and will not engage in any such activity during the performance of any contract awarded;
- k. We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive.

I, the undersigned, certify that I am duly authorized by [insert name of Offeror] to sign this Proposal and bind [insert name of Offeror] should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

[Stamp form of Proposal with official stamp of the Offeror]

## Form B: Financial Proposal Form

RFP reference no: **RFP/2024/54412**

Name of Offeror: **[insert name of offeror]**

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFP as indicated in the Instruction to Offerors. **Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.**

The financial proposal must be submitted in [USD].

The Financial Proposal must be filled in in both Tables 1 and 2 below (for which the total amount should match), including provision of a detailed cost breakdown. Provide separate figures for each functional grouping or category. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Table 1: Cost breakdown per deliverable/output**

Item No	Deliverables	Price (Lump Sum, All Inclusive)	Completion Date
1.	Literature review completed, and Technical Advisory Group: TAG constituted, scoping completed, selection criteria established with expert panel, technology/ies, countries and sites selected.	<b>[Offeror to insert price]</b>	<b>[Offeror to insert]</b>
2.	Implementation study: Procurement of selected technologies or services completed, study protocol established (including methodology, methods, participant criteria) , ethical approval and relevant research permits obtained for the implementation study, development of an implementation plan, updates on progress made in implementation and data collection, selection of persons of concern (research participants) for implementation study (people with absence of lower limb, and professionals/personnel involved in prosthetic services delivery: clinicians/technicians, service managers/policymakers, procurement specialists, etc.) which will likely occur through partnerships with select providers of prosthetic services. The partnerships shall include a plan for ongoing maintenance and follow-up care after the prosthesis fitting.	<b>[Offeror to insert price]</b>	<b>[Offeror to insert]</b>
3.	Raw Data report : an exhaustive raw data report that includes all the data collected during the implementation research, organised, presented and anonymised to comply with ethical and confidentiality requirements.	<b>[Offeror to insert price]</b>	<b>[Offeror to insert]</b>

4.	Technical report: a detailed technical report describing the prosthetic technologies (including the innovative technologies selected), study design, methodology and methods, selection criteria (technologies, countries, sites, research participants), key findings (results), discussions, limitations, and way forward. The specific elements to be included in the report will be discussed and expanded upon by the TAG.	[Offeror to insert price]	Offeror to insert
5.	Country guidance document and publication: The selected organisation will develop and deliver a guidance document that can support countries in rolling out these technologies for implementation at scale, and learnings that may be applicable to other technologies implemented in similar contexts. The selected organisation will draft the implementation study and its results as a manuscript and to submit the manuscript for publication in a peer- reviewed journal.	[Offeror to insert price]	Offeror to insert
<b>Total financial proposal USD</b>		[insert total lump sum price]	

**Table 2: Cost breakdown per component**

Offerors are requested to provide the cost breakdown for the above given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment in the future.

Cost component	(a) Qty.	(b) Unit of measurement	(c) Remuneration per Unit	a x b x c Total Price USD
Team Leader / Project Manager				[Offeror to insert price]
Add personnel as required				[Offeror to insert price]
Add personnel as required				[Offeror to insert price]
Add personnel as required				[Offeror to insert price]
Add personnel as required				[Offeror to insert price]
<b>Sub-total personnel costs*</b>				[insert sub-total price]
Other costs (provide details and add as many lines as needed)**				Offeror to insert price]
<b>Sub-total other costs</b>				[insert sub-total price]
<b>Total financial proposal USD</b> (Total should match Total Price of Table 1 above)				[insert total price]

**\*Please include team members as needed**

**\*\*Please provide a breakdown of admin and associated costs or any other costs**

- The contract is executed on the basis of the full price quoted above and refers to the provision of a turnkey solution.

- Bidders are reminded that 20% (20 out of 100) of the total points are allocated for the financial proposal, so bidders are urged to be prudent and realistic when they prepare their financial proposal.

The discounts offered, if applicable, and the methodology for their application are:

- **Discounts:** If our proposal is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];

### List of subcontractors or suppliers

Offeror must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors] \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [insert full name of Offeror] to sign this Proposal and bind [insert full name of Offeror] should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Proposal Form

RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of offeror]

The Offeror's proposal must be organized to follow the format of this Technical Proposal Form. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### Technical Proposal Evaluation sections:

Section 1: Offeror's qualification, capacity and expertise	
<b>1.1</b>	<p><b><i>The company/academic institution/organisation's core business and previous activities undertaken are relevant to the TOR and the organisation has the ability to work with relevant key stakeholders and partners.</i></b></p> <p>Provide a brief description of the company/academic institution//organisation</p> <p><span style="background-color: #00FFFF; padding: 2px;">[Insert response here]</span></p>
<b>1.2</b>	<p><b><i>Criteria: The company/academic institution/organisation has relevant specialised knowledge and experience on similar engagements including experience carried out in the fields of products and services for the industry, manufacturers, developmental and humanitarian organizations, international agencies or governmental organizations.</i></b></p> <p>Please elaborate with reference to the experience listed in the ToR, and provide examples of relevant previous engagements.</p> <p><span style="background-color: #00FFFF; padding: 2px;">[Insert response here]</span></p>
<b>1.3</b>	<p><b><i>Criteria: The company/academic institution/organisation's governance and oversight structure is robust for ensuring timeliness and quality of services.</i></b></p> <p>Please describe your company/academic institution/organisation's governance and oversight processes and explain how these will facilitate the on-time delivery of quality services.</p> <p><span style="background-color: #00FFFF; padding: 2px;">[Insert response here]</span></p>
<b>1.4</b>	<p><b><i>Criteria: The company/academic institution/organisation is committed to gender equality, inclusion, accessibility, diversity, and sustainability, and these areas have been integrated into the planned execution of the services.</i></b></p> <p>Describe your company/organisation's overall commitment to gender equality, inclusion, accessibility, diversity and sustainability, and demonstrate how you plan to integrate these elements into the execution of the contract for the outlined services.</p>

	[Insert response here]
--	------------------------

## Section 2: Proposed Methodology, Approach and Implementation Plan

<b>2.1</b>	<p><b>Criteria: The proposed methodology, implementation approaches, and tools meet or exceed the requested outputs and deliverables based on the scope of services as outlined in the Schedule of Requirements.</b></p> <p>Please describe the proposed methodology, implementation approach, and tools.</p> <p>[Insert response here]</p>
<b>2.2</b>	<p><b>Criteria: The implementation plan and timeline are realistic, logical and comprehensive.</b></p> <p>Please submit an implementation plan and timeline based on your understanding of the details provided in the Schedule of Requirements.</p> <p>[Insert response here]</p>

## Section 3: Key personnel

<b>3.1</b>	<p><b>Criteria: The composition and structure of the team proposed is suitable for the provision of the necessary services and meet or exceed the requirements provided in the Schedule of the Requirements</b></p> <p><i>Please describe the proposed team with emphasis on the roles of the personnel and its structure. It should include, but is not limited to, key personnel (depending on what is deemed appropriate by the bidder). Please share the CVs (as per Form E) of all proposed personnel.</i></p> <p>[Insert response here explaining the team composition (please make sure the team fulfil with the requirements set in the TOR/Schedule of Requirements form) and fill up the below table adding all the proposed personnel/positions]</p>
------------	---



	Team Requirements as per Terms of reference		
	Name and Nationality	Position to be Assumed in this Contract	Team Requirements as per Terms of reference
3.2	[Insert]	Principal investigator or Team Leader	<ul style="list-style-type: none"> <li>- At least a PhD in Health Sciences or Public Health, Prosthetics and Orthotics, Rehabilitation or an equivalent field is required.</li> <li>- A minimum of 15 years of professional experience and minimum 10 years of research experience in the field of health sciences.</li> <li>- Experience with the management and coordination of multi-country implementation research projects is required.</li> <li>- Experience and history of producing publications and other dissemination material relevant to the research design.</li> </ul>
3.3	[Insert]	The proposed team members	<ul style="list-style-type: none"> <li>- Experience with assistive technology or medical devices or health products, rehabilitation, market-shaping, and/or related fields.</li> <li>- Excellent English skills both written and orally.</li> <li>- Ability to assess and critically appraise complex systems and programmes.</li> <li>- Experience working with prosthetics manufacturers is an asset.</li> </ul> <p>Experience with evaluating the market entry of a new service or product through research conducted directly with manufacturers, suppliers and distributors, regulatory agencies, and other market forces, is an asset.</p>
	[Insert]	[Insert]	

I, the undersigned, certify that I am duly authorized by **[insert full name of Offeror]** to sign this Proposal and bind **[insert full name of Offeror]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form D: Format for Resume of Proposed Key Personnel

RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of Offeror]

<b>Position</b>	[Insert]
<b>Name of Personnel</b>	[Insert]
<b>Title</b>	[Insert]
<b>Years with firm</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>Name of institution: [Insert]</li> <li>Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization/company, title of position held and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
<b>References</b>	[Provide names, addresses, phone and email contact information for two (2) references]  Reference 1:  Reference 2:

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

\_\_\_\_\_  
Signature of Personnel (individual) or firm representative

\_\_\_\_\_  
Date (Day/Month/Year)

## Form E: Statement of Exclusivity and Availability

RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate with the Bidder [insert Bidder name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s)/ number of working days foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To	Days
[start of period 1]	[end of period 1]	[ ]
[start of period 2]	[end of period 2]	[ ]
[etc]		

I confirm that I am not engaged in other projects in a position for which my services are required during the periods/number of working days where my services are required under this RFP. I confirm that I am fully dedicated to the number of working days/predetermined periods proposed under this RFP and not engaged in the other projects.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from UNOPS other tenders and contracts and that the notification of award of contract to the Bidder may be rendered null and void.

**Applicable only to personnel who have worked in UNOPS and/or have contracts with UNOPS or another UN organization:**

I confirm that I am in compliance with, and my proposed work with the Bidder would be in compliance with, the below UNOPS Policy on Post-Service Restrictions:

**Post-Service Restrictions**

*1. This section outlines all restrictions after separation of personnel involved in the procurement process. (Personnel may seek clarification from the General Counsel as to whether his/her specific situation falls under the scope of these restrictions).*

*1.1 For a period of one year following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from seeking or accepting service with, or otherwise accepting any form of compensation or financial benefit from, any UNOPS contractor or vendor of goods or services, regardless of location, which conducts business with UNOPS or seeks to do so and with whom such personnel have been personally involved in the procurement process during the last three years of service with UNOPS.*

*1.2 For a period of two years following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from knowingly*

*communicating with, or appearing before, any UNOPS personnel or unit of UNOPS on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with UNOPS.*

**2. Sanctions for violations:**

*2.1 Violation of any of the provisions of section 1.1 or 1.2 of above by former personnel shall be recorded by a formal note in the individual's official status file indicating the nature of the violation and a recommendation against any future service with UNOPS. In accordance with established procedures, such a note shall be brought to the attention of the individual concerned so that he or she has an opportunity to provide comments.*

*2.2 Any UNOPS contractor or vendor of goods or services who offers employment, hires or otherwise compensates personnel in violation of these restrictions may, after review by UNOPS, be subject to having its registration as a qualified contractor or vendor with UNOPS barred, suspended or terminated, in accordance with United Nations/UNOPS procurement policies and procedures.*

Furthermore, I confirm that my proposed work with the Bidder would not conflict with, or be perceived to conflict with, any obligation that I may have to UNOPS or another United Nations organization.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Form F: Performance Statement Form**RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

Please list similar services that you provided over the last years, with the details given below. **Please make sure to list examples that demonstrate that you fulfil the criteria indicated in Section II: Schedule of Requirements and in the Qualification criteria from e-sourcing.** Please also make sure to include contact details that UNOPS can use as references.

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Form G: Bid Securing Declaration**RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

We, the undersigned, declare that:

1. We understand that, according to your conditions, offers must be supported by a bid securing declaration.
2. We accept that we could be declared ineligible to participate in future UNOPS tenders in accordance with the regulations stipulated in the Procurement Manual section 3.3 Vendor Ineligibility if we violate our obligation (s) under the conditions of the offer if:
  - (a) we withdraw our offer during the period of the offer validity specified by us in the offer submission form; or
  - (b) we do not accept the correction of errors in accordance with the Instructions to Bidders in the bidding documents; or
  - (c) after having been notified of the acceptance of our offer during the period of bid validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) we do not supply or refuse to provide the performance security.
3. We understand that this bid securing declaration will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your notification with the name of the successful bidder; or (ii) twenty-eight days have elapsed after the expiration of our offer.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Form H: United Nations Supplier code of conduct declaration of eligibility**RFP reference no: **RFP/2024/54412**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**UNOPS expects all bidders to act in accordance with the highest ethical standards throughout the competitive procurement process, as well as during the validity of any contract that may be awarded to them through the process. Therefore, all bidders must declare and ensure the following. If the bidder's status in relation to this declaration changes, it must inform UNOPS immediately. Failure to comply with this requirement shall automatically render the bidder ineligible. This document does not require notarization.**

Bid for the Provision of Consultancy Services in Conducting Implementation Research on uptake of affordable and quality lower limb prosthetic technologies in Low- and Middle-Income Countries) RFP no.: RFP/2024/54412, dated [insert date].

The undersigned, on submission of a bid for the competitive procurement process or request for proposal (hereinafter referred to as "the proposal") for the Provision of Consultancy Services in Addressing Market Entry Challenges to Increase the Supply of Assistive Technology (AT) in low-and middle-income countries (LMICs) RFP no.: RFP/2024/54412, in response to the request for proposal made by the United Nations Office for Project Services (UNOPS), I hereby make the following statements:

a) We have not and shall not engage in proscribed practices in connection with the UNOPS competitive procurement processes. For the purposes of this provision, a "proscribed practice" means any of those listed on the UNOPS website under "Vendor Sanctions", including those listed below:

- Corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- Fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- Coercive practice: any act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party.
- Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- Unethical practice: conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS.
- Obstruction: acts or omissions by a vendor that prevent or hinder UNOPS from investigating instances of possible proscribed practices.



- b) We understand that in the event of any breach of these declarations or guarantees, UNOPS shall have the right to reject any bid submitted by us and may terminate any contract awarded to us as a result of any competitive procurement process, giving immediate notice thereof, and that UNOPS shall not be liable for termination charges or any other charges. In addition, UNOPS may exclude us from future work with the organization or other entities within the United Nations system.
- c) We commit to adhering to the highest ethical standards during the execution of any contract, in accordance with point 40. *Ethics and corrupt practices of Section I: instructions to bidders* of the bidding document.
- d) We understand that UNOPS may cancel or terminate the contract, without penalty and without notice, if we are found to have engaged in collusion, corrupt practices or unethical behaviour, and may also declare us – both our organization and its board of directors and/or individual staff – ineligible indefinitely or for a limited period of time. We understand that UNOPS may also cancel or rescind contracts for the same reason.
- e) We shall not employ, nor do we plan to employ, any person who has been a United Nations official in the past year. If an employee has been a United Nations official, they shall have had no professional relationship with us in the last three (3) years of their service with the United Nations.

The above statements are also true and complete f: YES ☐ NO ☐

[If the answer is NO, details must be included for any of the above statements not met].

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form I : Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

JV / Consortium/ Association Information	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[complete]

### Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_