REQUEST FOR PROPOSALS – SERVICES

PROVISION OF DATA COLLECTION AND MANAGEMENT SUPPORT ACROSS GAIN UGANDA PROGRAMMES

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Uganda Country Office

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GAIN's procurement is conducted based on our procurement principles, including "a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments… in our procurement and supplier management."

We require all our partners, suppliers and service providers to familiarise themselves with our Code of Conduct (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

I. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no "one-size-fits-all" model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial, and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in the Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, and Uganda.

II. BACKGROUND AND TIMELINES

The purpose of this RFP is to establish a long-term framework with a competent and qualified organisation to provide flexible data collection, field verification, and data management support across GAIN Uganda's programmes to strengthen the accuracy, completeness, reliability, and integrity of programme data. The organisation will support primary data collection, physical verification of participants and reported results, GPS capture and documentation of supporting evidence, data entry and digitisation, and data cleaning and reconciliation using GAIN-approved tools and systems, including mWater and SurveyCTO. These services will contribute to effective programme monitoring, data quality assurance, evidence-based decision-making, and credible reporting of programme activities, outputs, and outcomes.

Set out below is the proposed timescale for this procurement. It is a guide, and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date	4th November 2026
Deadline for Bidders to submit questions	8th November 2026
Deadline for GAIN to respond to clarifications	10th November 2026
RFP closes - deadline for submission	12th November 2026
GAIN clarifications, evaluation, and governance	17th November 2026
Contract award - subject to negotiation and due diligence checks	18th November 2026
Planned contract signature date	20th November 2026
Framework end date	GAIN to confirm

III. THE OPPORTUNITY

3.1 BACKGROUND

GAIN Uganda needs reliable data across its programmes to understand progress, identify risks and make informed decisions. Collecting, verifying and preparing this data often requires teams of enumerators, research assistants and data entry personnel.

GAIN seeks an established organisation to provide this support as needed through a long-term framework agreement. The organisation will carry out the agreed work and manage its teams, while GAIN will provide technical guidance, review the quality of the work and use the findings to inform decisions.

The framework will cover the full range of services below. GAIN will commission separate written assignments according to programme needs and approved budgets, with no guaranteed minimum volume of work.

3.1.1 Initial assignment

The first assignment will involve verifying programme participant records through field visits, checking available information, capturing or confirming GPS coordinates, and updating relevant records. GAIN will provide the detailed scope, locations, estimated workload, deliverables and completion timeline in a separate assignment brief. This initial activity sits within the wider framework; further assignments may cover any of the services in this RFP. **The budget range for the initial assignment is UGX 45,000,000 to 50,000,000**

3.2 SCOPE OF WORK

3.2.1 Key services required

The organisation shall deliver each assignment in accordance with the agreed scope, approved workplan and timelines, and shall manage the personnel, equipment and logistical arrangements required.

- Participate in an inception meeting with GAIN to confirm the assignment objectives, scope, methodology, target records or participants, geographical coverage, roles and responsibilities, deliverables, timelines and quality requirements
- Develop and submit a detailed workplan for GAIN's review and approval before commencing implementation. The workplan shall specify key activities, milestones, timelines, staffing arrangements, field deployment, quality assurance procedures and deliverable submission dates.
- Data collection: Conduct surveys, interviews, observation visits and follow-up calls using approved tools and methods.
- Physical verification: Visit programme participants, enterprises, households, schools, workplaces or other programme locations to verify eligibility, participation, activities and reported results.
- GPS capture and supporting evidence: Capture or recapture GPS coordinates where missing, invalid or inaccurate, and collect photographs or supporting records where authorised and with appropriate consent. Verify that coordinates and supporting evidence are linked to the correct participant, site or activity.
- Data entry and digitisation: Enter, re-enter, transfer or update data from paper documents, existing records and previously collected datasets into approved systems, including mWater, SurveyCTO and other programme databases. Update existing records where required and check entries against source records or authorised follow ups.
- Data cleaning and reconciliation: Identify duplicates, missing information and inconsistencies, including invalid GPS coordinates; follow up on queries and prepare clean datasets. Preserve the original data and maintain a record of corrections, their basis and any unresolved issues.
- Participate in progress review meetings with GAIN as required to assess implementation progress, address emerging issues, review data quality and agree on any necessary corrective actions.

3.2.2 Key Responsibilities

The organisation shall deliver each assignment and manage the personnel, equipment and logistical arrangements required. It shall:

- Maintain an up-to-date roster of trained enumerators, research assistants, supervisors and data entry personnel with relevant experience and language skills.
- Appoint a focal person responsible for coordinating assignment and managing staff deployment, daily supervision, travel and other working arrangements.
- Provide its own functioning tablets or smartphones, computers, charging facilities and internet connectivity. GAIN will not provide equipment.
- Ensure personnel complete assignment-specific training and understand the tools and procedures before starting work. Organise pilots where required and address any problems before rollout.
- Conduct ongoing quality checks on data collected, re-entered or updated, including completeness, accuracy, consistency, duplicate records and GPS validity. Ensure all corrections are supported by source records or authorised verification and linked to the correct participant or identifier.
- Maintain a record of corrections, verification outcomes, follow-up attempts and unresolved cases. Preserve original data and ensure that participant information, GPS coordinates and supporting evidence are handled in accordance with applicable data protection, confidentiality and consent requirements.
- Check the quality of work throughout the assignment, follow up missing or inconsistent records and provide brief progress updates. Report serious data quality, safety or confidentiality concerns to GAIN immediately.
- Replace unsuitable or underperforming personnel within the timeframe agreed with GAIN. Ensure replacement staff are trained before starting work and correct any work affected by poor performance.
- Correct errors caused by the organisation at no additional cost to GAIN. Any additional work resulting from a change in the agreed scope will be discussed and approved separately
- Confirm the scope and expected volume of work, geographical coverage, deliverables, quality requirements and timelines, update intervals, with GAIN before commencing each assignment.

GAIN will define the information needed, approve the approach and tools, and lead or guide assignment-specific training. GAIN will observe pilots and conduct targeted spot checks where needed, review outputs and interpret findings to inform programme and portfolio decisions.

GAIN will provide programme context, relevant records and introductions to partners, approve assignments and budgets, provide appropriate system access and coordinate feedback. GAIN will lead the follow-up on implementation issues and retain technical oversight and responsibility for the quality of evidence accepted.

3.2.3 Required experience and capacity

- The organisation must be legally registered and demonstrate successful delivery of similar data collection, verification and data management assignments in Uganda, supported by client references.
- It must have an up-to-date roster of trained enumerators, research assistants and data entry personnel, experienced supervisors and a qualified data management lead. It must be able to deploy teams to programme locations, work in relevant local languages and replace personnel when needed.
- It must own enough suitable tablets or smartphones and computers to deliver assignments. Organisations without their own required equipment will not be considered.
- It must demonstrate experience with SurveyCTO, Kobo or similar digital collection and entry systems, the ability to use GAIN's approved systems, and clear procedures for data quality, secure handling and respectful engagement.

3.2.4 Key Deliverables

Before work begins, GAIN and the organisation will agree the outputs and quality requirements. Depending on the assignment, outputs may include:

- Workplan and team list, with pilot findings where required.
- Brief progress updates showing completed work, remaining tasks and issues requiring attention.
- Original and cleaned datasets, an explanation of the data fields, a record of corrections and linked supporting evidence.
- Verification register showing the outcome for each case, discrepancies, contact attempts and cases that remain unverified.
- Completed database entries or updates, with a record of checks against source documents.
- A quality assurance summary of checks, errors, corrections and unresolved issues, where required. This may be included in the completion report unless a separate report is requested
- Short completion report describing the work done, key findings, limitations and matters requiring GAIN's follow-up.

GAIN will review the deliverables against the agreed scope, approved workplan and applicable quality requirements and confirm acceptance. The Service Provider shall address outstanding errors within the agreed timeframe. Payment will be made according to the assignment terms, following acceptance of the relevant outputs/deliverables.

3.3 BUDGET

Each assignment will be costed separately using the agreed rates and its specific requirements. Its budget must be approved before work begins. Applicants are required to provide a detailed budget in Ugandan shillings. The final budget amount will have to be approved by the organisation before starting the project. The budget submitted with this proposal should include (i) justification of overall value for money, (ii) a comprehensive budget justification which should be presented for each category of costs, including: personnel, cost of travel, including subsistence allowances, consultants, meeting/workshop, overhead if applicable, and miscellaneous expenses. All prices/rates quoted must be inclusive of all taxes/VAT as required.

3.4 CONTRACT GOVERNANCE

3.4.1 Review meetings: Meeting frequency will be agreed for each active assignment according to its scope and duration. Weekly meetings may be used during fieldwork or other substantial assignments.

3.4.2 Performance Review Process:

- Review progress and outputs during active assignments and assess performance after each assignment, focusing on quality, timeliness, communication and resolution of problems.
- Payment is conditional upon achievement of the key deliverables and outputs

Specific contact persons and reporting arrangements will be set out in the contract. Each assignment will be funded by the programme or programmes benefiting from it. Shared costs will reflect the agreed workload and benefit to each programme. Renewal will depend on satisfactory performance and continuing need.

3.5 SERVICE LEVELS

1. Responsiveness and Communication

- Acknowledge all official communications from GAIN within 48 hours
- Participate in scheduled coordination meetings (virtual or in-person as agreed)
- Designate a focal person responsible for day-to-day coordination
- Provide immediate notification (within 4 hours) of any safeguarding concerns, safety incidents, or critical operational issues

2. Work Planning and Timeliness

- Deliver all agreed outputs within the timelines approved by GAIN

- Notify GAIN promptly when a risk or delay is identified, explain its likely effect and propose corrective action.
- Submit work plans as agreed by your contract manager, outlining activities, resource allocation, and expected outputs

3. Quality of Deliverables

- All outputs must meet agreed technical and data quality requirements.
- Deliverables must be practical, and appropriate to the assignment and programme context.
- All materials are subject to GAIN review and approval before final acceptance
- All data submitted must be verifiable with supporting documentation (e.g., original data set, attendance lists, order records, photos)

5. Reporting and Documentation

- Submit all reports according to the specified timeline
- Provide complete documentation of deliverables (reports, tools, photos, data where applicable)
- All reports must be submitted in agreed formats and timelines
- Maintain an organized filing system for all project documentation accessible to GAIN upon request

6. Ethical and Professional Conduct

- Adhere to safeguarding, confidentiality, and ethical standards
- Ensure respectful engagement with participants, partners and other stakeholders.
- Comply with GAIN's policies and guidelines
- Obtain informed consent from all participants before collecting personal data or photos

7. Respect for participants and protection of data

- Personnel must explain the purpose of the work, obtain the required consent and treat participants respectfully. Interviews and visits should minimise disruption to people's work and daily lives. Personnel must follow GAIN's applicable safeguarding and conduct requirements.
- Only information needed for the assignment should be collected. The organisation must follow agreed procedures for accessing, securely storing and transferring data. Personnel must use individual accounts with access limited to their tasks, protect login details and immediately report any suspected data loss, misuse or unauthorised access to GAIN.
- All assignment data and outputs will belong to GAIN. The organisation must hand over complete, editable files and supporting records, and return or delete retained copies as instructed by GAIN. Data must not be shared or used for other purposes without GAIN's written permission.

Framework duration:

GAIN to confirm the framework start and end dates before issue. Each assignment will have its own approved completion timeline. **The initial participant verification exercise is expected to be completed within one month of its agreed start date, subject to the confirmed assignment brief**.

3.6 PAYMENT PROFILE

Payment terms and milestones will be agreed separately for each assignment and linked to GAIN's acceptance of the agreed outputs. Any advance payment will follow GAIN's procedures.

IV. INSTRUCTIONS TO BIDDERS

This section is designed to ensure that Bidders are provided with the necessary information to understand and respond to the requirements, ensure that a consistent level of information is obtained from each Bidder, and provide a structured framework for the evaluation of Proposals.

Bidders should read these instructions carefully before completing their submission.

4.1 GAIN CONTACT

The following individual is the nominated contact for this RFP.

- **Name/role: Simon Peter Luyimbazi/ Procurement and Logistics Officer**
- **Email address: sluyimbaazi@gainhealth.org**

4.2 QUERIES AND CLARIFICATIONS

- Bidders are to direct any questions regarding the RFP to the GAIN contact in writing via email.
- It is the Bidder's responsibility to ensure safe receipt of communication.
- No other member of GAIN staff should be contacted in relation to this RFP unless directed to do so by the GAIN contact.
- GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.
- GAIN may amend the RFP documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

4.3 PREPARING YOUR RESPONSE

- Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.
- Bidders should notify GAIN promptly of any perceived inconsistency or omission in this RFP, or any of its associated documents.

4.4 SUBMITTING YOUR RESPONSE

The Proposal and any accompanying documents must be in English.

Bidders must submit their Proposal in the following way:

Email to the contact's email address: sluyimbaazi@gainhealth.org. The subject heading of the email should be **Submission: Data Collection and Management Support.** All submitted documents must be viewable using the Microsoft Office suite of applications. Your submission should not exceed 30MB.

Hard copy documents in a sealed envelope for **Submission: Data Collection and Management Support.** The envelope should have the following information on the front: **Arial/Montserrat/Times New Roman.**

Your submission must include the following:
Technical proposal:
A submission of no more than 15 A4 pages of a Word file or PDF (preferred) or 20 PowerPoint slides
An introduction to your organisation. The organisation's profile and proof of legal registration. The bid must make clear which organisation will be awarded the contract if the bid is successful

- Profiles of the proposed focal person, supervisor and data management lead, with a summary of the available staff roster. Include an inventory of equipment owned by the organisation, showing types and quantities.
- Approach and methodology, including timescales and milestones

At least two examples of comparable assignments in Uganda, with client references

Financial proposal:

- Detailed budget (see Notes on Budget below)
- Signed Offer of Services (see section V: Offer of Services below)

This procurement is open to established organisations able to provide and manage the required personnel and their own equipment. **Individual consultants are not eligible**

4.5 NOTES ON SUBMISSIONS

- Bidders should not include in their submission any extra information that has not been specifically requested in the RFP, for example, any sales literature, etc.
- No Proposal may be modified after the deadline for receipt.
- GAIN may request additional information from Bidders to assist further evaluation of Proposals.

4.6 NOTES ON BUDGET

- As a donor-funded organisation, GAIN is committed to achieving value for money in all our procurements.
- Submitted rates and prices are to be deemed to include all costs, insurances, taxes, fees, expenses, and other things necessary for the performance of the requirement.
- Any charge not stated in the Proposal as being additional will not be allowed in any resultant contract.
- We are looking for full cost disclosure: there must be an appropriate breakdown of costs to allow for price visibility.
- All rates and prices submitted must be in Uganda Shillings, and any contract arising from this RFP will be in Uganda Shillings.

4.7 NOTES ON EVALUATIONS

- GAIN may choose to shortlist Bidders at any stage of the process.
- GAIN reserves the right to negotiate on the final costs and the final scope of work of the proposal.
- GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.
- Assistance Bidders should note that GAIN may award a Contract based on the original Bid received and may, at its absolute discretion, undertake any or all of the following processes:
    - shortlisting
    - taking up references
    - undertaking presentations or meetings
    - entering into a dialogue with one or more Bidders.

4.8 EVALUATION CRITERIA

Proposals will be assessed against the full framework scope and capacity to deliver support over time. GAIN will confirm any scoring weights and qualifying thresholds before issue.

Understanding of the scope of work

- Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section II.
- Demonstrate a clear understanding of the technical requirements of this RFP:
- Providing detailed technical documentation of the proposed strategy.
- Evidence of experience using digital data collection and entry systems relevant to the services required.
- A practical approach to collection, verification, GPS evidence, entry, cleaning, quality assurance and data protection

Comprehensiveness of the work plan and reasonableness of the proposed time frame

- A feasible approach to deploying teams within agreed timelines, supported by relevant local language skills and replacement arrangements.
- Evidence of ownership and availability of suitable equipment, as required under Required experience and capacity.

Detailed budget and cost-effectiveness of the proposed approach

- Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Proposal shall identify possible challenges and include creative approaches to addressing them.

Management and personnel plan:

- The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
- Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.

V. TERMS AND CONDITIONS

This section constitutes the full conditions of this RFP, and participation in the process automatically signals that the Bidder accepts the conditions.

5.1 JURISDICTION

Any Contract resulting from this RFP shall be governed by Swiss law.

5.2 LATE PROPOSALS

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

5.3 DISCLAIMERS

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or participating in any meeting or presentation.

This RFP does not commit GAIN to any course of action; it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFP.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFP

5.4 ACCEPTANCE OF PROPOSALS

GAIN is under no obligation to accept the lowest-priced Proposal, or any Proposal, and reserves the right to reject any Proposal that is incomplete, conditional, or not complying with the RFP documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- cancel the evaluation and award process at any stage

require the Bidder to clarify its Proposal in writing and/or provide additional information. Failure to respond adequately may result in the Bidder not being selected.

5.5 AMENDMENTS

Prior to the final date for submission of the proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFP.

5.6 VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of not less than 90 days from the RFP closing date.

5.7 WITHDRAWALS

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Company.

5.8 INTERPRETATION OF REQUIREMENTS

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

5.9 ASSUMPTIONS

Any assumptions that have been made in responding to this RFP should be outlined in the bidder's response documents.

5.10 CONFIDENTIALITY

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants, and agents are also bound and comply with this condition of confidentiality.

5.11 FEEDBACK TO UNSUCCESSFUL BIDDERS

GAIN appreciates that significant time and resources go into preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note, however, that GAIN does not share detailed scoring information with unsuccessful Bidders.

5.12 INCONSISTENCIES AND OMISSIONS

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFP.

5.13 RFP DOCUMENTS

Bidders must destroy all copies of the RFP document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

5.14 DISCLAIMERS

Whilst the material in this RFP and the information have been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

5.15 COLLUSIVE BEHAVIOUR

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

VI. OFFER OF SERVICES

I/we agree to supply the required services described within this Request for Proposal, with each assignment subject to a separate approved scope and budget.:

Sum in figures: ……..…….……

Sum in words.....……...……

I/we the undersigned confirm that I/we are able to furnish all expertise, supervision, materials, and any other things necessary to complete, to the entire satisfaction of the Executive Director or authorised representative, required services described within this Request for Proposal, according to GAIN's terms and conditions.

I/we agree that any obvious errors in pricing or errors in arithmetic that may discovered by GAIN in examination of the priced Specification submitted by me/us shall have no effect on the amount of this offer unless GAIN shall otherwise decide.

I/we understand that the lowest or any tender will not necessarily be accepted.

I/we agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.

I/we confirm that I/we have read the GAIN Code of Conduct and understand my/our duties under the Code.

I/We confirm that I/we have no actual, potential or perceived conflicts of interest which apply to this procurement OR that I have notified GAIN in writing of any actual, potential or perceived conflicts of interest which apply to this procurement.

I/We confirm that we will use the following organisational and payment details, if our Bid is successful:

Company name (including any trading names)	
Registered Company address, including postal code and country	

Company Registration Number	
Tax Identification Number (TIN) - if not applicable, please put N/A	
Business Identification Number (TIN) - if not applicable, please put N/A	
Company contact phone number	
Company contact email address	
Bank where account is held (name of the bank)	
Name on the payment bank account (individual/company name)	
Bank Account Number	
Swift/BIC Number - if not applicable, please put N/A IBAN Number - if not applicable please put N/A	

Signed by:	
Print Name:	
Job Title:	
For and on behalf of (Company name):	
Date:	