

**1 BID NO (PIC002/2016): REQUEST FOR PROPOSAL FOR THE  
PROVISION OF COURIER SERVICES TO THE PIC FOR A PERIOD  
OF ONE YEAR**

**CLOSING DATE:**

Bid Number : PIC PIC001/2016

Closing Date : 22 February 2016

Closing Time : 11:00 am

Place of Submission : Public Investment Corporation

Block C, River walk Office Park,

41 Matroosberg Road (corner Garsfontein and Matroosberg  
roads),

Ashlea Gardens Extension 6, Menlo Park,

Pretoria

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## 2 DEFINITIONS AND ABBREVIATIONS

**B-BBEE** means black broad-based economic empowerment

**B-BBEE** status level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

**Bid** means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals

**Broad Based Black Economic Empowerment Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

**Consortium or joint venture** means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract

**Contract** means the agreement that results for the acceptance of a bid by PIC

**Functionality** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

**Management** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director

**Ownership** means the percentage ownership and control, exercised by individuals within an enterprise.

**Validity Period:** Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

**PPPFA** means the Preferential Procurement Policy Framework Act

**SANAS** means South African National Accreditation System

**IRBA** means Independent Regulatory Board for Auditors

### **3 INTRODUCTION**

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

### **4 OBJECTIVE**

The objective is to find a supplier to assist PIC with courier services.

### **5 SCOPE OF WORK**

#### **4.1. LOCAL AND INTERNATIONAL SERVICES**

The bidder must be able to provide the following courier services:

- Same Day Delivery Services;
- Weekend Delivery Services;
- After-hours Delivery Services;
- Overnight Express;
- Special Delivery Services;
- Outlying/Remote Area Delivery Services; and
- International Delivery Services (within 3 to 5 working days)

#### **4.2 TRACKING SYSTEM**

The bidder must provide a web-based tracking system to allow PIC to track and trace

#### **4.3 SAFETY AND CONFIDENTIALITY** parcels from point of collection to point of delivery

The bidder must safeguard the interests of the PIC at all times by ensuring confidentiality and safety of parcels/documents being transported.

#### 4.4 WAYBILL AND FLYERS

The bidder must keep adequate number of waybills and flyers (bags to insert the documents/ parcels) at PIC offices.

#### 4.5 FRAGILE STICKERS

The bidder must have fragile stickers to identify/ mark the consignment as fragile.

#### 4.6 COLLECTION TIME

The bidder must collect or delivery documents/ parcels from the PIC Offices between 08h00 and 16:00 on work days, excluding holidays.

#### 4.7 FREIGHT CAPACITY

The bidder must have capacity to collect and delivery consignments of any size.

#### 4.8 FRAGILE PARCELS

The bidder must properly package the fragile parcels to protect them against breakage whilst in transit.

#### 4.9 KEY ACCOUNT MANAGER

The bidder must provide a dedicated Key Account Manager that will be assigned to the PIC account as well as after-hours support.

#### 4.10 Invoicing

The bidder must be able to allocate PIC invoices by department.

### 5.11 Client References

The bidder to provide:

- A list of contactable clients where similar work has been implemented within the last 5 years.
- PIC will be using the references provided as a basis for which client site visits will be conducted. The bidder to arrange such visits on behalf of PIC.
- This information must include, name of entity, designation of contact, contact person, contact number, contract value and implementation date.
- It is preferred that a listing of the bidder's references is relevant to similar implementation PIC is tendering for. (explain services that were rendered and period)

### 4.12 Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

No	Description	Comply	Not Comply	Comments
1.	<p><b>4.12.1 BIDDER'S EXPERIENCE</b></p> <p>The bidder must have experience in providing courier services to corporate clients similar to PIC.</p> <p>The bidder must provide reference letters from contactable Corporate clients where the bidder has to provide courier services</p> <p>NOTE: The reference letters must be on the</p>			



	bidder's clients' letterheads and duly signed. The reference letters must in detail describe the services offered.			
2.	<p>4.12.2 The bidder must indicate their ability to do the following and substantiate as required:</p> <p>The bidder must be able to provide a flexible and effective same-day delivery service.</p> <p>Please indicate how same-day services will be managed and your cut-off times for same day collections and deliveries</p>			
3.	<p>4.12.3 The bidder must have capacity to deliver to remote/ outlying areas within reasonable timeframes.</p> <p>Please indicate how courier services to remote/ outlying areas are managed. Which days are outlying/remote areas services available? What are the cut-off times for collection? What are standard delivery times and dependencies thereof.</p>			
4.	<p>4.12.4 The bidder must ensure confidentiality and security of documents/parcels.</p> <p>Please indicate how this is done effectively.</p>			
5.	<p>4.12.5 The bidder must be able to allocate invoices as per PIC departments</p> <p>Please indicate how this is done effectively.</p>			

## 5.12 Pricing Proposal

- The costs for the Bidders proposed solution should be submitted on a separate document in line with the Scope of Work identified.
- Evaluation criteria

Proposals will be evaluated in the following 3 Phases:

- **Phase 1:** Compliance with the minimum and administrative requirements
- **Phase 2:** Functionality (Only companies who achieved the minimum qualifying score will be evaluated in terms of the third phase).
- **Phase 3:** \*\*90/10/80/20 Preference Procurement points system as stipulated in the Preferential Procurement system (90/80: Price and 10/20: BBBEE status level of contribution).

## **5. EVALUATION CRITERIA**

### ***Minimum and Administrative requirements***

***The bidder will proceed to the next stage when they comply with the following requirements:***

Submission of:

- A valid and original Tax Clearance Certificate. If appointed a new certificate must be provided once the old one expires otherwise the PIC has a right to withhold payment until provided with a valid certificate.
- Preference will be given to bidders with a BBBEE status of level 1 up to level 4 certificates issued by an SANAS or IRBA accredited verification agencies.
- EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by companies intellectual Property Commission (CIPC)
- Signed declaration of interest document
- Latest audited financial statements
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
- Acceptance of the conditions as stipulated in the bid document
- Minimum of three contactable references. This information must include the name of the entity, the designation of contact, contact person, contact number. References should highlight where similar type of work has been completed
- Submission of 1 original and three copies of the bid document and a separate envelope for pricing quotation.(original tax clearance should be in the original pack)
- All documents should be indexed, simple and clearly marked

**Functionality requirements:**

<b>Definition</b>	<b>Weighting</b>	<b>Scoring Criteria</b>
The bidder must be able to provide a flexible and effective same-day and overnight delivery service.	60	<p><i>Alignment to the requirements as per section 4.12.2:</i></p> <p>76%-100%= 55</p> <p>51%-75% =35</p> <p>26%-50%=25</p> <p>0%-25%=0</p>
The bidder must have capacity to deliver to remote/ outlying areas within reasonable timeframes.	15	<p><i>Alignment to project implementation strategy as per section 4.12.3:</i></p> <p>76%-100%=10</p> <p>51%-75% =8</p> <p>26%-50%=5</p> <p>0% -25=0</p>
confidentiality and security of documents/parcels	15	<p><i>Alignment technical requirements as per section 4.12.4:</i></p> <p>76%-100%=20</p> <p>51%-75% =10</p> <p>26%-50%=5</p>

<i>Definition</i>	<i>Weighting</i>	<i>Scoring Criteria</i>
		0%-25%=0
<b>BIDDER'S EXPERIENCE</b>  The bidder must have experience in providing courier services to corporate clients similar to PIC	10	<i>Alignment to the Client references requirements: 4.12.1:</i>  76%-100%=5  51%-75% =3  26%-50%=2  0%-25%=0
<b>Total</b>	<b>100</b>	
<i>Minimum Threshold</i>	<i>70</i>	

**\*\*\*Functionality criteria will be based on scope/technical requirements**

**Price and BEE (BEE Level contributor, ownership, executive management)**

Pricing: Prices must be quoted in South African Rand excluding of VAT

<b>Price</b>	<b>Rand Value</b>
Year 1	
Year 2	
Year 3	

A detailed price breakdown for per annum must be attached in a separate price schedule.

Annual increases must not exceed CPI related to the specific year.

A maximum of 90/80 points is allocated for price on the following basis:

$$P_s = 90 / 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

P = Points scored for price of bid under consideration

P<sub>t</sub> = Rand value of bid under consideration

P<sub>min</sub> = Rand value of lowest acceptable bid

**Broad Based Black Economic Empowerment Status Level Certificates**

Bidders with annual total revenue of R5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency.

Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below

B-BBEE Status Level of Contributor	Number of points /10	Number of points /20
1	10	20
2	9	18
3	8	16
4	5	12
5	4	10
6	3	8
7	2	4
8	1	2
Non- compliant Contributor	0	0

A point out of 100 (50/ownership and 50/executive management) will be allocated for ownership and executive management: based on the following:

Percentage	Points allocated
0-49	0
50-60	10
61-70	20
71-80	30

81-90	40
90-100	50

**Ownership:**

Indicate percentage of Black ownership

\_\_\_\_\_ %

Indicate a percentage of black executive management

\_\_\_\_\_ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %



Name	ID No	SA Citizen	Race	Gender	Share holding %

Points scored in terms of the 90/10 preference system will be added to the points scored for % black ownership and % of black Executive Management.

Points scored will be rounded off to the nearest two decimal places.

- The bidder who scored the highest point will be awarded the bid
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for

BBBEE, the successful bidder must be the one scoring the highest for functionality.

- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

## **6. CONDITIONS**

### **6.1 \*Joint Ventures/ Consortiums**

**(Depends on the nature of requirement). Preference will be given to bidders who forms or already has existing Joint Venture/Consortium agreements in place.**

The following information and documentation must be submitted:

- All information stipulated in paragraph 3 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.
- A percentage breakdown of the work allocation between the parties must be clearly indicated.
- A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- A skills transfer plan between the parties must be submitted.

### **6.2 Non- Commitment**

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of preparing of bids will not be reimbursed.

### **6.3 Reasons for Rejection**

- PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- Bidders shall not contact PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

### **6.4 Cancellation of a Bid**

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

## **6.5 Clarifications**

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail [tenders@pic.gov.za](mailto:tenders@pic.gov.za) subject PICCT002/2016

## **6.6 Receipt of Bids**

Each bid shall be in writing using non-erasable ink and shall be submitted on the official document of Bid issued with the bid documents. The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

Postal bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that PIC disclaims any responsibility for ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids.

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

## **6.7 Late Bids**

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11:00 or any time thereafter. The tender box shall be locked at exactly 11:00.

Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

## **6.8 Presentations**

PIC will require presentations from short-listed bidders as part of the bid process.

## **6.9 Service Level Agreement**

The service level agreement will set out the administration processes, service levels and timelines.

## 7. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
  
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number:  
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person

connected to the bidder is employed: .....

Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....



2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state/PIC  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number


**DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## 8. COMPANY INFORMATION

Please complete the following questionnaire:

1. **Company Name:**

2. **Other Trading Names:**

3. **Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))**

4. **Physical and Postal Address of the Company:**


<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

**6. Company Information**

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

**7. Banking Details**

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

\*A letter from your bank with a bank stamp or cancelled cheque must be submitted.

**8. Tax Registration Details:**

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

**9. List of Shareholders:**

\*ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.

\* CIPC Documents must be attached.

**B-BBEE (Broad-based Black Economic Empowerment) Status Details:**

*Please tick the relevant box(es):*

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<div style="text-align: center;"> <input data-bbox="743 783 836 877" type="checkbox"/> </div>
<p>The company is in the process of being verified. Please submit a letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<div style="text-align: center;"> <input data-bbox="743 1045 836 1140" type="checkbox"/> </div>

**9. DECLARATION**

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

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

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC



PIC will upon detecting that:

- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution

Thus signed and accepted on this \_\_\_\_\_<sup>st / nd / rd / th</sup> day of \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_

