

මගේ අංකය : TF/AD/04/46
2026.05.20 දින.

නාට්‍ය හා රංගකලා පාසැලේ දේශනා ශාලා 02 වායුසමනය කිරීම සඳහා මිල ගණන් කැඳවීම

ටවර් හෝල් රහහල පදනමට අයත් මරදානේ එල්ලිත්ස්ටන් රහහල් පරිශ්‍රයෙහි පිහිටි නාට්‍ය හා රංගකලා පාසැලේ දේශනා ශාලා 02 වායුසමනය කිරීම සඳහා මිල ගණන් කැඳවීමට පාලනාධිකාරිය තීරණය කර ඇත. ඊට අදාළ ලංසු ලියවිලි හා කොන්දේසි ටවර් හෝල් රහහල පදනමේ වෙබ් අඩවියේ (www.towerhall.lk) පළකර ඇති අතර එම ලංසු ලියවිලි හා කොන්දේසි භාගත කර හෝ ටවර් හෝල් රහහල පදනම ප්‍රධාන කාර්යාලයෙන් ලබාගෙන මිල ගණන් ඉදිරිපත් කල හැක.

මරදානේ එල්ලිත්ස්ටන් රහහල් පරිශ්‍රයෙහි පිහිටි නාට්‍ය හා රංගකලා පාසැලට ගොස් පරීක්ෂා කර බලා මිල ගණන් නියමිත ආකෘතියෙහි සඳහන් කර මුද්‍රා තැබූ මිල ගණන් වර්ෂ 2026.06.11 දින පෙ.ව.11.00 ට පෙර “සභාපති ,ප්‍රසම්පාදන කමිටුව,ටවර් හෝල් රහහල පදනම, සවිසිරිපාය, අංක 123, විජේරාම මාවත, කොළඹ -07 ” යන ලිපිනයේ පිහිටි ටවර් හෝල් රහහල පදනම ප්‍රධාන කාර්යාලයේ තබා ඇති ටෙන්ඩර් බහාලනයට අතින් ගෙනැවිත් හෝ එදින පෙ.ව.11.00 ට පෙර ලැබෙන සේ ලියාපදිංචි තැපෑලෙන් එවන මෙන් කාරුණිකව ඉල්ලා සිටිමි. මිල ගණන් ලබාගැනීම අවසන් වූ සැනින් මිල ගණන් විවෘත කරනු ලබයි. ප්‍රමාද වී ලැබෙන මිල ගණන් ප්‍රතික්ෂේප කරනු ලබන අතර ලංසු විවෘත කරන අවස්ථාව සඳහා ලංසුකරුට හෝ ඔහුගේ බලයලත් අයෙකුට සහභාගී විය හැකිය.

මිල ගණන් බහාලන කවරයේ ඉහළ වම් කෙලවරේ “වායුසමනය කිරීම සඳහා මිල ගණන් ” ලෙස සඳහන් කරන ලෙස වැඩිදුරටත් කාරුණිකව දන්වා සිටිමි.

නිපුණ දිසානායක
අධ්‍යක්ෂ(පාලන හා සංවර්ධන)
දු.ක. : 0112682324
ෆැක්ස් අංකය : 0112678517
විද්‍යුත් තැපෑල : towersl@slt.net.lk



Procurement of Goods

Under

National Shopping Procedures

Invitation of Quotations

For

**SUPPLY, INSTALLATION, SERVICE AND
MAINTENANCE OF BRANDED AND BRAND NEW
AIR CONDITIONERS**

Contract No:

TF/AD/04/45/AIRCONDITIONERS/2026



Tower Hall Theatre Foundation

Section I. Instructions to Vendors(ITV)

A: General	
1. S cope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicatedbelow.</p> <ul style="list-style-type: none"> ➤ Section I. Instructions to Vendors (ITV) ➤ Section II. Data Sheet ➤ Section III. Schedule of Requirements ➤ Section IV. Technical Specifications & Compliance with Specifications ➤ Section V. Quotation submission Form(s) ➤ Non-Collusion Affidavit
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise thefollowing:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Forty Nine (49) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>101 Vendors may submit their quotations by registered post, courier service or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>102 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of Acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
G: Corrections to Documents	
20. Acceptance of the Quotation	20.1 Erroneous figures must be struck off by a single line and the correct figure must be written and clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.
H: Qualification Criteria	
21. Required Qualifications for Vendor (written verifications should be attached)	<p>21.1 Vendor should be registered under business names ordinance, partnership act or company under company act of Sri Lanka.</p> <p>21.2 Vendor should have a recent five (05) year experience in supplying air conditioners for minimum three (03) government organizations or/and reputed private companies.</p> <p>21.3 Vendor should be an authorized Sri Lankan agent / dealer of an air conditioner manufacturer or the manufacturer himself.</p>

Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is : Tower Hall Theatre Foundation, “Sausiripaya” No. 123, Wijerama Mawatha, Colombo 07.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. <u>Bidder can quote for any number of items in the package.</u>
7.3	Manufacture’s Authorization is required.
11.1	Address for submission of Quotations is Tower Hall Theatre Foundation, “Sausiripaya” No. 123, Wijerama Mawatha, Colombo 07. Deadline for submission of quotations is 2026.06.11 at 11.00 pm
13	The quotations shall be opened at the following address: Tower Hall Theatre Foundation, “Sausiripaya” No. 123, Wijerama Mawatha, Colombo 07.
16	Other factors that will be considered for evaluation are; <ul style="list-style-type: none"> ➤ Strictly Qualified as per the Qualification Criteria ➤ Compatible with Specifications ➤ Warranty ➤ After Sales Services / Maintenance ➤ Life Cycle Cost (initial cost, running cost, maintenance cost and disposal cost) ➤ Energy Star ➤ Availability of convenience service centers ➤ Transportation and Installation

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation, and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert unit]</i>	<i>[insert place of Delivery]</i>	<i>[loading, transportation, unloading, installation, testing and any other applicable charges]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>
01	Air Conditioners 48000 BTU Lecture Hall	01	Nos	01 –Sarasavipaya, ,Maradana Road,Colombo-10	Supplier should borne		
02	Air Conditioners 55000 BTU Lecture Hall	05	Nos	05 – Sarasavipaya, ,Maradana Road,Colombo-10			

Section IV: Technical Specification & Compliance

Note :

The Bidder should duly fill and sign this specification sheet and shall be forwarded with the Bid. The Bidder should not typewrite the specification and fill it. If that so, bid will be rejected without giving any reasons. If there are any more clarifications to do so, please attach a separate clarification paper by giving reference to each and every row of the specification.

Specification for supply of air condition machine 48000 BTU

Description	specification	Yes/No	Remarks
General			
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Country of Manufacture	Please Specify		
System Parameter			
Nominal Voltage	380 -415 V Three Phase		
System Frequency	50Hz		
Power requirement	Please Specify		
Service Conditions			
Maximum ambient Temperature	40 ⁰ C		
Annual Average and ambient Temperature	32 ⁰ C		
Maximum relative humidity	90%		
Environmental condition	Polluted atmospheric condition with humid and sulfurous climate		
Equipment Capacity Requirement			
Cooling Capacity	48000 BTU		
EER	Above 2.5-3.0 W/W		
Evaporator	Copper and Aluminum pin		
Condenser	Copper and Aluminum pin		
Compressor type /make	Please Specify		
Connecting pipe	Liquid – Φ 3/8” Gas – Φ 3/4 “		
Operating Temperature	16 – 30 ⁰ C		

Type	Floor Ceiling Type		
Indoor noise Level	Less than 45 db		
Outdoor noise Level	Less than 60db		
Filling Gas	Please Specify		
Controller	Remote Control		
Air Certificate	Certificate for tested capacity equal equipment capacity		
Warranty Period for unit	Please Specify		
Warranty Period for Compressor	Please Specify		
Manufacture authorization	Should be provided		
Catalogs	Should be provided manufacture original catalog (compulsory)		
Transport Installation	Please specify the charges for transport and Installation		
After sales Service	Should be available		
Service agreement Charges	Please specify the charges for Service agreement After Warranty Period		
User Reference	Please attach customer list including in government sector with contact details		
Unites Availability	Ex stock		

.....

Name & Signature of the Bidder

.....

Date and Seal

Note :

The Bidder should duly fill and sign this specification sheet and shall be forwarded with the Bid. The Bidder should not typewrite the specification and fill it. If that so, bid will be rejected without giving any reasons. If there are any more clarifications to do so, please attach a separate clarification paper by giving reference to each and every row of the specification.

Specification for supply of air condition machine 55000 BTU

Description	specification	Yes/No	Remarks
General			
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Country of Manufacture	Please Specify		
System Parameter			
Nominal Voltage	380 -415 V Three Phase		
System Frequency	50Hz		
Power requirement	Please Specify		
Service Conditions			
Maximum ambient Temperature	40 ⁰ C		
Annual Average and ambient Temperature	32 ⁰ C		
Maximum relative humidity	90%		
Environmental condition	Polluted atmospheric condition with humid and sulfurous climate		
Equipment Capacity Requirement			
Cooling Capacity	55000 BTU		
EER	Above 2.5-3.0 W/W		
Evaporator	Copper and Aluminum pin		
Condenser	Copper and Aluminum pin		
Compressor type /make	Please Specify		
Connecting pipe	Liquid – Φ 3/8” Gas – Φ 3/4 “		
Operating Temperature	16 – 30 ⁰ C		

Type	Floor Ceiling Type		
Indoor noise Level	Less than 45 db		
Outdoor noise Level	Less than 60db		
Filling Gas	Please Specify		
Controller	Remote Control		
Air Certificate	Certificate for tested capacity equal equipment capacity		
Warranty Period for unit	Please Specify		
Warranty Period for Compressor	Please Specify		
Manufacture authorization	Should be provided		
Catalogs	Should be provided manufacture original catalog (compulsory)		
Transport Installation	Please specify the charges for transport and Installation		
After sales Service	Should be available		
Service agreement Charges	Please specify the charges for Service agreement After Warranty Period		
User Reference	Please attach customer list including in government sector with contact details		
Unites Availability	Ex stock		

.....

Name & Signature of the Bidder

.....

Date and Seal

02. General Conditions.

02.01 Requirements.

01.The bidder must be an agent/distributor for air-conditioners and must have supplied and maintained air-conditioners for a period of not less than 05 years.

02.Documents regarding quality reports /technical specifications & other literatures regarding the relationship of bidder to manufacturer should be submitted with the quotation.

03.Supplier should inspect the site and clarify any doubts before submitting the quotation. Piping may be more than 5 meters. Supplier should identify possible indoor & outdoor locations and if extra piping is needed.they should quote including the exact extra piping cost, not per meter basis rates.

04.Suppliers should provide free services in the first year after installation the unit. The charges and no of services in later years should clearly state with the offer.

02.02. Installation and Commissioning

01.The Buyer will provide electricity outlets.

02.All products must be installed and commissioned to the satisfaction of the Buyer, within two weeks of the order.

03.All product supplied must be installed commissioned and tested to the satisfaction of the client.

02.03. Availability ex-stock

01.Those who quote must be in a position to supply Ex- Stock on placing order.

02.04. Warranty & Services.

01.Unite. : One year Minimum

02.Compresor : Five years Minimum

03.Service and maintain period : One year minimum Free of charge.

04 Reference Sites

State at least 5 reference sites where Air-conditioners were installed and are maintained by your company.

- 1.
- 2.
- 3.
- 4.
- 5.

05 Bidder's qualifications

State the following and submit copies of evidence.

05.01. Company Name

Address of Company

.....

Business Registration date

Business Registration number.....

05.02. Number of air-conditioners of the offered make. (Same manufacturer, not same model) Supplied and installed by bidder in each of the three years: 2023,2024 and 2025.

	2023	2024	2025

05.03. Relationship of bidder to manufacturer of the A/C offered. Please submit documentary evidence as proof of relationship.

.....

I/We certify that the details given above are correct.

Date:-.....

.....
Signature and seal of the Firm

Section V

Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name:
..... *[insert complete name of person signing the Bid Submission Form]*

Date

OFFICIAL SEAL

Non – Collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath that he/she not, nor has any other member, representative, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of such procurement.

The bidder accepts full responsibility for ensuring the absence of collusion and pledges to abide by fair and ethical competition for ensuring the absence of collusion and pledges to abide by fair and ethical competition practices throughout the procurement process.

I hereby affirm, under the penalties for perjury, that the facts and information contained in the foregoing bid for public works are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the affirming above named and he/she having understood the contents there in and admitted to be correct, affirmed and set his/her signature here to before me)

Stamp Rs.50
(Bidder
should sign
on the
stamp)

On this day ofat.....

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item No	Description of Goods	Origin / Brand and Model	Quantity	Unit	Unit Price	Sub Total	Inland transportation and other services	Total Price for Item	VAT
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good with brand and model]</i>	<i>[insert number of units to be supplied]</i>	<i>[insert unit]</i>	<i>[insert price per unit]</i>	<i>[(7) = (4) x (6)]</i>	<i>[insert total cost of line item for inland transportation and other services required]</i>	<i>[(9) = (7) x (8)]</i>	<i>[insert total VAT of line item]</i>
01	Air Conditioner 48000 BTU		01	Nos					
02	Air Conditioner 55000 BTU		05	Nos					
							Total		

Name of Bidder

Signature of Bidder

Date:

OFFICIAL SEAL

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

WHEREAS

We, *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us
.....
..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

.....
Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

.....
Title: *[insert title]*

.....
Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Agreement

THIS CONTRACT AGREEMENT is made

On the day of, Two thousand and Twenty Six

BETWEEN

(1) **Director General, Tower Hall Theatre Foundation** and having its principal place of business at “Sausiripaya” No.123, Wijerama Mawatha, Colombo-07, Sri Lanka (Hereinafter called “the Purchaser”), and

(2)
.....[insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at
.....insert: address of Supplier] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.....
.....[insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of
.....
.....[insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here any other document(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:[*insert signature*]

in the capacity of[*insert title or other appropriate designation*]

in the presence of

.....[*insert identification of official witness*]

For and on behalf of the Supplier

Signed:[*insert signature*]

in the capacity of[*insert title or other appropriate designation*]

in the presence of

.....[*insert identification of official witness*]