



## Central Securities Clearing System PLC

### Request for Proposal:

# PROVISION OF ADHOC STAFF SERVICES

**REFERENCE NO: CSCS/HR/ADHOC/04/2021**

The return date for responses against this RFP is **24<sup>th</sup> May 2021** delivered in the requested manner and to the address advised. Late responses will not be considered. Note that proposals submitted that do not meet stipulated criteria shall be disqualified.

10th May 2021

Dear Sir/Ma,

**TITLE: PROVISION OF ADHOC STAFF SERVICES**

**Ref: CSCS/HR/ADHOC/01/2021**

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as “Commercial in Confidence” and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

- Part 1 of the RFP gives you information about Central Securities Clearing System Plc.
- Part 2 is for you to answer and provide details as requested to support your proposal.

Proposers are requested to provide one copy of their respective proposals in paper format and one copy in electronic format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions will not be considered by Central Securities Clearing System Plc.

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully,

Project Management Office  
[pmoffice@cscs.ng](mailto:pmoffice@cscs.ng)

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## Part 1 GENERAL INFORMATION

### 1.0 INTRODUCTION

#### 1.1 Procurement Policy on Bribery and Corruption

Central Securities Clearing System Plc strictly adheres to professional work ethics and emphasizes zero tolerance for bribery and any other forms of corruption. It is our policy that service providers involved in offering bribes will be disqualified and excluded from any potential engagement opportunity.

#### 1.2 Executive Summary of Project

Central Securities Clearing System Plc as an organization requires the services of a reputable talent management company to provide ad-hoc personnel. The required ad-hoc personnel will be engaged as operational and document management staff, office cleaners, security guards, drivers and dispatch riders.

The purpose of this RFP is to seek potential Bidders with an intention to establish an agreement between CSCS and the successful Bidder. The contract that follows this process shall bind CSCS and the successful bidder to perform in a specific way, for a duration to be agreed in the contract, in an event of the formation of the same.

### 2.0 TERMS GOVERNING THIS RFP

- 2.1 This RFP is a request for proposal about provision of ad-hoc personnel to CSCS. It is not a contract and no contractual obligations shall arise on behalf of CSCS. CSCS will not be liable for any costs and expenses incurred in the preparation and submission of a response to this RFP.
- 2.2 Recipients of this RFP are required to read all the information supplied and have a clear understanding of CSCS requirements. Further information can be made available by contacting CSCS via the e-mail address provided in this RFP.
- 2.3 It is a condition of this RFP that all mandatory requirements (indicated in the body of text by the word “must” or expressed or implied accordingly) are fully satisfied. Responses and proposals that do not conform to mandatory requirements will be deemed to be made on the basis that conformance is implied by the proposer. The contents of proposals must be submitted in the same order as that specified in this RFP.
- 2.4 CSCS will select the successful proposal based upon several evaluation factors including features outlined in the RFP; company stability, experience executing similar projects; and price. The selection will be decided based on the proposal submitted by a qualified

vendor that best meets the needs of CSCS. CSCS reserves the right to reject any or all proposals without recourse to the bidder(s).

- 2.5 Pricing should include details of all costs related to the provision of ad-hoc personnel to CSCS.
- 2.6 All communications relating to this RFP must be directed to the e-mail address provided in this RFP. All other communications between a respondent and CSCS staff concerning this RFP are prohibited. In no instance should a respondent discuss cost information contained in a proposal with CSCS contact persons or any other staff prior to proposal evaluation. Failure to comply with this clause SHALL result in disqualification of the proposal.
- 2.7 The family members/blood relations of employees and/or fulltime consultants (i.e. consultants working exclusively with CSCS on a retainership basis) of CSCS shall not be eligible to participate in the RFP process. Any proposal submitted by them shall be summarily rejected. Where CSCS becomes aware of the relationship between an employee and vendor following award of a contract, the contract shall be terminated and CSCS shall be entitled to claim damages apart from engaging any other consultant/vendor at the cost and risk of defaulting consultant. It is clarified that the term full time consultants of CSCS does not refer to agencies/people, which may have been shortlisted for an assignment/project of CSCS through an RFP process.
- 2.8 CSCS shall deduct Withholding Tax from payments to service provider (successful bidder). Service provider can request for a credit note to confirm remittance of the taxes by CSCS.
- 2.9 In addition to submitting a proposal in response to this request, all proposals should be sent with a written confirmation that there is no conflict of interest issues that will prevent the firm from taking up this engagement.
- 2.10 CSCS shall evaluate proposals based on their responsiveness to the requirements of this RFP as outlined above. Each responsive proposal will be given a score. A proposal shall be rejected at this stage if it fails to respond to the requirements. The shortlisted vendors shall be invited for an oral presentation before a Committee of CSCS representatives. The vendor with the highest score after the final presentation will be invited for negotiations.

Negotiations will be held with the aim of reaching an agreement on all points and subsequently engage the successful vendor. If negotiations fail, the vendor with the second highest score will be invited to negotiate an agreement.

After negotiations are completed, CSCS will promptly notify other vendors on the shortlist that they were unsuccessful in the bid.

2.11 The key contact for information you may seek for enquiries is the **Project Management Office [pmoffice@cscs.ng]**

2.12 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	10th May 2021
RFP questions received by Central Securities Clearing System PLC in writing	10th May. – 24th May. 2021
RFP questions responded to by Central Securities Clearing System PLC	10th May. – 24th May. 2021
RFP response due	24th May. 2021
Presentation date	To be communicated

2.13 All bids shall be submitted in electronic format (either Microsoft Office or PDF). Strictly electronic copies of your proposals should be submitted on or before close of business on **Monday, 24th May 2021**. The electronic copy should be sent to: [rfpsubmission@cscs.ng](mailto:rfpsubmission@cscs.ng) and copy [ilawal@cscs.ng](mailto:ilawal@cscs.ng)

2.14 Please note that CSCS requires any prospective firm to observe the highest standard of ethics during the selection process and execution of the assignment. In pursuance of this policy, CSCS:

- i. Define, for the purposes of this provision, the terms set forth below as follows:
  - a. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of any official of CSCS in the selection process or in contract execution; and
  - b. “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of CSCS, and to deprive CSCS of the benefits of free and open competition.

- ii. Will reject a firm's proposal if it determines that any member of the firm has engaged in corrupt or fraudulent practices in competing for the assignment.

2.15 By accepting to take part in this selection process, every vendor shall keep in confidence all information provided in relation to this proposal process and shall not disclose the said information to third parties or use the said information for any other purpose other than in relation to the proposal process. Additionally, in the event that a vendor is not selected, the vendor shall keep in confidence all information provided to it in relation to this proposal and the fact that it has received this proposal.

### **3. SERVICE PROVIDER'S ACTIONS REQUIRED FOR THIS RFP**

- 3.1 Read Part 2 carefully which contains the under listed sections. Complete them accurately and concisely where required
  - A. Service Providers Declaration
  - B. Service Providers Information Questionnaire
  - C. Statement of Requirements
  - D. Methodology/ Description of Approach
  - E. Price Schedule
  - F. Evaluation Criteria
  - G. Bid Securing Declaration

- 3.2 Sign service providers declaration (A) indicating your compliance and acceptance of the terms of this RFP. (B).
- 3.3 Provide your responses to the Service Provider Information Questionnaire. They must be precise and concise without unnecessary marketing/advertising materials. If there is any other information which, it is felt should be included because of its relevance to the proposal please feel free to do so but this must be separate from the required structured response.
- 3.4 CSCS may issue addenda notices to the bid documents to advise of any changes and clarifications thereto or to respond to queries from bidders or for any other reason that CSCS deems necessary. Addenda Notices will be numbered, and the bidder shall acknowledge receipt via e-mail and inclusion in their Bid. CSCS may issue additional information for reasons necessary at any time for bid submission as nominated in the Invitation to Bid or subsequent Addendum. Such information shall be included in the Contract award. CSCS shall use its sole discretion to make any changes to the date of Bid closing from that advised in the Bid schedule which may result from an addendum.
- 3.5 Any request for clarification must be emailed to: [pmoffice@cscs.ng](mailto:pmoffice@cscs.ng)  
CSCS reserves the right to distribute answers to questions to other Bidders/Suppliers who may not have asked that question but where CSCS feels that the answer corrects a mistake, adds clarity or removes ambiguity from the original RFP.
- 3.6 Please ensure the bid declaration is a computation of total cost of the project implementation.
- 3.7 The subject matter of the information provided or gained in relation to this Request for Proposal may contain valuable property rights of CSCS. This information is to be treated in strict confidence by the Bidder and its employees and shall not be used except for the specific purpose of preparing and submitting a Bid. Upon receiving notice, unsuccessful Bidders shall return such information to CSCS whose property it shall remain.
- 3.2 Submit response to CSCS in line with the milestone dates stated in 2.12.





**Part 2: Service Providers Response to This RFP**

**A. SERVICE PROVIDERS DECLARATION**

To:

**The Head, Internal Control,**  
Central Securities Clearing System Plc.  
13th Floor, Stock Exchange House,  
2/4 Customs Street, Lagos, Nigeria.

Dear Sir/Ma,

**PROJECT TITLE: PROVISION OF ADHOC STAFFING SERVICES**

We have read and have examined this Request for Proposal (RFP) document, requirements, specifications, guidance notes and the terms and conditions issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

.....  
..... (in Naira).

This price is further broken down into individual components as requested in this RFP.

This declaration confirms that this Proposal is tendered as a bona fide competitive offer to CSCS, and the information provided in the Service provider Information Questionnaire and Service provider Response to CSCS Statement of Requirements are correct and complete.

We, the undersigned further agree that if our offer in these documents is accepted by CSCS, the resulting contract, if any, shall be based on the CSCS Standard Terms and Conditions issued with this RFP (subject to any permitted variations attached to this RFP).

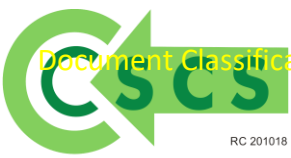
Signature .....

Date .....

Name .....

Job Title .....

For and on behalf of .....



Address .....

Email .....

Telephone .....

## B. SERVICE PROVIDER INFORMATION QUESTIONNAIRE

To be eligible, bidders shall submit the documents below which will be considered under Preliminary Evaluation:

### 1. Organization Profile

<b>1.1 Registration &amp; Accreditation</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference</b> Please refer to the page within your proposal indicating how compliance is met (Mandatory)	<b>Explanations Supporting Compliance</b>
<i>Business address</i>			
<i>VAT (Value Added Tax) Registration Number</i>			
<i>Valid Tax Clearance Certificate (where applicable)</i>			
<i>Certificate of Incorporation/Registration</i>			
<i>Submit Tax Clearance Certificate</i>			
<i>Attach Two Reference Letters</i>			
<i>Letter Confirming Banking Details</i>			
<i>Letter confirming email address where Purchase Orders and queries will be sent to.</i>			

## 2. Ownership & Financial Background

<b>2.1 Financial-Related Information</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference</b> Please refer to the page within your proposal indicating how compliance is met (Mandatory)	<b>Explanations Supporting Compliance</b>
<i>Audited financial statements for the last two (2) years. (Unless previously provided within the last one year). The Audited Financial statements shall be submitted together with the signed Auditors Opinion.</i>			

## 3. Track Record and Reference

<b>3.1 Industry Experience</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference</b> Please refer to the page within your proposal indicating how compliance is met (Mandatory)	<b>Explanations Supporting Compliance</b>
<i>How many existing clients you have? Name your key clients</i>			
<i>Similar services provided in the past 5 years</i>			
<i>Details of any cancelled contracts/projects in the past</i>			

<b>3.2 Relationship with CSCS</b>	<b>Compliance Statement (Y/N)</b>	<b>Page Reference</b> Please refer to the page within your proposal indicating how compliance is met (Mandatory)	<b>Explanations Supporting Compliance</b>
<i>Product/services which you provide to CSCS (currently or previously)</i>			
<i>Value of your sales to CSCS for the past 3 years and by product/services</i>			

<b>3.3 Client Reference</b> <b>(Please provide at least 3 clients for deals similar in nature to this RFP)</b>			
	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
<i>Names of companies which can provide reference to CSCS</i>			
<i>Names &amp; job titles of contact person</i>			
<i>Contact details (email address, address, office number)</i>			

## C. STATEMENT OF REQUIREMENTS

### 1.0 INTRODUCTION

#### 1.1 Background

The Central Securities Clearing System (CSCS) Plc. was incorporated on July 29, 1992 as a Financial Market Infrastructure (FMI) for the Nigerian Capital Market. It commenced business operations in April 14, 1997. The Company transmuted to a Public Company following the resolution of its shareholders at the Annual General Meeting held on 16 May 2012.

The Securities and Exchange Commission issued the license for CSCS to carry on business as Central Depository, Clearing and Settlement entity for transactions in the Nigerian Capital Market. It operates a computerized depository, clearing, settlement and delivery system for transactions in securities in the Nigerian Capital Market.

CSCS facilitates the delivery (transfer of securities from seller to buyer) and settlement (payment of bought shares) of securities transacted on the approved Nigerian Exchanges. It enables securities to be processed in an electronic book entry form thereby substantially reducing the period it takes a transaction to commence and end.

CSCS has made visible strides in the Nigerian Capital Market and will continue to respond to the needs of the securities and commodities market to further enhance transparency and speedy settlement of transactions.

#### 1.2 Purpose of the Request for Proposal (RFP)

The Central Securities Clearing System (CSCS) as an organization requires the services of a reputable talent management company to provide ad-hoc personnel to CSCS on temporary and on-need basis. The required personnel include the following:

1. Operational staff: To assist with daily operational functions within CSCS
2. Document management staff: To assist in the preparation, scanning, indexing, refiling and exporting the scanned documents into CSCS's in-house document management software.
3. Office cleaners

4. Security guards
5. Drivers and
6. Dispatch riders

The purpose of this Request for Proposal (RFP) is to solicit proposals and appraise potential bidders to provide the required service, in line with the requirements outlined in this document.

The interested Bidders would be required to respond to each of the requirements as outlined in this RFP document, clearly indicating their ability to meet the requirements and their associated costs.

The CSCS team will then evaluate various responses submitted and choose a more suited vendor. The awarding of the contract will not only be based on the amounts indicated in the proposals but also on the overall suitability of the proposal meeting CSCS's approach, strategic objectives and goals.

## **2.0 Scope of Work**

CSCS requires the Bidder to act within the scope described by the list below;

1. This tender is not for supply of personnel on permanent basis, but on temporary on-need basis, to meet sudden demands and the deficits that cannot be met by the regular employees of the company.
2. The bidders shall not appoint any sub company/agency to carry out any obligation under this contract. The bidders shall maintain a daily attendance register including the number and names of the workers engaged in the office for works as per scope of the contract.
3. The period of initial contract will be for one year or as specified in the contract, which will be subject to further extension for a specified period of not more than two years, on year to year basis, depending upon the satisfactory services as assessed by CSCS.

## **2.1 Operational Requirements and Bidder Responsibilities**

The following are the list of requirements the bidder is expected to meet. The Bidder shall be responsible for:

1. Recruiting, hiring, and administering any evaluations and/or disciplinary actions, implementing any reassignments and/or terminations of ad hoc employees provided to CSCS.
2. Fulfilling all conditions required under Nigeria Labour Act and other industry specific legislations regarding engagement and management of personnel.

3. Ensuring adherence to all work policies, procedures, and standards established by the CSCS. The personnel shall conform to CSCS standards regarding physical, fire and security/safety regulations while on its premises.
4. Obtaining all rules, regulations, policies, etc. from CSCS.
5. Making suitable arrangement for supervision of the personnel engaged and other related works wherever required.
6. Undertaking pre-screening of applicants to ensure work requirements and required skills and abilities to perform the required tasks are established before referring the personnel to CSCS. The ad-hoc personnel provided must meet the minimum qualifications, education and experience required by the classification/specification for the job to be performed.
7. Ensuring that the personnel outsourced to CSCS are within the age range specified, are well disciplined, medically and physically fit and skilled enough to carry out the job.
8. Communicating to engaged personnel the prescribed dress code which shall include wearing proper uniform should CSCS demand the observation of same dress code.
9. Providing needed personnel on need basis, as required by CSCS.
10. Performing background screening on all ad-hoc employees provided to the CSCS, to include screening of credentials, medical and personal history, qualifications, work history, and references, as well as criminal background checks within a reasonable time frame prior to start date of assignment.
11. Informing ad-hoc employees in writing that they are employed by the Bidder firm, not CSCS and that the only benefits they will receive will be from the Bidder firm, and that they are not entitled to any benefits from CSCS.
12. Making the payment directly to the engaged personnel by depositing payment in their bank account or in cash at the end of each month.
13. Complying with applicable law governing the reporting and payment of wages, and payroll-related taxes attributable to wages paid to its employees assigned to provide services to CSCS.
14. All the liabilities of engaged personnel directly or indirectly.
15. Any dispute of personnel engaged, and the personnel so provided shall not in any way be the employees, agents or representatives of CSCS.
16. All injuries and accidents to persons employed by the bidder. The personnel shall be insured against personal accidents arising from and during their duties. In the event of injury, illness or mis-happening to any worker, CSCS will not be liable to pay any compensation.



## **2.2 Personnel Requirements**

### **2.2.1 Operation Staff**

1. The preferred age range for engaged personnel shall not be less than 18 years and not above 35 years of age.
2. The minimum educational requirement for the engaged personnel must be an Ordinary National Diploma (OND) certificate
3. The engaged personnel must have some minimum required level of IT competency skills such as Microsoft Office Suites, as well as soft skills

### **2.2.2 Document Management Staff**

1. The preferred age range for engaged personnel shall not be less than 18 years and not above 35 years of age.
2. The minimum educational requirement for the engaged personnel must be an Ordinary National Diploma (OND) certificate
3. The engaged personnel must have some minimum required level of IT competency skills such as Microsoft Office Suites, as well as soft skills
4. Experience in at least one Document Management Services processes – document preparation, sorting, document classification and categorization, archiving, scanning, indexing and quality assurance
5. Experience in any Electronic Document Management tool/solution is an added advantage

### **2.2.3 Cleaners and Security Guards**

1. The preferred age range for engaged personnel shall not be less than 18 years and not above 35 years of age.
2. The minimum educational requirement is a secondary school leaving certificate (O 'levels)
3. The engaged personnel must be well disciplined, medically and physically fit and skilled enough to carry out the job.

### **2.2.4 Drivers and Dispatch Riders**

1. The preferred age range for engaged personnel shall not be less than 25 years and not above 45 years of age.
2. The minimum educational requirement is a secondary school leaving certificate (O 'levels)
3. The engaged personnel must have a minimum of five (5) years professional driving experience
4. The engaged personnel must have a valid driving license
5. The engaged personnel must be well disciplined, medically and physically fit and skilled enough to carry out the job.

## D. METHODOLOGY/DESCRIPTION OF APPROACH

In this section, the Bidder will provide a comprehensive description of how it will provide the required services. Information provided must be sufficient to convey to CSCS that the Bidder has enough understanding of the effort required to provide the requested services and that it has an approach, methodology and work plan to overcome possible challenges.

Your proposal should include, among others, the following:

- I. An outline of how your firm intends to perform the services covered by this RFP, giving sufficient information to demonstrate its understanding of CSCS and our requirements; and its capability to successfully recruit and maintain a network of quality candidates for CSCS' consideration.
- II. Identify your organization's experience with respect to the outsourcing function and execution of similar projects, and what makes your organization uniquely qualified for this project.
- III. A Human Resources strategy statement indicating how your organization will best meet the varying personnel needs of CSCS. You must propose a high-level description or plan on how you intend to carry out the required outsourcing services, taking into consideration that personnel are requested for on need basis by CSCS.
- IV. Provide a projected timeline for fulfilling personnel requests from CSCS, from the point when the request is received to the commencement of work by the ad-hoc staff.
- V. Describe what steps your firm has taken to ensure that quality services are delivered.
- VI. You must propose appropriate safeguards to ensure the confidentiality, integrity, and availability of CSCS's data accessed by the personnel assigned in delivering the service.
- VII. Identify three clients that you have worked with that we may contact for reference purposes.
- VIII. Designate specific contact person(s) for ad-hoc staff administration, conducting interviews and who will be the primary point of contact for receiving request for ad-hoc staff from CSCS. This will be agreed upon finalizing contract agreements with the selected Bidder

## E. FINANCIAL PROPOSAL

Note: Financial proposals must clearly indicate the following:

- a. Bidders should provide costs for everything required to meet the projects objective. A break-up of costs for each deliverable must be provided
- b. Cost for any other element, which is not specified in the Scope of work and deliverables of this RFP document and is considered relevant for the concept execution by the RFP participant must be highlighted separately.
- c. VAT and other taxes must be indicated separately
- d. The quotation should have a validity period, where it applies
- e. Fee quotations are to include the monthly rates, personnel costs, overhead factors, and any other relevant details. Please note that CSCS will not pay placement fees for successful candidates and will only reimburse the successful Bidder for any travel expenses, for services delivered on behalf of CSCS that have been pre-approved by Management.
- f. All costs must be in Naira
- g. The cost quoted will be firm and fixed for the duration of performance of the contract. At no point will any deviation from the quoted rate be entertained by CSCS. In addition, the Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

## F. EVALUATION CRITERIA

The evaluation shall be undertaken in three stages:

- I. **Preliminary Evaluation**, which shall consider responses from bidders in sections A and B
  - II. **Service Evaluation**, which shall mainly consider responses to sections C and D
  - III. **Financial Evaluation**, which shall consider items under section E
- Note that proposals submitted by Joint Ventures shall be disqualified.**

## G. BID SECURING DECLARATION

*[insert: title and RFP number]*

**To:** *[insert: name and address of Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of time of *[5 YEARS]*, in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

(a) withdrawing our bid, or any part of our bid, during the period of bid validity specified in the Bid Submission Form or any extension of the period of bid validity which we subsequently agreed to; or

(b) Having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative bids was permitted, and in case we did submit one or more alternative bids, this Bid-Securing Declaration applies to these parts of our bid as well.

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

**Name:** *[insert: name of person signing the Bid-Securing Declaration]*, in the capacity of *[insert: legal capacity of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert: name of Bidder]*

**Dated** on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

*[Add Corporate Seal (where appropriate)]*

