



## **Request for Quotation**

**Boundary fence replacement at Collyweston Great Wood NNR**

**Near Stamford, Lincolnshire**

**11/11/2024**

# Request for Quotation

## **Boundary fence replacement at Collyweston Great Wood NNR 2024 - 2025**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: **kevin.lunham@naturalengland.org.uk**

Date: **2<sup>nd</sup> of December 2024**

Time: 9.00 am

Ensure you include the name of the quotation and 'Final Submission' in the subject field to make it clear that it is your response.

### **Contact Details and Timetable**

**Kevin Lunham – Collyweston group Senior Reserve Manager** will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	12 <sup>th</sup> November 2024 at 12.00
Deadline for clarifications questions	<b>25<sup>th</sup> November 2024</b> at 9.00am
Deadline for receipt of Quotation	<b>2<sup>nd</sup> December 2024</b> at 9.00 am
Intended date of Contract Award	<b>Mid-December</b>
Intended Contract Start Date	<b>December 2024-January 2025</b>

Action	Date
Intended Delivery Date / Contract Duration	15 <sup>th</sup> December 2024 to 28 <sup>th</sup> February 2025

## Section 1: General Information

### Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

“Authority”	means <b>Natural England</b> who is the Contracting Authority.
“Contract”	means the contract to be entered into by the Authority and the successful supplier.
“Response”	means the information submitted by a supplier in response to the RFQ.
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers.

### Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier's exclusion from this quotation process.

## **Acceptance of Quotations**

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

## **Costs**

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

## **Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

## **Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

- the clarification and response are not commercially sensitive; and
- all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority's notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation.

Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

## **Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

## **Conditions of Contract**

The Authority's Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the

Natural England Website

[Procurement at Natural England - Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/procurement-at-natural-england)

and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

## **Prices**

Prices must be submitted in £ sterling, with a breakdown of costings. A total, The Vat Value if applicable and a grand total.

## **Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to

information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government's transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

- Central Contracting Authority's: £12,000
- Sub Central Contracting Authority's and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a **Central Contracting Authority** with a publication threshold of **£12,000** inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise ("SMEs") or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

## **Disclaimers**

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

## **Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.

- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

## **General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

## **Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with **Natural England** staff and service users.

Suppliers are expected to;

- support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group's Equality & Diversity Strategy](#).
- meet the standards set out in the [Government's Supplier Code of Conduct](#)
- work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

## **Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group's approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client's behalf.

## **Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.



## Section 2: The Invitation

### Specification of Requirements

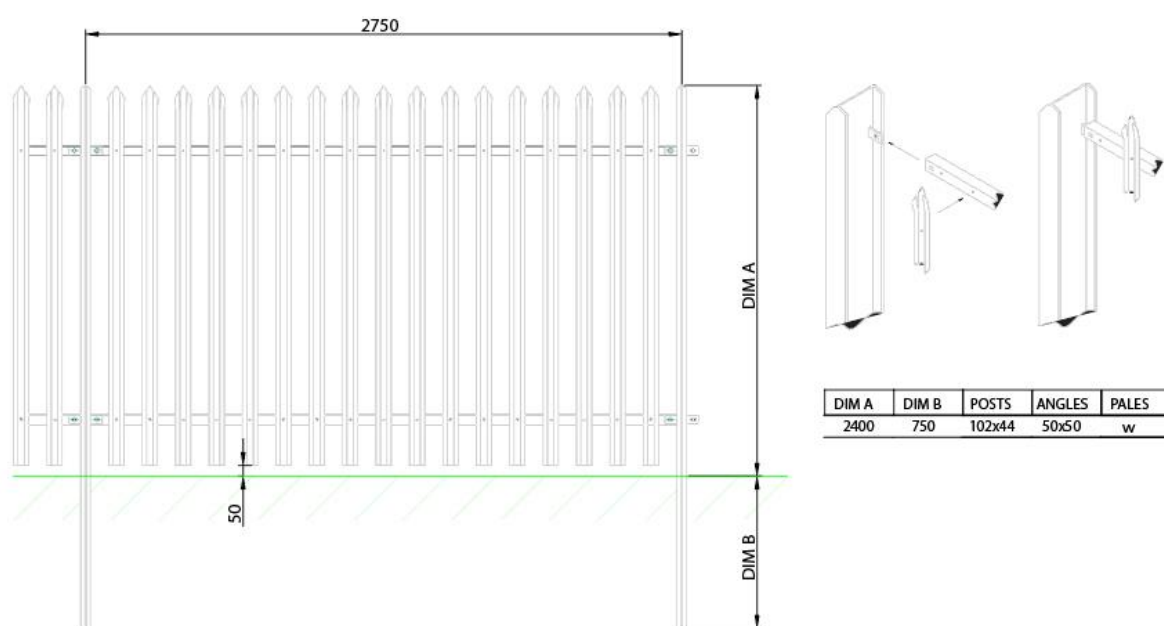
Please note a site visit with the Senior Reserve Manager must be conducted before submitting a quote.

The office and machinery depot at Collyweston Great Wood NNR requires a robust and secure boundary fence around the site. The existing chain link fence, and concrete posts are coming to the end of their usable life and need total replacement.

**FYI – Full consideration must be given to ensure that the integrity and security of the site is always maintained whilst work is underway. The site must not be left insecure at evenings and weekends.**

#### Fencing specification

The existing chain link fence and concrete posts are to be replaced with palisade fencing to the following specification:

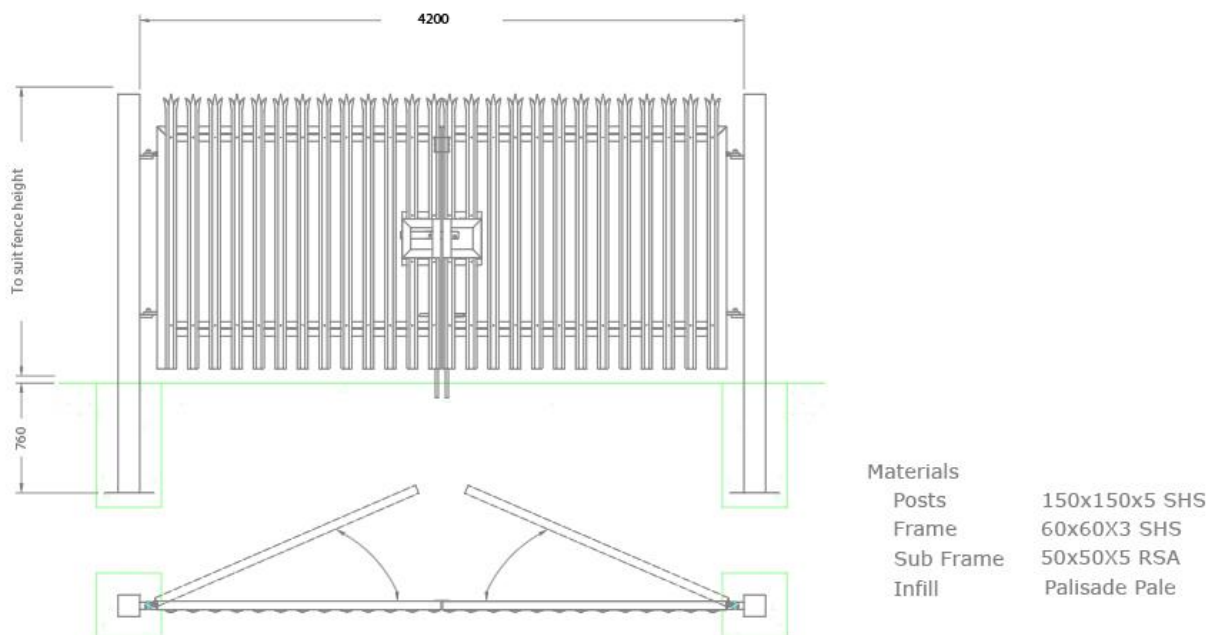


In addition to the fence panels themselves several other elements need to be taken into consideration:

- Existing infrastructure: a small section of palisade fencing already exists within the compound that will need to be tied in with the new fence. The existing fencing is 1.8m high and its location is detailed on the map below.

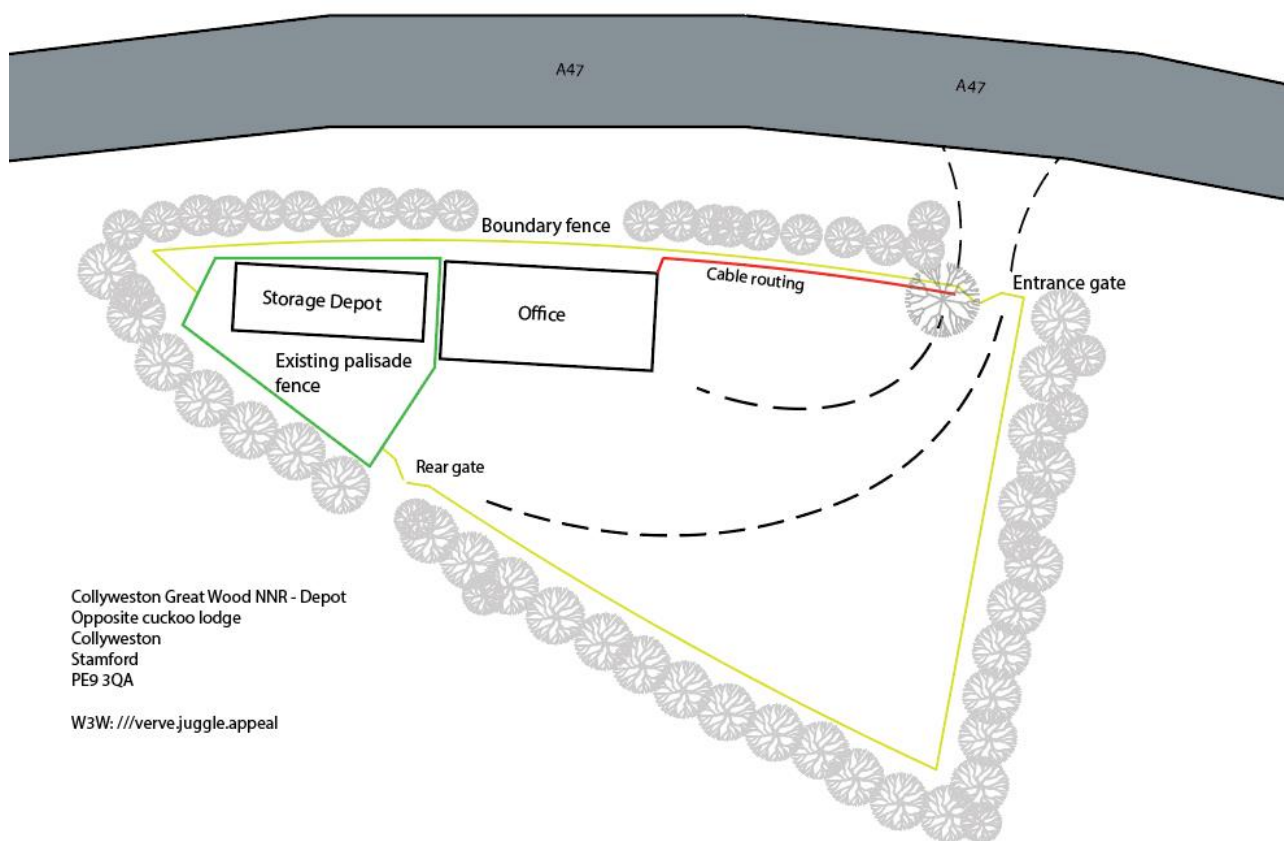
- A new cantilever gate is to be installed at the main entrance and some flexibility will be required to tie into the structure which may be installed at a similar time, or later, to the fencing. This main gate forms the basis of a separate RFQ and should not be included within this quote.
- A gate to the rear of the compound is required, the specifications of which are shown below, the cost for the supply and erection of this gate should be included with your quote. There is some flexibility in the opening width of the gate should the displayed width not be readily available, please include details/options with your quote.
- Fence and gate posts should be secured firmly in the ground by means of concrete/postcrete.
- All the chain link fencing, concrete posts and other fencing materials that form the existing fence line must be removed from site and disposed of in accordance with all relevant waste regulations.

#### Gate specification – rear of compound



## Map

The following map shows the extent of the works. It has been estimated by using GIS that the fence line is approximately 230 Metres in length excluding any gates or existing palisade fencing. This distance should be used as a guide only. You should undertake your own survey to determine the full extent of the fence line to be replaced.



## Site Designations

The works will take place on the woodland site of Collyweston Great Wood NNR which is designated as a SSSI. Whilst the compound itself isn't within the SSSI the surrounding land outside the fence is and as such damage to this sensitive site must be kept to a minimum when undertaking the works. The works must be completed before the beginning of the flowering and invertebrate / Bird nesting season (February 28th onwards).

Any vegetation impeding the fencing works will be cleared prior to installation.

## Timing

Work must be carried out between December 2024 and 28th February 2025. All work shall be carried out during normal working hours i.e. 0800 – 1600 hours, Monday to Friday. Working outside of these hours may only be undertaken after prior consultation with the Senior Reserve Manager.

Please note that for consideration in the evaluation stage, contractors must have visited the site before supplying a quote. Please contact the Project Manager to discuss further.

## **Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. **Invoice us after all the work has been completed.**

It is anticipated that this contract will be awarded for a period of **2 - 3 weeks** to end no later than **28<sup>th</sup> February 2025**. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

## **Evaluation Methodology**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – **50%**

Commercial – **50%**

## Evaluation criteria

Evaluation weightings are **50%** technical and **50%** commercial, the winning tenderer will be the highest scoring combined score.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
<b>Technical</b>	<b>50%</b>	<b>Service / Product Proposal</b>	<b>Methodology</b>	<b>2 Questions</b>  <b>Q1a (12.5% of technical score available)</b>  <b>Q1b (12.5% of technical Questions)</b>
			<b>Key personnel</b>	<b>1 Question</b>  <b>Q2 (25% of technical score available)</b>
			<b>Management of sustainability and social value</b>	<b>1 Question</b>  <b>Q3.1 (12.5% of technical score available)</b>  <b>Q3.2 (12.5% of technical score available)</b>
			<b>Health &amp; Safety</b>	<b>1 Question</b>  <b>Q4.1 (12.5% of technical score available)</b>

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
				<b>Q4.2 (12.5% of technical score available)</b>
<b>Commercial</b>	<b>50%</b>	<b>Whole life cost of the proposed Contract</b>	<b>Commercial Model</b>	<b>1 Question</b> <b>Q4 (50% of commercial score available)</b>

### Technical (50%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

Description	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.

Description	Score	Definition
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

Methodology	Detailed Evaluation Criteria
<b>Q1a</b>  <b>Provide details of the methodology and approaches proposed to deliver the requirements of this project.</b>	<b>Your response should:</b>  <b>1) Demonstrate a clear understanding of the nature of the requirements.</b>  <b>2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.</b>  <b>3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.</b>
<b>Q1b provide evidence of previous experience in working on a nature reserve setting and delivery high quality finished fencing.</b>	<b>Examples of your work, specifics of the type of site and how you overcome the sensitive nature of these nature reserves.</b>

Key Personnel	Detailed Evaluation Criteria
<b>Q2</b>	List key staff who will be directly involved in the project and their H&S qualifications/ training and experience.

Management of sustainability and social value	Detailed Evaluation Criteria
<b>Q3.1</b>	Please describe your company Biosecurity protocol. In particular please outline methods to avoiding transfer of Invasive Non-Native Alien Species.
<b>Q3.2</b>	Please describe your companies Refueling / spill protocol when working on high value SSSI sites.

Health and Safety	Detailed Evaluation Criteria
<b>Q4.1</b>	List any SSIP or Accreditation scheme your company uses. also provide Insurance certificates.
<b>Q4.2</b>	Please provide Risk assessments and method statement for the job type.

**Commercial (50%)**



The Contract is to be awarded as a **fixed price** which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against **each deliverable** used in the delivery of this requirement.

#### Calculation Method

The method for calculating the weighted scores is as follows:

- Commercial

Score = (Lowest Quotation Price / Supplier's Quotation Price ) x **50%** (Maximum available marks)

- Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x **50%** (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT):  $WC + WT = TWS$ .

#### Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

- completed Commercial Response template
- separate response submission for each technical question (in accordance with the response instructions)
- completed Mandatory Requirements (Annex 1)
- completed Acceptance of Terms and Conditions (Annex 2)

#### Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

**The successful supplier will be issued the contract via a Purchase Order.**

# Annex 1 Mandatory Requirements

## Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

### Part 1.1 Potential Supplier Information:

Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b)	Registered office address (if applicable)	
1.1(c)	Company registration number (if applicable)	
1.1(d)	Charity registration number (if applicable)	
1.1(e)	Head office DUNS number (if applicable)	
1.1(f)	Registered VAT number	
1.1(g)	Are you a Small, Medium or Micro Enterprise (SME)?	(Yes / No)

Note: See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

### Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

## Part 2 Exclusion Grounds

### Part 2.1 Grounds for mandatory exclusion

Question no.	Question	Response
2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	

Question no.	Question	Response
	Participation in a criminal organisation.	(Yes / No)  If yes please provide details at 2.1 (b)
	Corruption.	((Yes / No)  If yes please provide details at 2.1 (b)
	Fraud.	(Yes / No)  If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	(Yes / No)  If yes please provide details at 2.1 (b)
	Money laundering or terrorist financing	(Yes / No)  If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	(Yes / No)  If yes please provide details at 2.1 (b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p>	

Question no.	Question	Response
	<p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.1 (c)	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning)	(Yes / No)
2.1(d)	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	(Yes / No)
2.1(e)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

## Part 2.2 Grounds for discretionary exclusion

Question no.	Question	Response
2.2(a)	<p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation</p>	
2.2(b)	Breach of environmental obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2(c)	Breach of social obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2(d)	Breach of labour law obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2(e)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

## Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_