



JSI Research & Training Institute, Inc. (JSI)
Ebola Transmission Prevention & Survivor Services Program
Horton Avenue, Capital Bye Pass
Monrovia, Liberia

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL (RFP) No: 009

ISSUE DATE: January 10, 2018

CLOSING DATE AND TIME: Proposals must be received no later than 5:00PM Monrovia time on January 23, 2018

PRE-TENDER MEETING: This meeting is intended to address all questions that may arise from bidders. Slated for **January 18, 2018**. JSI/APC Office, Horton Avenue, off Capital Bye-Pass, Monrovia, Liberia

JSI Research & Training Institute, Inc. (JSI) is a public health management consulting and research organization dedicated to improving the health of individuals and communities across the US and in globally.

Presently in Liberia, JSI, supported by USAID Global Health funding, is implementing the Ebola Transmission Prevention & Survivor Services (ETP&SS) program through the Advancing Partners & Communities Project (APC). This program focuses on Ebola transmission prevention, strengthening clinical care support for Ebola survivors, and reducing stigma and related barriers to health care services for Ebola survivors.

Via this document, JSI is soliciting proposals from interested established, reputable and legally registered construction companies that have the capacity to provide quality health facility renovation services. Specifically, JSI/APC is requesting proposals from construction companies for the renovations of Work at John F. Kennedy Medical Center Infectious Disease Outpatient Clinic.

| No | County | Name of Facility | Description of Works |
|----|-------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | Montserrado | JFK Medical Center Compound | Renovation of JFK Medical Center Chest Clinic Building (Proposed JFK Medical Center Outpatient Infectious Disease Clinic) |

All interested companies are requested to come to the front desk at JSI/APC to pick a hard copy of the RFP package. Each bidder will receive a set of technical working drawings, technical specifications, BOQs and RFP instruction to bidders. This can be picked daily between **8a.m - 5p.m from January 10, 2018 to January 19, 2018.**

Note: It is possible that there may be changes to the scope of the work at one or more of these sites. In the event of an award, JSI/APC will communicate any changes in scope of work to the successful applicant.

Please submit your most competitive proposal in accordance with the attached instructions, including all required certifications. Any contract issued as a result of this RFP will be subject to all instructions, certifications, terms and conditions, and specifications included in this RFP. This solicitation document includes the following parts:

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One hard copy and one electronic copy on disc or memory stick of your Proposal is due no later than Tuesday, 23th January 2018 5:00pm Monrovia time in Liberia at the JSI office and should be addressed to:

Desmond Harris
Office Supervisor
JSI R&T Institute, Inc.
Horton Avenue
Monrovia, Liberia
Tel: +231 777142666

Please note that proposals sent by email will not be accepted.

Interested companies should direct any questions about the RFP in writing to agardy@lr.jsi.com & rclarke@lr.jsi.com by no later than **January 16** All questions will be collected and responses will be given during the pre-tender meeting which will be held on January 18, 2018 at 2:00 – 3:00pm in the JSI/APC Conference Room. All correspondence with JSI/APC pertaining to this RFP must reference the contact person (emails noted above) and the RFP number listed on page 1. **No Telephone calls asking questions about the RFP will be accepted.**

PART A: INSTRUCTIONS TO BIDDERS

I. PROPOSAL REQUIREMENTS AND SCHEDULES

One sealed Hard copy and one Electronic copy (on disc or memory stick) of the Proposal should be delivered to the JSI Liberia office **no later than 5:00 pm on January 23, 2018**. Submissions will be time stamped and late submissions will not be accepted. The sealed proposals should be addressed to:

Desmond Harris
Office Supervisor
JSI R&T Institute, Inc.
Horton Avenue
Monrovia, Liberia
Tel: +231 777142666

Bidders are requested to submit the technical proposal in a sealed envelope clearly labeled **“JSI/APC Renovation Technical Proposal: [name of county, name of facility and description of work as it is written in the job description table above]”**.

The detailed cost proposal should be in Excel format and include **detailed budget notes**. All cost documents should be clearly labeled **“JSI/APC renovation Cost Proposal: [name of county, name of facility and description of work as it is written in the job description table above.]**

Site visits: It is strongly recommended that companies conduct site visits to the respective Counties and sites in order to acquaint themselves with the general conditions, constraints, obstructions and all other conditions. Failure to be familiar with the counties and/or facilities will not be a basis for contract claims of any type.

Communications with JSI/APC, government technical or program personnel in regard to the requirements of this solicitation (other than during any site visit and/or pre-tender meeting) is not permitted during the solicitation process. Unauthorized communications will result in disqualification. JSI/APC will accept questions submitted in writing to the above email address between **10th – 16th January 2018**.

Bidder’s entire proposal shall be submitted in English and shall include a “Cover Letter”, on the company’s official letterhead, which shall be signed by an authorized representative of the bidding company. The Bidder’s Cover Letter shall confirm that the bidder’s proposal complies with all requirements in these instructions.

Included in the cover letter should be the following:

- A statement of expression of interest to participate in the bid. It should mention specific lots and cost for which the company is bidding.
- The full name and signature of the company’s official representative and position
- The letter should be original and stamped with the official stamp of the company.

A. Technical Proposal Requirements: The following **TECHNICAL** proposal information should be submitted in writing and include the following:

1. Basic Information

- A cover letter with company details: Address, Telephone/Fax numbers, and Contact Name (with office and cell phone numbers) who is able to answer questions on the proposal.
- A properly completed bid form (see attached Bid Form).
- Methodology describing how the company proposes to implement the scope of work under the project (repeated up to three times if bidding on all sites listed in this RFP).
- Company profile: brief history of the business and ownership structure, including names of CEO, Managing Director and Owners)
- A list of non-expendable equipment and physical resources owned by the bidder for the purpose of this proposal.
- An affidavit naming the authorized company representative having the power to bind and execute contracts signed by the bidder's owners/principals.
- Current Ministry of Commerce Business Registration
- Current Ministry of Finance Tax Clearance
- Current contractor registration certificate from MOPW
- Current ALCC Certificate
- Debarment and Terrorism Certifications (see Part D: Attachments for all certifications)

2. Project Schedule and Staff proposed

- Include a detailed project schedule with timeline and deliverables, using the attached template
- Submit a staffing plan for the contract and list the names of key staff proposed, as well as the person designated Project Manager/Team Leader for overall management of the contract and its timely completion.
- CV/resumes for all Key Staff proposed to implement the contract.

3. Past Performance

- List of work currently being undertaken, including contract value, type of work, location, start and completion dates, name of client and contact information.
- List of work completed within the last five (5) years (2012-2016), including contract value, type of work, location, start and finished dates, name of client and contact information.
- List minimum of three (3) references: contact information for those references (include address, email and phone contact). UN and USAID-funded project references are preferred but not required.

B. Cost Proposal Requirements: The following COST information must be submitted in writing:

BOQS - using the attached forms.

Bidders shall confirm that their rates include all associated costs - including labor, supervision, quality control, equipment, supplies, material, facilities, crews, transportation, housing, meals, repair parts, fuel, licenses, clearances, performance bond costs, communication, taxes, overhead, and any other costs that are anticipated to perform the requirements – as defined in Part A (Instructions).

If requested (during the review process), bidders shall provide a cost rationale and detailed cost calculation methodology for each lump sum to clearly explain how the costs were established.

Each cost proposal must include all costs involved in meeting the project’s deliverables and include the following:

- Submit a completed BOQ (or BOQs) as indicated, in US dollars (\$). Each BOQ should include all costs involved to meet the project’s deliverables.
- Each page of the BOQ should be duly signed and stamped with the company’s legal and official stamp.
- The payment schedule will be tied to the job progress and monthly progress payment requests.
- Confidential audited financial statements for the 2 most recent years.

Note: All costs associated with preparing and submitting the proposal must be borne by the bidder and will not, under any circumstances, be reimbursed.

Note: Provisional sums are an estimated price proposed for installation of equipment that cannot be determined at the time of the bid. Provisional sums will be provided by JSI/APC. These provisional sums will be provided to all bidders with the Bill of Quantities.

II. AWARD and EVALUATION CRITERIA

JSI/APC will evaluate all responsive proposals on a best value basis considering overall responsiveness to the RFP, technical considerations (including capability to conduct this type of work, experience, past performance and staff capabilities) and cost. A proposal that is non-responsive to any element will be eliminated from consideration.

In addition to other factors listed above, offers will be evaluated on the basis of advantages and/or disadvantages to JSI/APC that might result from making only one, versus more than one, award. Note that this RFP is **to obtain proposals to complete only the work** detailed in this document.

Selection of companies will be done by JSI/APC, and will be conducted in accordance with JSI/APC and USAID procurement guidelines.

Bid Evaluation Criteria:

| Technical Criteria | Scoring Value |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Technical: Company's Profile | 5 |
| Technical and management approach to construction / renovation project execution, and bidders project implementation methodology | 5 |
| Technical: Completeness of the bidder's proposal | 5 |
| Technical: Experience of construction team members and support staff, especially Project Managers, Site Engineer, Team Leaders, and Skilled Construction Workers. | 10 |
| Technical: Appropriateness and reliability of equipment and accessories to the work under this project | 10 |
| Technical: Past performance and experience in successfully completing similar construction/renovation work in a timely and cost effective manner | 15 |
| Technical: Proposed implementation/execution schedule using the template provided by JSI/APC in relation to needs of JSI/APC/APC | 10 |
| Cost: Accuracy of calculations | 20 |
| Cost: Reasonableness and value of line items costs and total cost | 20 |
| Total Score | 100 |

III. VALIDITY

The proposals should remain valid for no less than **120 calendar days** after the RFP closing date. Proposals must be signed by an official authorized to bind the offeror to its provisions.

IV. FINANCIAL RESPONSIBILITY

Offeror must certify in the proposal submitted that they are financial viability and have the financial resources to complete the proposed activities within the period of performance and under the terms of payment outlined. JSI/APC reserves the right to request and review the latest financial statements and audit financial reports of the anticipated contractor as part of the basis for an award.

V. NEGOTIATIONS

The offeror's most competitive proposal is requested. It is anticipated that awards issued will be made solely on the basis of these proposals. However, JSI/APC reserves the right to request responses to additional technical and cost questions which would help in making the award. JSI/APC also reserves the right to conduct negotiations on technical or cost issues prior to the making the award. In the event that an agreement cannot be reached, JSI/APC will enter into negotiations with alternate offertory for the purpose of making the award.

VI. REJECTION OF PROPOSALS

JSI/APC reserves the right to reject any and all proposals received, or to negotiate separately with any and all competing bidders. Bidders whose proposals are not selected will not be notified in writing.

VII. INCURRING COSTS

JSI/APC is not liable for any cost incurred by offerors during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the offeror.

VIII. CANCELLATION

JSI/APC may cancel this RFP without any cost or obligation at any time until certification of the award.

IX. TERMS OF AWARD

This document is a request for proposal only, and in no way obligates JSI/APC or USAID to make any award. Award(s) made subsequent to this solicitation will be subject to the terms and conditions described herein.

X. PAYMENT TERMS

Payments shall be made on the following basis:

- No advance payments will be made *except for mobilization costs and a percentage of general conditions – and then only if the proposal includes the details of these needs/requests in the BOQ.*
- If a condition exists for an advance payment to be made, it will only be made after the contractor presents a bank guarantee that can be verified with the institution and is accepted - at its sole discretion - by JSI/APC.
- JSI/APC payment cycle is net 30 days after approval of the contractor's bill.

XI. REPRESENTATIONS AND CERTIFICATIONS

The proposal shall be accompanied by requested representations and certifications, completed and signed by an official authorized by the offeror. See Part D for Attachments.

PART B: SCOPE OF WORK

Scope of Work the John F. Kennedy Medical Center Infectious Disease Outpatient Clinic (OIDC)

Renovation Work Contractor

1. Demolition

- Remove and dispose of all demolished materials including but not limited to floors, walls, ceiling, doors/frames/hardware, windows, plumbing and electrical fixtures, and piping within the proposed space.

2. Earthwork

- Levelling of land surface after the removal topsoil and backfilling with masonry debris to allow for the placement of walkways and handicapped access ramps.
- Landscape completely the surrounding areas by backfilling with sand to ensure that the proper levels are maintained within the confines of the OIDC.

3. Proposed Scope of Work

Installation of all indicated features including floors, walls, roofs, ceiling, doors/frames/hardware, windows, painting, plumbing and electrical fixtures, piping and wiring, provide handicap accessibility, repair security perimeter wall, shown in the new proposed scope of work, drawings and specifications as follows:

Floor and ramps

- All damaged and /or demolished floors shall be replaced with new floor properly screed and leveled.
- All floors shall be tiled accordingly with the appropriate ceramic nonskid finished floor tiles in areas specified.
- Placement of ramps and walkways where indicated in the drawings and as described within the specifications.

Walls

- Installation of new partitioning walls for proper demarcation of specific areas within the clinic as per the proposed drawings, designs and specifications.
- All walls within the consultation areas and other spaces not designated for tiling shall be painted. Contractor shall, in consultation with the Project Team and Hospital Administration, determine the color scheme to be utilized throughout the specific area.

Tiling

- Placement of wall and non-skid floor tiles within consultation rooms and other areas of the clinic with high quality ceramic tiles.
- Designated walls within the consultation rooms and other specified areas shall be tiled with a 4 foot wainscot, except for bathrooms or operating rooms which will be tiled the full height of the walls. Contractor shall, in consultation with the Project Team, develop the color scheme to be utilized throughout the buildings.

Roofing

- Installation of new roof with in all renovated areas where indicated on proposed drawings, except otherwise that those portions of roof or any portions thereof are not damaged in such cases shall be remain accordingly.

Ceilings

- Installation of new ceilings with in all renovated areas where indicated on proposed drawings, except otherwise that those portions of ceiling or any portions thereof are not damaged/stained in such cases shall be painted accordingly.

Painting

- Patch where necessary using wall sealant/putty and repaint all areas in the interior and exterior of the building including new partition walls and existing walls, doors, trims and ceilings

Doors, Frames and Hardware

- Installation of glass, panel and plywood doors in the appropriate sizes inclusive of frames, hinges, locks and other appropriate accessories.

Windows

- Installation of sliding glass windows in the appropriate sizes glass, inclusive of aluminum frames, locks, screens and other appropriate accessories.

Plumbing and Electrical Fixtures

- Installation of water supply and waste lines, commode, face basins, sinks, faucets, toilets, urinals, trash receptacles, towel dispensers for hand washing and other purposes within the consultation rooms shall be properly connected to the existing or newly constructed plumbing and water lines.
- Electrical connections, cabling, conduit/trunking, junction boxes, switches and outlets, fans, Light fixtures and other fixtures as indicated.

Furniture

- Provide and install as described in the specifications/ or by the consultant the required furniture for the designated spaces within the building.

IV. Project Deliverables

All completed work should be turned over to JSI/APC and facilities at required quality level and within the time duration specified within as per drawings and specifications and in accordance with the contract.

V. Liquidated Damages

If the contractor fails to complete the work as provided in the contractors proposal and as stated in the contract signed by both parties, due to circumstances and delays under control of the contractor, there will be \$100 US dollars fee per day for each day of delay deducted from the contractors final payment to cover added JSI/APC costs.

PART C: LIST OF CONTRACT CLAUSES (EACH OF WHICH WILL BE INCORPORATED INTO THE CONTRACT)

The following clauses will be incorporated by reference in the contract. The term “JSI/APC” shall be substituted for the term "Government" and the term “JSI /APC Project Director or his/her designee(s)” shall be substituted for the term “Contracting Officer” in such clauses for purposes of the contract.

Invoice Requirements. Contractor shall submit an invoice prior to payment for goods or services. Each invoice shall be numbered and shall include: (a) the Contractor’s name and address, dates of performance and amount of payment requested; (b) a reference by number to this contract; and (c) a description of the items for which payment or reimbursement is sought. Upon acceptance of JSI, JSI shall make payment to the Contractor in U.S. Dollars by wire transfer of US Dollars to a local bank account held in the name of Contractor. JSI/APC shall not be liable for fluctuations in exchange rates, if applicable, after such purchase of local currency or wire transfer of funds.

Relationship. It is understood and agreed that Contractor is furnishing services to JSI/APC as an independent contractor, and nothing contained in the contract between JSI/APC and Contractor shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

Confidential Information. Each party shall treat as confidential all information obtained from the other during the course of performance under the Contract, unless such information is in the public domain. Neither party shall disclose such information without prior written consent of the other, unless compelled to do so by law.

Assignment. Neither party may assign its rights nor responsibilities under this contract without the prior written consent of the other, except that JSI/APC may assign its rights under the Contract if required to do so by law or as collateral for a bank loan or other financing.

Compliance with Laws. Each party shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the work to be performed under the Contract.

Modifications. The scope of work and other terms and conditions contained herein shall not be added to, modified, superseded or otherwise changed except in writing signed by JSI and the Contractor.

Indemnification. Contractor shall indemnify and hold JSI/APC harmless from any damages or liability caused by or arising out of Contractor's negligence, failure to perform as required by the contract, intentional misconduct, or failure of goods or services provided under the contract.

Entire Agreement. The Contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed hereunder.

Inspection/Acceptance. The Contractor shall tender for acceptance only items that conform to the requirements of the contract, drawings and general and technical specifications. JSI/APC reserves the right to reject or revoke acceptance of any non-conforming items, and to inspect or test any supplies or services tendered for acceptance. JSI/APC may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price.

Termination for Convenience. JSI/APC reserves the right to terminate the Contract or any part hereof for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and sub-contractors to cease work. Subject to the terms of this Contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination.

Termination for Cause. JSI/APC may terminate the contract or any part thereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any term or condition of the contract, or fails to provide JSI /APC upon request with adequate assurance of future performance, or in the event of termination of the prime contract for convenience. In the event of termination for cause, JSI/APC shall not be liable to the Contractor for any amount for supplies or services not accepted, and Contractor shall be liable to JSI for any and all rights and remedies provided under the Contract or by law. If it is determined that JSI improperly terminated the contract for default, such termination shall be deemed a termination for convenience.

Representations and Warranties. The Contractor represents and warrants that: (a) it has good title to all tangible and intangible products delivered or to be delivered pursuant to this contract, subject to no lien or security interest, (b) such products are merchantable and fit for JSI/APCs intended use of the same, and (c) such products do not infringe the patent, trademark, copyright or other rights of any third party.

Interpretation. In the event of any conflict between JSI/APC and Contractor, the terms and conditions of the contract shall apply.

END OF CLAUSES

CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification, the term “JSI/APC” shall be substituted for the term “Owner”, and “Quote/proposal” shall be substituted for the term “application”.

CERTIFICATION:

By signing and submitting this certification, the prospective contractor provides the certification set out below:

1. The Contractor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Contractor to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Contractor will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Contractor.

b. Before providing any material support or resources to an individual or entity, the Contractor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Contractor should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Contractor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Contractor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of funds or -financed commodities to the ultimate beneficiaries of assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Contractor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Contractor's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Contractor that are acquired in the ordinary course of business through contractcontract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Contractor has reason to believe that a contractor supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by prior to the end of its term.

Attachment D.1 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR PROPOSED DEBARMENT

The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any U.S. Federal agency.

Offeror: _____

Authorized Signatory: _____

Title: _____

Date: _____

Attachment D.2 CERTIFICATION REGARDING TERRORISM

Executive Order on Terrorism Financing: The Contractor is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the offeror, if an award is made, to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at www.treas.gov/offices/enforcement/ofac/sdn/. By signing below, the offeror confirms awareness of the executive order regarding terrorism financing, and certifies that the offeror is not a terrorist and does not conduct business with, or provide resources to, US government-recognized terrorists.

Offeror Organization Name: _____

Authorized Signatory: _____

Title: _____

Date: _____

Attachment D.3 KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification, you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.