

2019

Christian

Alliance

International

School

Request for Proposal (RFP) for Computer hardware equipment

RFP Reference No.: CAIS-IT2019

These documents are intended for potential vendor(s) to submit proposal to Christian Alliance International School only. Any further use, copying and dissemination of the information without the consent of Christian Alliance International School is prohibited. If you are not interested to submit a proposal, you must not read, print, retain, copy, distribute, forward or take any or refrain from taking any action in reliance on it or any of its attachments.

Table of Contents

1. Project Introduction.....	4
2. Conditions of Qualified Bidders	4
3. Technical Specification.....	4
4. Delivery Schedule	5
5. Price Proposal.....	6
6. Payment Terms.....	6
7. Submission Requirement	7
8. Selection Criteria for the Awarded Vendor.....	8
9. Terms and Conditions	9
9.1 Preparation of Proposal	9
9.2 Validity	9
9.3 Outsourcing	9
9.4. Interview and Presentation.....	9
9.5 Project Delay	9
9.6 Registration of Vendor.....	9
9.7 Cancellation of RFP	9
9.8 Acceptance of Vendor.....	10
9.9 Payment	10
9.10. Bankruptcy	10
9.11 Probity and Anti-collusion Clauses	10
9.12 Conflict of Interest	11
9.13 Other Terms and Conditions	11
Appendix I. Equipment Quantity and Specification	12
Appendix II. Document Submission Checklist.....	18
Appendix III. Compliance Checklist	19
Appendix IV. Decline to Offer Form	20

**Request for Proposal (RFP) for
Computer hardware equipment
issued by Christian Alliance International School**

Name: Christian Alliance International School (CAIS)
 Address: 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong
 Request or Proposal No.: CAIS-IT2019
 RFP Closing Date and Time: 16:00, 30th July 2019

Offer to be Bound

1. This proposal (the “**Proposal**”) is submitted with the authority and on behalf of:

whose registered office is situated at

(the “**Vendor**”).

2. The Vendor hereby agrees to supply all or any portion of the items and services specified in this RFP in accordance with the specifications set out, and at the prices quoted, in the Proposal, subject to and in accordance with the Terms and Conditions of this RFP and the General Conditions of Contract and any Special Conditions of Contract set out in this RFP, unless otherwise counter-proposed in the Proposal and agreed in any consequent negotiations between the parties.
3. The Vendor hereby warrants that the sale and/or supply of the items or services or any of them will not infringe any patent, copyright or trade mark.
4. The number of the Vendor’s Company’s Business Registration Certificate is _____ and is valid until _____.
5. The Vendor’s answer to clause 9.12 (Conflict of Interest) of the Terms and Conditions of this RFP is _____ (Please indicate YES or NONE, if YES, please give details below.)

Name _____ Identity Card No. _____ Relationship _____
 Name _____ Identity Card No. _____ Relationship _____

6. Name and designation of person signing:
 Name in Block Letter: _____ Designation: _____

<p>Authorized Signature :</p> <p>Date: _____ RFP No.: CAIS-IT2019 Tel No.: _____ Fax No.: _____</p>	<p>Company Chop</p>
---	--

1. Project Introduction

Christian Alliance International School will carry out the computer equipment procurement exercise in view of the development needs of the school. The school ICT Department plans to procure and install new IT equipment to replace outdated equipment currently in use. We are now officially inviting prospective companies to participate in the bidding of this project.

2. Conditions of Qualified Bidders

1. Have a good business reputation and a sound financial accounting system;
2. Have a good record of paying taxes and social security funds in accordance with the law;
3. Have a good record to delivering quality merchandise in a timely and professional manner;

3. Technical Specification

1. The Vendor is required to provide a detailed technical specification of the proposed models, including but not limited to:
 - a. Brand
 - b. Model
 - c. Components
 - d. Available ports
 - e. Dimension
 - f. Weight
 - g. Warranty method and period
2. Proposed models should be of a well recognised brand.
3. Please refer to *Appendix I. Equipment Quantity and Specification* for the required quantity and specification.

4. Delivery Schedule

- 1. The Vendor should provide the delivery schedule in number of days, where day 1 is the date of project commencement.
- 2. All equipment must be delivered within 90 days of project commencement.
- 3. Earlier delivery date is welcomed.
- 4. Partial delivery will also be considered.
- 5. The Vendor must include a delivery schedule of the below format in the submitted proposal.

#	Item	Quantity	Delivery by (Day)
1			
2			
3			
4			
5			
6			
7			
8			
9			

5. Price Proposal

1. The Vendor is required to provide a detailed specification and cost of each proposed model.
2. The Vendor must include a price summary table of the below format in the submitted proposal.
3. If the Vendor wish to provide other optional items, it should be listed in a separate table.

Item	Proposed Model	Unit Cost (HKD)	Quantity	Total Cost (HKD)
Desktop computer		\$	175	\$
Monitor		\$	175	\$
Laptop computer for students		\$	255	\$
Laptop computer for staff		\$	10	\$
Tablet (Optional)		\$	4	\$
Total Cost				\$

6. Payment Terms

A. Payment schedule

Payment will be made in stages as set out in the following table:

Stage	Percentage of total price
Upon order confirmation	50%
Upon acceptance of delivery of all equipment	50%

B. Payment

Any correctly rendered undisputed invoices will be settled within 60 days after receipt of the invoice.

7. Submission Requirement

Place of submission:

33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong

Deadline for submission:

16:00 on 30th July 2019

proposals that are overdue will not be accepted

1. Proposal prepared in accordance with the RFP document specifications stating relevant terms and conditions. One copy of the original, one copy, and one copy of the electronic version that is identical to the original/copy. The electronic version should be copied on the USB. The hard copy documents without electronic documents will be treated as scrap.
2. The cover of the proposal should be marked with the words “original” and “copy” respectively. The original is the original if the original is inconsistent with the copy or electronic document. Electronic documents should be stored on the USB in the file format of general software such as Word and Excel. Document to be dropped in person into the designated submission box located on the 3rd Floor General Office, 33 King Lam Street, Kowloon, Hong Kong.
3. Contents of this RFP, including the attachments are only for Vendor’s use to prepare a Proposal. Other uses are strictly prohibited. If you do not intend to make a Proposal, please destroy relevant documents immediately. Thank you for your cooperation.
4. The Vendor is required to submit the document below for Vendor’s brief company information to proof the health of the company:
 - a. BR copy; *and/or*
 - b. Latest audit report; *and/or*
 - c. Annual return report; *and/or*
 - d. Company annual report
5. The Vendor is required to complete the checklists below for the proposal submission. The Vendor should refer to *Appendix II. Document Submission Checklist* for the recommended checklist.
6. The Vendor should supply all the required information as requested otherwise the Proposal will not be considered.
7. The Vendor is reminded that it is responsible for all the expenses to be incurred in the preparation, submission of the Proposal and going through the RFP process.

8. Selection Criteria for the Awarded Vendor

1. Proposals received will be preliminarily screened after the RFP Closing Date. Shortlisted Vendors might be requested to arrange a presentation to the CAIS proposal evaluation team.
2. The Vendor should make certain that price and technical service quoted are accurate before submitting its Proposal.
3. CAIS reserves the right to negotiate the price proposal submitted.
4. The Vendor is also reminded that CAIS is not bound to accept the lowest bid, nor accept any received Proposal at all.
5. If the Vendor is unable to make offer, please also sign and return the form of Decline to Offer (please refer to Appendix IV.) on or before the RFP closing date. It is assumed that the Vendor is not interested in this Proposal submission if we do not receive any reply and submission before the RFP closing date.

9. Terms and Conditions

9.1 Preparation of Proposal

The Proposal requirements issued with this RFP must not be altered by the Vendor for any reason.

The Vendor may not be considered if any particulars and data requested in the RFP, or in the follow-up clarification of the details described in the Proposal, are not provided in full, rendering it impossible for evaluating the submitted Proposal.

CAIS may not consider any received Proposals if any of the above requirements are not met satisfactorily and CAIS is not obliged to explain such decision to the Vendor concerned.

9.2 Validity

The Vendor's Proposal shall remain open for acceptance by CAIS for a period of not less than 90 days after the RFP Closing Date.

9.3 Outsourcing

The Vendor should indicate any proposed outsourcing of services in the Proposal. In any case, the Vendor remains solely responsible for the delivery of the project.

9.4. Interview and Presentation

The Vendor must attend the interview(s) requested by CAIS in the RFP process, demonstration and/or presentation of its Proposal may be required at the expenses of the Vendor.

9.5 Project Delay

It is of essence for the Vendor to implement and deliver the complete project on time. CAIS is therefore expecting a strong commitment from Vendor in this respect as follows:

1. The Vendor will be required to use its best endeavours to meet the project schedule.
2. The Vendor will be required to promptly inform CAIS of any possible and predictable issue which might delay the project schedule with detailed reasons.
3. Should the Vendor be responsible for any delay, the Vendor will be required to pay delay compensation to CAIS of HKD\$5,000 per day of delay.

9.6 Registration of Vendor

CAIS will not enter into a contractual relationship with the Vendor unless the Vendor, at the time of submitting the Proposal, is a company registered in Hong Kong under the *Companies Ordinance* or a business registered under the *Business Registration Ordinance* or a company registered under the law of the Vendor's country.

9.7 Cancellation of RFP

Without prejudice to CAIS's right to cancel the RFP, where there are changes of requirements after the RFP Closing Date for operational or any other reasons, CAIS is not bound to accept any conforming proposal and it reserves the right to cancel the RFP.

9.8 Acceptance of Vendor

The successful Vendor will receive an email of acceptance as the official notification.

9.9 Payment

All prices in the Proposal shall be quoted in Hong Kong Dollars. CAIS will settle payments with the successful Vendor in Hong Kong Dollars.

9.10. Bankruptcy

CAIS may at any time by notice in writing terminate the agreement without entitling the successful Vendor to any compensation in any of the following events:

1. if the Vendor shall at any time be adjudged bankrupt, or shall have a receiving order or order for administration of its estate made against it, or make any conveyance or assignment of its effects or composition or arrangement for the benefit of its creditors or purports so to do; or
2. if the Vendor, being a company shall pass a resolution or the court shall make an order for the liquidation of its assets or a receiver or manager shall be appointed on behalf of the debenture holders, or circumstances shall have arisen which entitle the court or debenture holders to appoint a receiver or manager,

provided always that such determination shall not prejudice or affect any right or action or remedy which shall have accrued or shall accrue thereafter to CAIS.

9.11 Probity and Anti-collusion Clauses

1. Offering Gratuities

- i. The Vendor shall not, and shall procure that his employees, agents and subcontractors shall not, offer an advantage as defined in the *Prevention of Bribery Ordinance* in connection with this RFP.
- ii. Any act of offering advantage referred to in paragraph (i) above committed by the Vendor or by an employee, agent or sub-contractor of the Vendor shall, without affecting the Vendor's liability for such act, result in its Proposal being invalidated.

2. Anti-collusion

- i. The Vendor shall not communicate to any person, other than CAIS, the pricing under the Proposal, adjust the pricing under the Proposal by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not submit the Proposal or otherwise collude with any other person in any manner whatsoever in the RFP process until the Vendor is notified by CAIS of the outcome of the RFP exercise. Any breach of or non-compliance with this requirement by the Vendor shall, without affecting the Vendor's liability for such breach or non-compliance, invalidate its Proposal.
- ii. Paragraph (i) above will have no application to the Vendor's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of the pricing under the Proposal and communications in strict confidence with his consultants or sub-contractors to solicit their assistance in preparation of Proposal.

9.12 Conflict of Interest

The Vendor should state in the "Offer to be Bound" Section if any member of CAIS has any financial or other interests in the Vendor's companies either directly or indirectly through members of his or her immediate family.

9.13 Other Terms and Conditions

1. Termination of the agreement

- i. If the Vendor does not perform its obligations according to the terms of its agreement with CAIS, CAIS reserves the right to terminate the agreement with one week's prior written notice to the Vendor. CAIS may obtain the same or any remaining service as required for this project from other source, and reserve the right to claim from the Vendor all damages as a result of the termination of the agreement.

2. Illegal Workers

- i. The successful Vendor must not employ illegal worker(s) for servicing this project.

3. Adjustments on required quantities of proposed items

- i. Before the signing of the agreement, CAIS will confirm or may adjust the required quantities of proposed items to be provided by the Vendor if necessary.

4. Intellectual Property

- i. All the design, source code and documentation prepared and produced for this project by the Vendor (including the source codes of the System) will be owned by CAIS.
- ii. The Vendor will be required to provide an updated full set of design, source code and documentation when project completes and when any updates are performed.
- iii. The Vendor will be required to warrant that the items or services supplied under this project and the process for its manufacture or development do not infringe the intellectual property rights of any third party.
- iv. The Vendor will be required to undertake to inform CAIS immediately if any claim for infringement or alleged infringement of intellectual property rights is lodged against it during the project in respect of the items or services supplied under the project.
- v. The Vendor will be required to indemnify CAIS and keep CAIS fully and effectively indemnified against all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising from or incurred by reason of infringement or alleged infringement of any intellectual property rights in connection with the use or possession of the items or services or any part thereof by CAIS.

5. Governing law and jurisdiction

- i. This RFP and any agreement arising from this RFP will be governed by the laws of Hong Kong SAR.
- ii. All disputes between CAIS and the Vendor arising in connection with this RFP or any agreement arising from this RFP will be subject to the jurisdiction of the courts of Hong Kong SAR.

Appendix I. Equipment Quantity and Specification

Quantity

Desktop computer	175
Monitor	175
Laptop computer for students	255
Laptop computer for staff	10
Tablet	4 (Optional)

Desktop computer

Processor	<ul style="list-style-type: none">• At least Intel Core i7
Operating System	<ul style="list-style-type: none">• At least Windows 10 Home 64 bit English
Memory	<ul style="list-style-type: none">• At least 16GB DDR4 2400MHz
Hard Drive	<ul style="list-style-type: none">• At least 256GB Solid State Drive, M.2
Second Hard Drive	<ul style="list-style-type: none">• At least 500GB 7200rpm Hard Disk Drive
Graphic Card	<ul style="list-style-type: none">• At least Geforce GT 730 or equivalent
Colour	<ul style="list-style-type: none">• Black preferred
Keyboard	<ul style="list-style-type: none">• Wired full size keyboard, US English layout
Mouse	<ul style="list-style-type: none">• Wired optical or laser Mouse
Ports & Slots	<ul style="list-style-type: none">• At least:<ul style="list-style-type: none">○ 1x headphone/mic combo jack (Front)○ 1x USB Type-C port (Front)○ 8x USB port (Front and Back)<ul style="list-style-type: none">▪ At least 4 port is USB 3.1 or above▪ USB ports should be available at the front and back○ 1x Audio Line-out Jack (Back)○ 1x RJ45 (Back)○ 1x VGA (Back) ¹○ 1x HDMI (Back) ²○ 1x Display Port (Back)
Dimensions (W x D x H)	<ul style="list-style-type: none">• Small Form Factor• At most 100mm x 300mm x 300mm
Warranty	<ul style="list-style-type: none">• 5 Years, on-site, next Business day
Accessories	<ul style="list-style-type: none">• 1x Integrated SD Media Card Reader• 1x Integrated DVD+/-RW Optical Disk Drive• 1x Power Cord (at least 1.8m)

¹ If HDMI port is not available, an included Display port to HDMI adaptor is also acceptable, but the total number of video ports should be at least 3

² If VGA port is not available, an included Display port to VGA adaptor is also acceptable, but the total number of video ports should be at least 3

Monitor

Screen Size	<ul style="list-style-type: none">• At least 23.8"
Display Type	<ul style="list-style-type: none">• LED-backlit LCD monitor
Panel Type	<ul style="list-style-type: none">• IPS
Native Resolution	<ul style="list-style-type: none">• Full HD (1080p) 1920 x 1080 at 60 Hz
Video Input Connectors	<ul style="list-style-type: none">• At least:<ul style="list-style-type: none">○ 1x VGA○ 1x HDMI○ 1x DisplayPort
Aspect Ratio	<ul style="list-style-type: none">• 16:9
Colour	<ul style="list-style-type: none">• Black preferred
Brightness	<ul style="list-style-type: none">• At least 250 cd/m²
Response Time	<ul style="list-style-type: none">• At least 8 ms
Screen Coating	<ul style="list-style-type: none">• Anti-glare• 3H Hard Coating
Contrast Ratio	<ul style="list-style-type: none">• At least 1000:1
Colour Depth	<ul style="list-style-type: none">• At least 16.7 million colours
Colour Gamut	<ul style="list-style-type: none">• At least 72% (CIE 1931)
Viewing Angle (Horizontal and Vertical)	<ul style="list-style-type: none">• At least 178 degrees
Display Position Adjustments	<ul style="list-style-type: none">• Height Adjustment<ul style="list-style-type: none">○ At least 130mm• Tilt Range<ul style="list-style-type: none">○ At least -5/+21 degrees• Swivel Range<ul style="list-style-type: none">○ At least 90 degrees• Pivot Rotation<ul style="list-style-type: none">○ At least 180 degrees
Features	<ul style="list-style-type: none">• Built-in USB 3.0 Hub• Flicker Free
VESA Mounting Interface	<ul style="list-style-type: none">• 75 x 75 mm or 100 x 100 mm
Warranty	<ul style="list-style-type: none">• 5 Years, on-site, next Business day
Accessories	<ul style="list-style-type: none">• 1x Power Cord (at least 1.8m)• 1x HDMI Cable (at least 1.8m)

Laptop computer for students

Processor	<ul style="list-style-type: none">• At least Intel Core i3
Operating System	<ul style="list-style-type: none">• At least Windows 10 Home 64 bit English
Memory	<ul style="list-style-type: none">• At least 8GB DDR4 2400MHz
Hard Drive	<ul style="list-style-type: none">• At least 256GB Solid State Drive, M.2
Display	<ul style="list-style-type: none">• At least 14.0" Full HD (1920 x 1080)• IPS, Anti-Glare, at least 250 nits
Graphic Card	<ul style="list-style-type: none">• Integrated Intel graphics
Colour	<ul style="list-style-type: none">• Black preferred
Keyboard	<ul style="list-style-type: none">• Backlit, Black, English
Camera	<ul style="list-style-type: none">• At least HD 720p with Mic
WiFi	<ul style="list-style-type: none">• At least 802.11ac
Bluetooth	<ul style="list-style-type: none">• At least Bluetooth v4.2
Ports	<ul style="list-style-type: none">• At least:<ul style="list-style-type: none">○ 1x USB Type-C○ 1x HDMI 1.4○ 2x USB 3.1○ 1x Headphone / mic combo jack○ 1x RJ45
Security	<ul style="list-style-type: none">• Security wire lock slot
Power Adaptor	<ul style="list-style-type: none">• Charge via USB Type-C
Battery Life	<ul style="list-style-type: none">• At least 13 hours advertised battery life
Dimensions (W x D x H)	<ul style="list-style-type: none">• At most 330mm x 245mm x 20mm
Weight	<ul style="list-style-type: none">• At most 1.8 kg
Warranty	<ul style="list-style-type: none">• 3 Years, on-site, next Business day
Accessories	<ul style="list-style-type: none">• 1x Power Adaptor (total length at least 1.8m)

Laptop computer for staff

Processor	<ul style="list-style-type: none"> • At least Intel Core i5
Operating System	<ul style="list-style-type: none"> • At least Windows 10 Home 64 bit English
Memory	<ul style="list-style-type: none"> • At least 16GB DDR4 2400MHz
Hard Drive	<ul style="list-style-type: none"> • At least 512GB Solid State Drive, M.2
Display	<ul style="list-style-type: none"> • At least 13.3" Full HD (1920 x 1080) • IPS, Anti-Glare, multi touch, at least 300 nits
Graphic Card	<ul style="list-style-type: none"> • Integrated Intel graphics
Colour	<ul style="list-style-type: none"> • Black preferred
Keyboard	<ul style="list-style-type: none"> • Backlit, Black, English
Camera	<ul style="list-style-type: none"> • At least HD 720p with Mic
WiFi	<ul style="list-style-type: none"> • At least 802.11ac
Bluetooth	<ul style="list-style-type: none"> • At least Bluetooth v4.2 (v5.0 preferred)
Ports	<ul style="list-style-type: none"> • At least: <ul style="list-style-type: none"> ○ 1x USB Type-C ○ 1x USB Type-C (Thunderbolt 3) ○ 1x HDMI 1.4 ○ 2x USB 3.1 ○ 1x Headphone / mic combo jack
Security	<ul style="list-style-type: none"> • Security wire lock slot • Fingerprint Reader
Power Adaptor	<ul style="list-style-type: none"> • Charge via USB Type-C
Battery Life	<ul style="list-style-type: none"> • At least 17 hours advertised battery life
Dimensions (W x D x H)	<ul style="list-style-type: none"> • At most 325mm x 220mm x 17mm
Weight	<ul style="list-style-type: none"> • At most 1.4 kg
Warranty	<ul style="list-style-type: none"> • 3 Years, on-site, next Business day
Accessories	<ul style="list-style-type: none"> • 1x USB to RJ45 ethernet adaptor • 1x Power Adaptor (total length at least 1.8m) • 1x Carrying case

Tablet

Processor	<ul style="list-style-type: none">• At least Intel Core i5
Operating System	<ul style="list-style-type: none">• At least Windows 10 Home 64 bit English
Memory	<ul style="list-style-type: none">• At least 8GB
Hard Drive	<ul style="list-style-type: none">• At least 256GB Solid State Drive
Colour	<ul style="list-style-type: none">• Silver or Platinum preferred
Display	<ul style="list-style-type: none">• At least 12.3" Full HD (1920 x 1080)• Multi-touch
Camera	<ul style="list-style-type: none">• At least 2.0MP front-facing camera• At least 8.0MP rear-facing camera
WiFi	<ul style="list-style-type: none">• At least 802.11ac
Bluetooth	<ul style="list-style-type: none">• At least Bluetooth v4.1
Ports	<ul style="list-style-type: none">• At least:<ul style="list-style-type: none">○ 1x USB (3.0 / Type-C)○ 1x headphone jack
Battery Life	<ul style="list-style-type: none">• At least 9 hours advertised battery life
Dimensions (W x D x H)	<ul style="list-style-type: none">• At most 310mm x 230mm x 10mm
Weight	<ul style="list-style-type: none">• At most 0.9 kg
Warranty	<ul style="list-style-type: none">• 1 Year (3 Years preferred)
Accessories	<ul style="list-style-type: none">• 1x Digital Pen• 1x Detachable keyboard• 1x Power Adaptor (total length at least 1.8m)

Appendix II. Document Submission Checklist

For your easier reference to the proposal and document submission, vendor could refer to the below checklist to confirm the completeness of documentation.

#	Documents	Ready? (Please tick)
1	Proposal (Original)	
1.1	Offer to be Bound Form	
1.2	Technical Specification	
1.3	Delivery Schedule	
1.4	Price Proposal	
1.5	Compliance Checklist	
1.6	Company Background Documents	
2	Proposal (Copy)	
3	Proposal (Electronic copy)	

Appendix III. Compliance Checklist

<i>Section in RFP and Appendix Documents</i>	<i>Comply?</i>	<i>Please specify when the answer is No.</i>
Offer to be Bound	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery Schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment Terms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Submission Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Terms and Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Appendix I. Equipment Quantity and Specification	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Authorized Signature: _____

Name of the Authorized Signatory: _____

Title of the Authorized Signatory: _____

Appendix IV. Decline to Offer Form

Christian Alliance International School

33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong

Dear Sir/Madam

Decline to Offer

RFP Reference No. : CAIS-IT2019

RFP Closing Date and Time : 16:00, 30th July 2019

Subject : Request for Proposal for Computer hardware equipment

With reference to your RFP for the captioned project, I regret that I am unable to quote due to the following reason:

Signature : _____

Name in BLOCK LETTER : _____

Position : _____

Name of Company : _____
(with Company Chop)

Date : _____

Note: if a vendor is unable to make offer, return of the RFP documents is NOT REQUIRED. However, this sheet must be completed and returned before the closing date.