

KENYA QATAR DIAPORA SACO SOCIETY LTD



KENYA QATAR
DIASPORA SACCO

“Serving to Empower Growth”

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2022/24

**KENYA QATAR DIASPORA
SACCO P.O. BOX 31514-00600
NAIROBI.**

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KQD/001/2022/24

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INVITATION TO APPLY FOR PRE-QUALIFICATION

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2022/23. KQD/001/2022-23

Prequalification Reference No.: **KQD/001/2022-23**

1. The **KENYA QATAR DIASPORA (KQD) SACCO** intends to prequalify contractors/Suppliers/Service Providers for Pre-Qualification of Suppliers for Goods and Services for the Year 2022-24.
2. The pre-qualification documents should be submitted on or before 26th August 2022.
3. Qualified and interested applicants may obtain further information from the manager during office hours of 9.00 a.m. to 4.00 p.m. EAT from our Office at diamond Plaza 1-Left wing on 2nd floor, Hyridge Parklands Mara Road, Nairobi.

E-MAIL: info@kqdsacco.com **Website:** www.kqdsacco.com

4. Prequalification Document may be viewed and downloaded from the website www.kqdsacco.com/downloads

It is expected that the Invitation to Tender will be made from **5th September 2022**. Tendering will be conducted through restricted tender procedures using a standardized tender document and will be open to all applicants who prequalify.

5. Duly filled prequalification documents should be submitted to our secure mail to info@kqdsacco.com the subject must read "PRE-QUALIFICATION OF SUPPLIERS & SERVICES FOR THE FINANCIAL YEAR 2022/23" with the category clearly indicated or Applications in plain sealed envelopes clearly marked "**Prequalification of Suppliers 2022-24**" indicating the **Category No.** and **Item Description** that the applicant wishes to be prequalified for should be addressed and delivered to

THE MANAGER
KENYA QATAR DIASPORA SACCO SOCIETY LTD
P.O BOX 31524-00600
NAIROBI.

6. Late applications will be rejected.
7. Prequalification documents will be opened immediately thereafter.

Note: This is a tender for prequalification of suppliers and not for supply of goods/services.

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Scope of Application

1.1 The name of the Procuring Entity inviting for applications is KQD Sacco Society Ltd. The type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the Procurement data sheet (PDS). The Full scope of supply of Goods Services are described in Section V (Scope of supply of goods and services).

2. Eligible Applicants

2.1 Applicants shall meet the eligibility criteria as per this Instruction to applicants (ITA). An Applicant may be an individual, a registered business, a limited company, private entity or a state-owned enterprise or institution. Members of KQD Sacco with as individuals or with registered business or Ltd Companies are free to apply for the pre-qualification.

2.2 An Applicant may have the nationality of any country. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated, or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its Articles of incorporation.

2.3 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

3. Eligibility

3.1 Firms and individuals may be ineligible if they are nationals of Kenya or any countries not prohibited by law to do business s in Kenya.

3.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

4 Sections of Prequalification Document

This Prequalification Document consists of parts1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 – SCOPE OF SUPPLY OF GOODS AND SERVICES REQUIREMENTS

Section VII - Supply of, goods, and Services

5.2 Unless obtained directly from the KQD Sacco, the Sacco accepts no responsibility for the completeness of the document, responses to requests for clarification. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

5.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application all information or documentation as is required by the Prequalification Document.

6. Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

6.1 An Applicant requiring any clarification of the Prequalification Document shall contact the KQD Sacco in writing at the Sacco address indicated in the **PDS**. KQD Sacco will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications.

7 Amendment of Prequalification Document

7.1 At any time prior to the deadline for submission of Applications, KQD Sacco may amend the Prequalification Document by issuing an Addendum.

7.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Sacco.

C. Preparation of Applications

8. Cost of the Application

8.1 The Applicants shall pay Ksh. 10,000 for Categories A1,A2 and B1 or Ksh. 5,000 for categories A3, B2-B12 as per the advertisement. Applications sent without the fees shall be rejected.

8.2 Documents Comprising the Application

8.2.1 The Application shall comprise the following:

- a. Application Submission Letter.
- b. Eligibility: documentary evidence establishing the Applicant's eligibility.
- c. Qualifications: documentary evidence establishing the Applicant's qualifications.

9 Application Submission Letter

9.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

10 Documents Establishing the Eligibility of the Applicant

10.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

11 Documents Establishing the Qualifications of the Applicant

- 11.1 To establish its qualifications to perform the contract(s) the Applicant shall provide any information requested in Sheets included in Section IV (Application Forms).
- 11.2 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 11.3 The purpose of the information described in ITT above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 11.4 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under relevant ITT sections. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 11.5 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 11.6 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 11.7 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

D. Submission of Applications

12 Sealing and Marking of Applications

- 12.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a Bear the name and address of the Applicant.
 - b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - c Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 12.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

13 Deadline for Submission of Applications

- 13.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. The Applicants have the option of submitting their applications by e-mail.
- 13.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

14 Late Applications

- 14.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the TDS after the deadline for submission of applications.

15. Opening of Applications

- 15.1 The Procuring Entity shall open all Applications at the date, time and place specified in the PDS. Late Applications shall not be accepted.
- 15.2 Applications by email shall be opened in accordance with the procedures specified in the PDS.
- 15.3 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

16 Confidentiality

- 16.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with the ITA.
- 16.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with the ITA, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

17 Clarification of Applications

- 17.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 17.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

18 Responsiveness of Applications

- 18.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant

19 Margin of Preference

19.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

20 Nominated Subcontractors

20.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").

20.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

21 Evaluation of Applications

21.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

21.2 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be considered.

22 Procuring Entity's Right to Accept or Reject Applications

22.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

23 Prequalification of Applicants

23.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

23.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

24 Invitation to Tender

24.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

24.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

24.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS		
A. General			
ITA 1.1	<p>The Procuring Entity: KENYA QATAR DIASPORA SACCO SOCIETY LTD The identification of the Invitation for Prequalification is: KQD/001/2022-23 REQUEST FOR EXPRESSION OF INTEREST & PRE-QUALIFICATION OF SUPPLIERS & SERVICES FOR THE FINANCIAL YEAR 2022/23 The particular type of contracts are on Goods and Services.</p>		
SUPPLY OF GOODS			
Item Code	Item Description	Special conditions (where applicable)	Eligibility
A1	- Prequalification for Supply and Delivery of Motor Vehicles	- Relevant Business license. - Existing operating business/yard and office. - Business profile showing relevant experience. - Authorized dealer	Open
A2	- Prequalification for provision of Plots/Land Parcels.	- Relevant Business license. - Existing operating business and office. - Business profile showing relevant experience and Plot ownerships.	open
A3	- Prequalification for supply and delivery office items and general Items.	- License from relevant certifying/regulatory bodies/dealership	Open
PROVISION OF SERVICES			
B1	- Prequalification for provision of Non-Deposit Taking Micro-Finance Services.	- License or Letter of no objection from CBK - Existing operating business and office. - Business profile showing relevant experience.	Open
B2	Prequalification for provision of Motor Vehicles Valuation Services.	- Relevant Business license. - Existing operating business and office. - Business profile showing relevant experience	Open

	B3	Prequalification for provision of Land Valuation Services.	<ul style="list-style-type: none"> - Relevant Business license. - Existing operating business and office. - Business profile showing relevant experience 	Open
	B4	Prequalification for provision of For Survey Services.	<ul style="list-style-type: none"> - Relevant Surveyor License. - Existing operating business and office. - Business profile showing relevant experience 	Open
	B5	Prequalification for provision of Financial Audit Services.	<ul style="list-style-type: none"> - Relevant Government License. - Existing operating business and office. - Business profile showing relevant experience 	Open
	B6	Prequalification for provision of Legal Services.	<ul style="list-style-type: none"> - Legal practice License. - Existing operating business and office. - Business profile showing relevant experience. 	Open
	B7	Prequalification for Construction of Houses.	<ul style="list-style-type: none"> - Relevant License. - Existing operating business and office. - Business profile showing relevant experience. 	Open
	B8	Prequalification for provision of Asset/ Life Insurance Services.	<ul style="list-style-type: none"> - Relevant License. - Existing operating business and office. - Business profile showing relevant experience. 	Open
	B9	Prequalification for provision of IT Infrastructure Systems & Support Services.	<ul style="list-style-type: none"> - Relevant License. - Existing operating business and office. - Business profile showing relevant experience. 	Open

B. Contents of the Prequalification Document	
ITA 2.1	<p>For clarification purposes, the Procuring Entity's address is: KENYA QATAR DIASPORA SACCO SOCIETY LTD info@kqdsacco.com P.O BOX 3151- 00600</p> <p>DIAMOND PLAZA 1, 2ND FLOOR WEST WING, PARKLANDS HYRIDGE NAIROBI, KENYA</p> <p>Attention: info@kqdsacco.com Web page: www.kqdsacco.com</p>
ITA 3.1	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than seven (7) days prior to the deadline for closing the tenders
ITT 4.2	Any addendum issued shall be published at the website: www.kqdsacco.com
Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
C. General	
ITA 5.2	The number of copies to be submitted with the Application is: <i>One(1) Copy</i>
D. Submission of Applications	
ITA 6.1	<p>The deadline for Application submission is: Date: 26th August 2022 Time: 04:00 p.m. EAT</p> <p>For Application submission purposes only, the Procuring Entity's address is: THE MANAGER, KENYA QATAR DIASPORA SACCO LTD MARA ROAD HYRIDGE PARKLANDS P.O BOX 31514-00600 NAIROBI -KENYA</p> <p>Applicants “<i>shall not</i>” have the option of submitting their Applications by e-mail</p>
ITA 7.1	Late Applications will not be returned to the Applicants.
ITA 8.1	The Procuring Entity will not accept late applications.
ITA 9.1	The opening of the Applications shall be immediately after deadline at the KQD Sacco Office.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

E. Procedures for Evaluation of Applications

ITA 10.1

Important Pre-Requisites

All applicants:

1. Must be a registered firm in Kenya with a certificate of registration or incorporation copies of which must be attached.
2. Must provide Copy of current relevant trade licenses.
3. Must have fixed Business premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
4. Should be Kenya Revenue Authority (KRA). Attach the following:
 - I. Copy of VAT,
 - II. PIN Certificates,
 - III Certificate of Incorporation,
5. Attach company profile indicating qualification of key personnel. Attach copies of CV and their certificates.
6. Provide list of clients you are serving currently (at least 3).
7. Must fill, sign and stamp the confidential business questionnaire
8. A signed statement that the bidder is not debarred from participating in public procurement or debarred from practice.

SECTION IV- APPLICATION FORMS

1. Application Submission Letter

Date:[insert day, month, and year]

ITT No. and title: [insert ITT number and title]

To:[insert full name of Procuring Entity]

We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including attachment.
- b) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA ,
- c) Application fees: L/We declare that the following fees have been paid with respect to the prequalification

Prequalification Category No. _____(see advertisement)

Amount : _____(refer to category fees)

Receipt No/ M-Pesa Ref/ Bank transfer Reference: _____

- d) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA .
- e) True and correct: All information, statements and description contained in the Application are in all respect true, correct, and complete to the best of our knowledge and belief.

Signed.....[insert signature(s) of an authorized representative(s) of the Applicant]

Name[insert full name of person signing the Application]

In the capacity of [insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: Applicant's

Name..... [insert full name of Applicant]

Address [insert street number/town or city/country address]

Dated on[insert day number] day of [insert month], [insert year]

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

2 Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1(a) and either part 2(a), or 2(b) whichever applies to your type of business.

YOU ARE ADVISED THAT IT IS NOT ACCEPTABLE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1- General:

Business Name: _____

Location of business premises: _____

Plot No:.....

Postal address:

Nature of business:

Current trade license: _____ Expiring date _____

Maximum value of business which you can handle at any one time: Ksh. _____

Name of your bankers: Branch _____

Part 2 (a) – Sole Proprietor and Individuals:

Your Name in full Age _____

Nationality _____ Country of origin _____

Citizenship details

Part 2 (b)

Give details of partners as follows:

	Name	Nationality	Citizenship details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

3. Form APIF -1.1 - Applicant Information Form

Date: [insert day, month, year]

ITT No. and title:[insert ITT number and title]

Page.....[insert page number] of [insert total number]
pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of: <ul style="list-style-type: none">• Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA.• Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.