



**State Trading**  
(General) Corporation

**Expression of Interest from Foreign Manufactures For  
Supply of 500MT Fresh Ginger  
To Sri Lanka State Trading (General) Corporation Ltd.**

**STC/PRO/2024/009**

**Sri Lanka State Trading (General) Corporation Ltd**  
**No: 100, NawamMawatha, Colombo 02. Sri Lanka.**  
**Tel: +94 112422341 / +94 112440880**  
**Email: [lankagen@slt.net.lk](mailto:lankagen@slt.net.lk)**  
**Web: [www.stc.lk](http://www.stc.lk)**

**INVITATION FOR EXPRESSION OF INTEREST**  
EXPRESSION OF INTEREST FROM FOREIGN MANUFACTURES FOR  
SUPPLY OF 500MT FRESH GINGER TO SRI LANKA STATE TRADING (GENERAL) CORPORATION LTD

**EOI Number: STC/PRO/2024/009**

Sri Lanka State Trading (General) Corporation Limited, which is a fully Government owned self-financed corporation operated under Ministry of Finance, Economic Stabilization and National Policies, invites sealed Expressions of Interest (EOI) for supply and delivery of 500MT of fresh ginger per month from foreign manufacturers and International suppliers.

1. EOI will be opened to International manufacturers and suppliers

<b>Quantity</b>	<b>Expected Delivery Period</b>	<b>Bid Bond</b>	<b>Performance Bond</b>
500MT Ginger (in 25kg Bags)	As per the delivery schedule	Unconditional Bank Bond equivalent to 1% of Quoted value in USD valid till 31 <sup>st</sup> December 2024	Unconditional Bank Bond equivalent to 10% of Quoted value in USD at the time of signing supply agreement.

2. Submit a softcopy of the document to locked email [trade@stc.lk](mailto:trade@stc.lk) with the subject marked “**EOI for Supply of Ginger - STC/PRO/2024/009**” and sent to the Chairman, 1<sup>st</sup> Floor, Main Lobby, Sri Lanka State Trading (General) Corporation, No. 100, Nawam Mawatha, Colombo 02

*Or*

Properly sealed bids along with required certificates in duplicate may be sent through the courier / registered post or hand delivered by agent along with the cover marked top left-hand corner of the envelope “**EOI for Supply of Ginger - STC/PRO/2024/009**” on or before 13<sup>th</sup> September 2024 14.00 p.m. Colombo. Late submissions shall not be accepted and will be closed soon after above mentioned time and opened immediately in the presence of the authorized representatives who chose to attend

3. 2 Samples of 2 Kg bags shall be available at the time of opening the EOI. All EOIs should accompany receipt for a not-refundable Bidding fee of USD 100 paid through online link <https://www.stc.lk/ginger2024>

<b>1. Instructions to Suppliers</b>	
<b>1.1</b>	<b>The Purchaser :-</b> Sri Lanka State Trading (General) Corporation Limited (herein called STC)
<b>1.2</b>	<b>The name and identification of the EOI</b>  Invitation for Expression of Interest from Foreign Manufactures for Supply of 500MT Ginger (25kg bags) per month to Sri Lanka State Trading (General) Corporation Ltd.
<b>1.3</b>	<b>Mandatory Requirements of the Manufacturer / Exporter</b> <ol style="list-style-type: none"> <li>1. Only International manufacturers / Exporters are allowed</li> <li>2. Manufacturer /Exporter Company Registration to be attached</li> <li>3. It has to be a registered export establishment in the origin country for Manufacturing / Exporting ginger from origin country trade authority.</li> <li>4. Export license taken for current year (2024) from the origin country</li> <li>5. Having Minimum Export Capacity of 2500MT during last 1 year Period. ( need to submit recent export document proof)</li> <li>6. Pest analysis report from reputed internationally accepted laboratory for last 2 consignment and any other relevant certificate.</li> <li>7. Recent Certificate of Country of Origin</li> <li>8. Phytosanitary Certificate issued for last two shipments</li> <li>9. Certificate of food grade fumigation for the consignment issued by from NPPO registered treatment provider</li> <li>10. 2 Samples of 2 Kg Bags</li> </ol>
<b>1.4</b>	<b>Submit Below mandatory Documents Along With EOI Form</b> <ol style="list-style-type: none"> <li>i. Business registration certificate has to be Submitted</li> <li>ii. Proof of exports quantity for 2500 Metric Ginger for last year from 31<sup>st</sup>March 2023 up to 1<sup>st</sup>April2024.</li> <li>iii. Export Establishment Certificate (updated for year 2024)</li> <li>iv. Audited Financial Statements for the years – 2023,2022,2021</li> <li>v. Certificate of Origin (COO)of last 3 shipment issued by Relevant Government Export Trading Authority</li> <li>vi. Reports on pest risk Analysis, pesticide residue and other Contaminants.</li> <li>vii. Health Certificate from country of origin farm confirming suitability for Human Consumption from the country of origin.</li> <li>viii.Certificate of food grade fumigation for the last consignment issued by NPPO registered treatment provider last two shipments</li> <li>ix. Bid bond equivalent 1% of the total Quoted price favoring the Chairman, Sri Lanka StateTrading Corporation Limited, No. 100, Nawam Mawatha, Colombo 02 with a validity period up to December 31<sup>st</sup> 2024.<i>(Bid bond - From bank operating in Sri Lanka approved by the Central Bank of Sri Lanka or a bank based in the country concern backed by a bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka)</i></li> <li>x. A prof of payment of Tender fee of US\$ 100 via the given link</li> </ol>

1.5	<p><b>Bid Evaluation Process</b></p> <ol style="list-style-type: none"> <li>1. Mandatory Requirements (1.3)</li> <li>2. Required Documents (1.4)</li> <li>3. Conformity to the Specifications (3.0)</li> <li>4. Inspection report by National Plant protection organization of the country of export.</li> <li>5. Pests risk analysis report issued by the relevant Authorities of the country of export</li> </ol>
1.6	<p><b>EOI Forms Shall Include A Bid declaration In Favor Of,</b></p> <p>The Chairman, Sri Lanka State Trading (General) Corporation Limited, No.100, Nawam Mawatha, Colombo 02, Sri Lanka.</p>
1.7	<p><b>For any clarification Please Email</b></p> <p>Manager (Procurement) Sri Lanka State Trading (General)Corporation Limited No. 100 ,Nawam Mawatha, Colombo 02, Sri Lanka.</p> <p>Telephone : +94 11 2422341/+94112440880 Extension 226 Fax No 094 11 2447970 E-mail: <a href="mailto:dhanushka@stc.lk">dhanushka@stc.lk</a></p>
1.8	<p><b>Submission of EOI Forms</b></p>
	<p>Submit a softcopy of the document to locked email <a href="mailto:trade@stc.lk">trade@stc.lk</a> with the subject marked “<b>EOI for Supply of Ginger - STC/PRO/2024/009</b>”and sent to the Chairman, 1<sup>st</sup> Floor, Main Lobby, Sri Lanka State Trading (General) Corporation. No. 100, Nawam Mawatha, Colombo 02</p> <p><i>Or</i></p> <p>Properly sealed bids along with required certificates in duplicate may be sent through the courier / registered post or hand delivered by agent along with the cover marked top left-hand corner of the envelope “<b>EOI for Supply of Ginger - STC/PRO/2024/009</b>” on or before 13<sup>th</sup> September 2024 14.00 p.m. Colombo. Late submissions shall not be accepted and will be closed soon after above mentioned time and opened immediately in the presence of the authorized representatives who chose to attend</p>

## **2.0 Details of Exporter**

(EOI Number: STC/PRO/2024/009)

<b>2.1 Exporter Details</b>	<b>Supplier Response</b>
Company Registered Name	
Registered Business Address	
Business Registration Number	(Please Attach copy of Business Registration)
Manufacture / Exporter Address & contact Details	
Type of Business Registration (Proprietor/ Pvt Ltd /Public Limited)	
Origin Farm Details	Farm Registration No: Address : Capacity : Contact Details: Email: ..... Telephone: .....
Details of export permit	

### **2.2 Contact Person**

<b>Contact</b>	<b>Details</b>
Contact Person Name	
Designation	
Address	
Telephone ( Mobile )	
Fax	
E – mail	
Web Site	

### **2.3 Financial Standing (Audited) – Required Balance Sheets for Years**

Financial Data	2020	2021	2022	2023	Average
Annual Revenue					
Net Profit					

*Note: Please attach the copies of Audited Financial Statements*

### **2.4 Proof of Exports of Ginger**

Recent export shipments details *(Please attach recent 10 Nos BL's)*

Se.No	Export Destination Establishment Name	Country of Export	Quantity (MT)	BL Number & Date	Type of Ginger
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

## 2.5 Details of Production /Warehouse Location

Se. No	Address of the Farm / Warehouse	Status of Ownership ( Rented/ Owned / Leased)	Warehouse Capacity (MT)	Available Stock (MT)	Production per Year /per Month
01					
02					
03					
04					
05					

*Note: Please attach a proof of ownership for each farm/warehouse*

## 2.6 Export Establishment Registration

Se.No.	Specifications	STC Requirement	Bidder's Response
1	Business Registration Number of Export Establishment	Registration copy Required	
2	Type of Business Registration (Proprietor /Pvt Ltd /Public Limited)	Required	
3	Export Council Registration	Registration copy	

### 3.0 Technical Specifications

Characteristics	Minimum Requirement	Offered Product Detail
<b>Product</b>		
Detail of the Required Product	Fresh Ginger Rhizomes <i>Zingiber officinals</i> . Roscoe	
Country of Origin		
Origin Farm		
Botanical Name of the Rhizomes (Including varieties and hybrids)		
Varieties	China or Rangoon	
<b>Main Ingredient</b>		
Export consignment should not contain seed Rhizomes		

(Table 01)–

Additional Declaration of Ginger	STC Requirement	Suppliers Response
Recommended Varieties	China or Rangoon	
Phytophagous Mites	Free	
Parasitic Nematodes	Free	
Injurious Insects (Naturally or by treatment)	Free	
<i>Ralstonia Solanacearum</i> bio type iv	Free	
Parent plants were free from		
<ul style="list-style-type: none"> <li>• <i>Fusarium oxysporums.sp. zingiberri</i></li> <li>• <i>Phythiummyriotylum</i></li> <li>• <i>Opogonasacchari</i></li> </ul>	Free	
<i>Aspidiella hartii</i>	Free	
Soil	Free	
Plant debris	Free	
Growing media	Free	
Infested with soft rot causing organisms ( <i>Erwinia</i> spp.)	< 1% by weight	

Table 2

Description	STC Requirement	Bidder's Response
<b>Packing</b>		
25kg Bags	25 Kg Bags with foil LDPE inside	
Net Weight	25Kg	
<b>Container</b>		
40Feet Reefer Container	Packing Quantity	
<b>Product Life</b>		
Product shelf life	Minimum 6 months in cold storage from the date of arrival to Sri Lanka	

Life of the Product at the time of customs clearance	Minimum 6 months in cold storage from the date of arrival to Sri Lanka	
<b>Storage and transport condition</b>		
Cold Storage Temperature	10 – 13 <sup>0</sup> c	
<b>Marking in Product Packing Bags</b>		
<b>Details</b>	<b>Mandatory</b>	<b>Suppliers Response (Agreed/No)</b>
Botanical Name	Yes	
Net mass in ‘Kg’	Yes	
The name and address of the manufacturer and distributor “ Sri Lanka State Trading (General) Corporation Ltd, 100, Nawam Mawatha, Colombo 02	Yes	
Batch number;	Yes	
Date of Manufacture / Cultivation;	Yes	
Date of Expiry;	Yes	
Country of origin;	Yes	
Storage instructions;	Yes	

(Table 3)

Specifications	STC Requirement	Bidder's Response
Terms of Payment	LC Terms	
<p><b>Copy Documents required being available on arrival of shipments to Colombo port.</b></p> <ol style="list-style-type: none"> <li>Commercial invoice</li> <li>Bill of Lading/ Packing List</li> <li>The Certificate of Origin issued by the Chamber of Commerce of relevant OriginCountry</li> <li>Certificate of food grade fumigation issued by a NPPO or registered treatment provider</li> <li>Phytosanitary Certificate issued within 14 days prior dispatch and under the authority of the Official National Plant Protection Organization of the country of export in conformity with the agreement of the International Plant Protection Convention and with endorsements (<b>Import permit number should be mentioned in certificate</b>)</li> <li>Certified microbiological test report.(Including Farm registration No, Address &amp; Farm Capacity shall be included)</li> <li>Export Health Certificate for conformity of fit for human consumption for the Subject Consignment</li> <li>Pest risk Analysis report.</li> <li><b>Shipment Survey Report</b> confirming the Production and Packing, Weight and Quality, Container Loading Condition, from a reputed</li> </ol>	<p>Demurrages due to non-availability of required documents at the time of clearance, has to be borne by the supplier.</p> <p>Required</p>	



agency  9. Any other documents as required as per the awarding		
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*Our product is complied with above Specifications referred in table 1 to 4 and fresh ginger samples 5Nos having label information, Exporter Name & EOI Number STC/PRO/2024/009 will be available at the time of bid opening for evaluation and testing purposes.*

*Signature* .....

In the capacity of ..... (Designation/ Authorized by owner, Directors of the Company) Authorization letter required to be attached from Owners, Directors

Name: .....

*Full name & Address of the Company:*

.....

Contact Details: Mobile No; ..... What's app No : .....

Email Address: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*  
 (Place official stamp here)

At the port of entry, the consignment shall be inspected by an Authorized Quarantine Officer. If the consignment is found to be infested or contaminated by any dangerous pest, disease or weed, it may be subjected to treatment, to destruction or to other suitable disposal as determined by the Authorized Plant Quarantine Officer.

All the expenses for re-shipment to be borne by the exporter.

We are ready to submit any other document or evidence required by plant quarantine office Sri Lanka from relevant authority in the origin country.

*Signature* .....

In the capacity of ..... (Designation/ Authorized by owner, Directors of the Company) Authorization letter required to be attached from Owners, Directors

Name: .....

*Full name & Address of the Company:*

.....

Contact Details: Mobile No; ..... What's app No: .....

Email Address: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

(Place official stamp here)

## 4.0 EOI Submission Form

Date: [insert date (as day, month and year) of EOI Submission]

No.: STC/PRO/2024/009

To: Chairman,

Sri Lanka State Trading (General) Corporation Limited

No. 100, Nawam Mawatha,

Colombo 02. Sri Lanka

We, the undersigned, declare that:

- a) We have examined and have no reservations to the EOI Documents,
- b) We offer to supply in conformity with the EOI Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements
- c) The total price of our Bid, including any discounts offered is: [insert the total bid price in words and figures in CIF Colombo and FOB in USD];.....
- d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- g) Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract has not been declared blacklisted by the National Procurement Agency/ Department of Public Finance of Sri Lanka;
- h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name: [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:

[Insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Contact Details

Mobile Number

E-mail Address

## 5.0 Price Schedule

(EOI Number: STC/PRO/2024/009)

### Price proposal for 40Feet Dry Containers

Item Description	FOB price in USD per MT	CIF (Colombo) price in USD per MT	Total FOB price in USD for 500MT	Total CIF (Colombo) price in USD for 500 MT
Fresh Ginger Rhizomes Price as per the given product specifications				

If any additional quantity discounts can be offered please note.....

*Signature* .....

In the capacity of ..... (Designation/ Authorized by owner, Directors of the Company) Authorization letter required to be attached from Owners, Directors

Name: .....

*Full name & Address of the Company:*

.....

Contact Details: Mobile No; ..... What's app No: .....

Email Address: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*  
(Place official stamp here)

## 6.0 Delivery Schedule

(EOI Number: STC/PRO/2024/009)

	Shipment Arrival	Required Minimum Quantity per month	Shipment Schedule Agreed by the Bidder
01	From the orders placed by the buyer STC	500 Mt	

1. Goods should be delivered on the schedule
2. Orders will be placed in partial orders depending on the market situation
3. Delivery period starting from September / October 2024 supplier should be able to complete all deliveries on time
4. Port of Shipment:.....  
Destination Port: Colombo Sri Lanka
5. No Transshipments Allowed

*Signature* .....

In the capacity of .....(Designation/ Authorized by owner, Directors of the Company)Authorization letter required to be attached from Owners, Directors  
Name: .....

*Full name &Address of the Company:*

..... *(Place official stamp)*

## Bid Bond

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] \_\_\_\_\_

[Insert issuing agency's name and address of issuing branch or office]

Beneficiary: The Chairman, Sri Lanka State Trading (General) Corporation Ltd. No 100, Nawam Mawatha, Colombo 02

Date [insert (by issuing agency) date]

**BID BOND No.** [insert (by issuing agency) number]

We have been informed that \_\_\_\_\_  
----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated -----  
----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. STC/PRO/2024/009

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we \_\_\_\_\_ [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of USD ..... (USD .....Only) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- a) has withdrawn its Bid during the period of bid validity specified; or
- b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to 31<sup>st</sup> December 2024.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[Signature(s) of authorized representative]

## Performance Security

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

-----[Issuing Agency's Name, and Address of Issuing Branch or Office] \_\_\_\_\_

\* **Beneficiary:** -----[Name and Address of Employer] --  
-----  
\_\_\_\_\_

Date: \_\_\_\_\_

PERFORMANCE GUARANTEE No.: \_\_\_\_\_

We have been informed that -----[name of Supplier]  
(Hereinafter called "the Supplier") has entered into Contract No. -----  
---

[Reference number of the contract] dated \_\_\_\_\_ with you,  
for the \_\_\_\_\_ Supply of [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of -----  
-----[amount in figures] ( \_\_\_\_\_ ) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the ..... Day of ....., 20.....

[Insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[Signature(s)]

## **Declaration of the Exporter/ Manufacture**

- a) I understand that Samples of each shipment have to be approved by the relevant Department of Agriculture and Plant Quarantine Office before releasing any shipment. If the consignment is found to be infested or contaminated by any dangerous pest, disease or weed, or it may be subjected to treatment, to destruction or to other suitable disposal as determined by the authorized plant quarantine officer. Full value of consignment should be reimbursed by the Supplier including shipping, delivery & statutory charges in the destination country within 14 days of such rejection.
- b) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by relevant authorized institute by Sri Lanka and the National Procurement Agency of Sri Lanka.
- c) Bidding without below attachments will not be considered qualified.

### **The supplier shall submit below Documents along with EOI form**

- i. Export quantity in MT for of Ginger for the year 1<sup>st</sup> January 2022 up to 31<sup>st</sup> December 2023.
- ii. Business registration certificate has to be Submitted
- iii. Export Establishment Certificate
- iv. Audited Financial Statements for the years – 2021,2022,2023
- v. Certificate of Origin (COO) of last 3 shipment issued by Relevant Government Authority
- vi. Health Certificate
- vii. Phytosanitary Certificate
- viii. Food grade fumigation certificate issued by NPPO registered treatment provider
- ix. International quality certificate of manufacture / Export

d) I understand that Submission of false documents & false information the EOI form may result in blacklisting the Export Establishment & Related manufacture for supply of any consignment to Sri Lankan Territory for next 5 years' time.

***By signing below, I'm taking full responsibility personally and as a part of Corporate Responsibility and liability to understand, accept and practice above terms (a), (b) (c), (d)***

Signature .....

In the capacity of ..... (Designation/ Authorized by owner, Directors of the Company) Authorization letter required to be attached from Owners, Directors

Name: .....

*Full name & Address of the Company:*

.....

Contact Details: Mobile No; ..... What's app No: .....

Email Address: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**(Place official stamp here)**



# Manufacturer's Authorization Letter

< LETTER HEAD OF SHIPPER >

Manufacturer's Authorization

Date:

To: The Chairman / MD, Sri Lanka State Trading (General) Corporation Ltd  
No: 100, Nawam Mawatha, Colombo 02.

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with - Product Specifications, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*