

**Citizens Organization for Advocacy and Resilience (COAR)**

**RFQ Reference #**

**School Improvement Plan (SIP) CBE-Ghazni Project**

**(Sep 21, 2023)**

**Introduction**

Citizens Organization for Advocacy and Resilience (COAR) is an independent, Non-Governmental, Non-Political and Non-for-Profit charity organization, founded on the initiative of a group of Afghans in September 1989, in order to contribute towards rehabilitation process of Afghanistan. Since its establishment, COAR's strategy has evolved from providing short term emergency, relief services to long term development efforts by implementing different projects in sphere of agriculture, animal husbandry, health, education, infrastructure and many welfare projects throughout Afghanistan, which are financed by different donor agencies.

**Objective**

The objective of this Request for Proposal is to find a source that will provide the best overall value to COAR. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

**Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least [3] projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A technical proposal must be provided that is not more than [10] pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A financial proposal must be provided that is not more than [5] pages. This financial proposal should indicate the overall fixed price for the project.
5. A representative that is authorized to commit bidder’s company must sign proposals.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must remain valid for a period of [45] days.
8. COAR anticipates selecting at least three individuals or firms to have more in-depth discussions with and will make an award to one of these “down-selected” individuals or firms.
9. The suppliers shall attest that they meet the eligibility criteria as mentioned above.
10. Upon signing the proposal by the supplier or authorized representative of the supplier, the supplier agreed to follow the COAR’s code of conduct for suppliers as mentioned below in this RFP.
11. The supplier shall bear all costs associated with the preparation and submission of his quotation and the COAR will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.
12. The language of the quotations must be **English** and must be on the letterhead of the supplier organization.
13. All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.
14. All quotations must be submitted to the COAR main office located at Pul-e-sorkh square, Golayee Pul-E- Wahdat, House # 48, District # 3, Kabul Afghanistan.

**Opening and evaluation**

COAR anticipates selection of the shortlisted suppliers during three working days.

If you have any question or need further clarification, please contact on below email add:

Email Add: [procurement@COAR.org.af](mailto:procurement@coar.org.af)

Phone: 0730171960

**IMPORTANT:**

Do not send bids to the above email addresses. Only Queries and questions on this RFQ can be sent to the above address.

COAR may compile or respond individually to queries and questions raised by suppliers. COAR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

**Bid Acceptance**

COAR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer. However, COAR’s procurement department will share the reason of non-selection with the shortlisted unsuccessful bidder wherever they think it appropriate and necessary.

COAR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

**Project Description**

The **school improvement plan (SIP) for the hub Schools** to be purchased are for use by the COAR organization for the “**CBE-Ghazni Project”** in Ghazni province” an intervention supported by UNICEF. The supplier can submit a quotation for all. Contractor should deliver the materials and services to project site (Classes) location.

**The contractor is required to provide the following goods/services and deliver to Ghazni province and all Selected Hub schools in all targeted districts.**

**Goods/services Description Table:**

| **No** | **District** | **Item specification** | **Quantity** | **Unit** | **Unit Price in AFN** | **Total on AFN** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Said Gholam Aqa secondary school repairing**  **Qarabagh district** | Glasses for windows 27x(1.69\*1.22)m2 with fixing cast | 56 | m2 |  |  |
| 2 | Glasses for windows 20x(0.45\*0.5)m2 with fixing cast | 4.5 | m2 |  |  |
| 3 | Glasses for windows 5x(1.82\*1.71)m2 with fixing cast | 16 | m2 |  |  |
| 4 | Glasses for doors 10x(1\*0.7)m2 with fixing cast | 7.5 | m2 |  |  |
| 5 | Repairing of ten doors and ten windows' latchs and handles and wooden parts. | 20 | pieces |  |  |
| 6 | Windows mesh for glasses safty27(1.69\*1.22)m2 and fixing | 60 | m2 |  |  |
| 7 | Surrounding walls gate (2.5\*2.5) Iron gauge 2mm | 6.25 | m2 |  |  |
| 1 | **Malok high school Qarabagh district.** | Inside plastering of 2 classroom(L=3,W=5,H=2.70)m2 | 43.2 | m2 |  |  |
| 2 | Inside plastering of 2 classroom(L=3,W=4,H=2.70)m3 | 37.8 | m2 |  |  |
| 3 | Inside plastering of Hall(L=4.7,W=2.5,H=2.70)m4 | 39 | m2 |  |  |
| 4 | Inside plastering of Kitchen(L=,W=4,H=2.70)m5 | 21.6 | m2 |  |  |
| 5 | Outside walls of school plastering(L=12.8,W=8,H=3.4) | 141.5 | M2 |  |  |
| 6 | Glasses for windows(th=4mm) | 5 | m2 |  |  |
| 7 | School door (1\*2.7) Iron gauge 2mm | 2.7 | m2 |  |  |
| 1 | **Hazrat Bilal high school repairing**  **Qarabagh district** | Entrance door of school (2.10\*1.63)(Iron gauge- 2mm) with fixing cast | 3.4 | m2 |  |  |
| 2 | Entrance door of school (2.7\*1.40)(Iron gauge- 2mm) with fixing cast | 3.7 | m2 |  |  |
| 3 | Door for classrooms 9(2\*1)(Iron gauge- 1mm) with fixing cast | 18 | m2 |  |  |
| 4 | Glasses for doors 6x(1.4\*1.78)m2 with fixing cast(th=4mm) | 15 | m2 |  |  |
| 5 | Glasses for doors 6x(2.10\*1.80)m2 with fixing cast(th=4mm) | 4 | m2 |  |  |
| 6 | Repairing of 7 doors and 9 windows' latches and handles and wooden parts. | 16 | pieces |  |  |
| 1 | **bore well for Rahat Khil village High school, Zanakhan district** | Drilling the well with rotary machine(W-10") 120m | 120 | m |  |  |
| 2 | Polyethylene pipe (1") | 110 | m |  |  |
| 3 | Submersible water pump with control box | 1 | piece |  |  |
| 4 | Soler power panel(250watt)) | 8 | piece |  |  |
| 5 | Wire for submersible (Dia=35mm2 | 100 | m |  |  |
| 6 | String for submersible and putting down water pump and | 110 | m |  |  |
| 7 | Solar Frame made of 2mm Iron, size=(4X2) m2 | 8 | m2 |  |  |
| 8 | Inverter(4000W) | 1 | piece |  |  |
| 9 | Plastic pipe (1") | 50 | m |  |  |
| 10 | Metal water tank (Iron gauge-60, volume 1500 liter with 2m metal Pipe and 4 taps) | 1 | No |  |  |
| 11 | Metal drainage system (metal standard grade 60) | 1 | No |  |  |
| 12 | 3.5m metal pipe for drainage (Dia-2") | 3.5 | m |  |  |
| 13 | Nakhodi Crash for water filtration | 4 | m3 |  |  |
| 1 | **tube well installation equipment for Hft Asiab**  **secondary school, Waghaz district** | Submersible water pump with control box | 1 | piece |  |  |
| 2 | Soler power panel(250watt)) | 4 | piece |  |  |
| 3 | Wire for submersible (Dia=35mm2 | 32 | m |  |  |
| 4 | String for submersible and putting down water pump and | 45 | m |  |  |
| 5 | Solar Frame made of 2mm Iron, size=(4X2) m2 | 8 | m2 |  |  |
| 6 | Inverter(2000W) | 1 | piece |  |  |
| 7 | Plastic pipe (1") | 200 | m |  |  |
| 1 | **bore well for Shah Abdul fatah school, Atal wal village Waghaz district** | Polyethylene pipe (1") | 42 | m |  |  |
| 2 | Submersible water pump with control box | 1 | piece |  |  |
| 3 | Soler power panel(250watt)) | 4 | piece |  |  |
| 4 | Wire for submersible (Dia=35mm2 | 32 | m |  |  |
| 5 | String for submersible and putting down water pump and | 45 | m |  |  |
| 6 | Solar Frame made of 2mm Iron, size=(4X2) m2 | 8 | m2 |  |  |
| 7 | Inverter(2000W) | 1 | piece |  |  |
| 8 | Plastic pipe (1") | 50 | m |  |  |
| 9 | Glasses for windows (1.6\*1.5) | 15 | m2 |  |  |
| 10 | Skilled labor plastic paint (L=20, H=2.5) 74m2 | 74 | m2 |  |  |
| 11 | Plastic paint of principal's office (100% quality) | 5 | Kg |  |  |
| 12 | Oil paint of principal's office and 5 doors | 8 | Kg |  |  |
| 13 | Thinner for painting | 3 | liter |  |  |
| 14 | Flattening the roof from inside with prashuti cloth | 28 | m2 |  |  |
| 15 | Wooden frame for fixing the inside flatten roofing (narrow wood=20m) | 20 | m |  |  |
| 16 | Repairing 5 classrooms' wooden doors | 5 | pieces |  |  |
| 1 | **Shaid Azizullah secondary school repairing. Jaghato district** | Glasses for windows 10x(1.45\*1.80)m2 with fixing cast | 26 | m2 |  |  |
| 2 | Iron mesh for the safety of glasses windows. | 47 | m2 |  |  |
| 3 | The gate of the wall surrounding the school, metal Gauge 2mm, (H=2.50,W=2.70)m2. | 6.75 | m2 |  |  |
| 4 | Polyethylene One inch pipe Dia to transfer water from the borewell to school | 420 | m |  |  |
| 5 | Water tank with four taps and drainage pipe | 1 | No |  |  |
| 1 | **Shaheed Abdul Kabir high school' classrooms carpeting Waghaz district** | Classrooms carpeting with carpet (19 room) with transportation and fixing | 476 | m2 |  |  |
| 2 | Preparing latrine 6 metal doors and one Gate (0.7x1.6)m2,(2x1.5)m2 with transportation and fixing | 9.72 | m2 |  |  |
| 1 | **Hazrat Osman School straw mud Muqor district** | Roof cleaning(495m2) | 495 | m2 |  |  |
| 2 | Straw mud plastering of roof | 495 | m2 |  |  |
| 3 | Soil for roof leveling (495) m2 | 495 | m2 |  |  |
| 4 | Plastic sheet(1x3) m2 | 180 | 3 |  |  |
| 5 | water for straw mud and soil leveling | 25 | 0 |  |  |
| 1 | **female High school in Muqor district** | Skilled labor (385m2 plastic paint and 210 oil paint) | 595 | m2 |  |  |
| 2 | Oil paint (Mark-100%)210m2 | 40 | kg |  |  |
| 3 | Plastic paint (Mark-100%) 585m2 | 122 | kg |  |  |
| 4 | Paint thinner | 30 | liter |  |  |
| 5 | Gach for repairing rooms inside walls | 10 | kg |  |  |
| 6 | Straw glue | 2 | kg |  |  |
| 1 | **bore well for Hazrat Osman School Muqor district** | Bore well digging(D=11",H=70m) | 60 | m |  |  |
| 2 | Casing pipe (8"- pvc) | 60 | m |  |  |
| 3 | Casing filter pipe (8"- pvc) | 15 | m |  |  |
| 4 | Polyethylene pipe (1") | 35 | m |  |  |
| 5 | Submersible water pump with control box | 1 | piece |  |  |
| 6 | Soler power panel(250watt)) | 2 | piece |  |  |
| 7 | Crush for filter filter pipes | 2 | m3 |  |  |
| 8 | Wire for submersible (Dia=35mm2 | 30 | m |  |  |
| 9 | String for submersible and putting down water pump and | 50 | m |  |  |
| 10 | Solar Frame made of 2mm Iron, size=(4.80X4.00)m2 | 19.2 | m2 |  |  |
| 11 | Plastic pipe(50x1") | 50 | m |  |  |
| 1 | **water tank of Abdullah (Landakhil) school, Abband district** | Metal water tank (Iron gauge-60, valume 1500 liter with 2m metal Pipe and 4 taps) | 1 | No |  |  |
| 2 | Metal drainage system(metal standard) | 1 | No |  |  |
| 3 | 3.5m metal pipe for draunage(Dia-2") | 3.5 | m |  |  |
| 4 | Plastic 1" pipe | 50 | m |  |  |
| 5 | Transportation | 0 | 0 |  |  |
| 1 | **water tank of Abdullah (Landakhil) school, Abband district** | Skilled Labor | 3 | md |  |  |
| 2 | Unskilled labor | 6 | md |  |  |
| 3 | Inside washroom's tiling installation(L=2.2m,W=1.50m,H=2.00m) | 15 | m2 |  |  |
| 4 | Floor ceramic installation (3.30m2) | 3.3 | m2 |  |  |
| 5 | Plumbing of washroom, pipe(PVC-2",Pipe cover, glue for fixing pipes) | 3 | m |  |  |
| 6 | 2 solar panels(250w) | 2 | Unit |  |  |
| 7 | Plastic pipe 1" | 50 | m |  |  |
| 8 | Transportation | 1 |  |  |  |
| 1 | **Azad high school, Gilan district** | Construction of school surrounding wall by mud(L\*H=150\*3) m2 | 450 | m2 |  |  |
| 2 | Small concrete slabs on top of of wall for safety(0.5\*0.5\*0.05) | 150 | m |  |  |
| 1 | **Ahmadi High School, Gilan district** | General Gate,1(3x3)m2, (Iron gauge 2mm) | 9 | m2 |  |  |
| 2 | Sub gate, 2(1x3)m2,(Iron gauge 1mm) | 6 | m2 |  |  |
| 3 | Classroom door 4(1x1.9) m2, (Iron gauge 1mm) | 7.6 | m2 |  |  |
| 4 | bricks columns with concrete masonry (M-150,1:2:4),4(0.45X0.45X3) m3 | 2.43 | m3 |  |  |
| 5 | Pointing of columns 4 columns | 5.4 | m2 |  |  |
| 1 | **Otila High School, Gilan district** | Classroom windows (1.5x1.5) m2,(Iron gauge 1mm) | 2.25 | m2 |  |  |
| 2 | Classroom windows, 2(2x1.6) m2,(Iron gauge 1mm) | 6.4 | m2 |  |  |
| 3 | Glasses for windows, 8(1.5x1.5) m2(th-4mm) | 18 | m2 |  |  |
| 4 | Glasses for windows, 2(2x1.6) m2(th-4mm) | 6.4 | m2 |  |  |
| 5 | Doors for classrooms,4(1x2.10) m2, (iron gauge-1") | 8.4 | m2 |  |  |
| 6 | Classrooms inside walls straw mud plastering with leveling, 4(6x3.5, H=3m) m2. | 228 | m2 |  |  |
| 7 | Classrooms floor straw mud, 4(6x3.5) m2 | 84 | m2 |  |  |
| 8 | Hall floor straw mud, (13x2.5) m2 | 32.5 | m2 |  |  |
| 1 | **Shaheed Abdul Qader School Nawa district.** | Site cleaning and excavation of the damaged walls | 10 | unskilled labor |  |  |
| 2 | Clay bricks(22x11x6) cm3 | 30000 | pieces |  |  |
| 3 | Soil for clay bricks | 50 | m3 |  |  |
| 4 | Clay bricks masonry working (L=93.5m, W=0.45m,H=2.5m) | 105 | m3 |  |  |
| 5 | Soil for classrooms inside straw mud plastering(H=2.5m) | 10 | m3 |  |  |
| 6 | Straw for straw mud plastering (15 bag=525kg) | 525 | kg |  |  |
| 7 | Outside concrete plastering of walls(H=2.5, th=2.5cm) masonry(1:4) | 185.75 | m2 |  |  |
| 8 | Inside walls straw mud plastering | 265.25 | m2 |  |  |
| 9 | Roofing with staw mud, Wooden stick, Plastic sheet, wooden mesh. | 180 | m2 |  |  |
| 10 | Sticks (L=6m, D=0.15m, distance between every stick 70cm). | 35 | pieces |  |  |
| 11 | Roofing with wooden sticks(L=4m,D=0.15m),distance between every stick 80cm). | 22 | pieces |  |  |
| 12 | Construction of 5 doors (1\*1.9) (Iron gauge-1mm) | 9.5 | m2 |  |  |
| 13 | Construction of 5windows (1.5\*1.5)(Gauge-1mm profile) | 11.25 | m2 |  |  |
| 14 | Glasses for windows(th-4mm) | 11.5 | m2 |  |  |
| 1 | **Shah Gul khil village primary School in 'Dihah district.** | Inside walls concrete plastering of 4 rooms (18x2.5)(L\*H) | 180 | m2 |  |  |
| 2 | Inside walls concrete plastering of 2 rooms (15x2.5) (L\*H) | 75 | m2 |  |  |
| 3 | Inside floor concrete of all rooms and hall(th=0.05mx132m2)(M:150) | 6.6 | m3 |  |  |
| 4 | Inside walls concrete plastering of hall (33x2.5)(L\*H) | 82.5 | m2 |  |  |
| 5 | Outside concrete plastering of school (63.4x3.10)(L\*H) | 195 | m2 |  |  |
| 6 | Construction of 6 doors (1\*1.9) (Iron gauge-1mm) | 11.4 | m2 |  |  |
| 7 | Construction of 1 door (H=1.9, W=2)(Iron gauge-2mm) | 3.8 | m2 |  |  |
| 8 | Construction of 10 windows (1.5\*1.5)(Gauge-1mm profile) | 22.5 | m2 |  |  |
| 9 | Construction of 4 small windows(H=0.5,W=1) from Khar wood | 2 | m2 |  |  |
| 10 | Glasses for windows(th-4mm) | 20 | m2 |  |  |
| 1 | **Sultan M Yaqoub School Andar district (SIP project)** | School building concrete plastering(L=129m,H=2.90m) | 435 | m2 |  |  |
| 1 | **bore well for Aqlo Baba School Andar district** | Repairing of four wooden gates ( gate locks). | 4 | pieces |  |  |
| 2 | Repairing 13 wooden doors and (door locks and handles). | 13 | units |  |  |
| 3 | Repairing of 8 latrine doors(need to change wooden parts and handles, locks). | 8 | units |  |  |
| 4 | Repairing of 66 classrooms' windows(locks). | 132 | pieces |  |  |
| 5 | Repairing of 66classrooms' windows(lock and handles). | 108 | pieces |  |  |
| 6 | Latrines roof straw mud(9x4.5)m2. | 39 | m2 |  |  |
| 7 | Plastic sheet for covering latrine roof | 50 | m2 |  |  |
| 8 | Iron mesh for 42 windows(2x1.5)m2 | 126 | m2 |  |  |
| 9 | Iron sheets for repairing school roof | 10 | m2 |  |  |
| 1 | **bore well for Abdullah Chori Aab band** | Polyethylene pipe (1") | 70 | m |  |  |
| 2 | Submersible water pump 900 W | 1 | piece |  |  |
| 3 | Soler power panel(300watt)) | 3 | piece |  |  |
| 4 | Wire for submersible (Dia=35mm2 | 60 | m |  |  |
| 5 | String for submersible and putting down water pump and | 80 | m |  |  |
| 6 | Solar Frame made of 2mm Iron, size=(4X2) m2 | 8 | m2 |  |  |
| 7 | Inverter(4000W) | 1 | piece |  |  |
| 8 | Pipe 6" for well | 70 | m |  |  |
| 9 | Drilling the well with rotary machine(W-10") 70m | 70 | 0 |  |  |

|  |  |  |
| --- | --- | --- |
| **Total Cost** |  |  |

**The timeline of the proposal is as follows,**

|  |  |  |
| --- | --- | --- |
| Request for Proposal Issuance Date | 21,09, 2023 |  |
| Last Date of Submission of Proposal | 25,09, 2023 |  |

The Last date of Project Completion is ………..., 2023.

**Evaluation Criteria**

CoAR will rate proposals based on the following factors, with cost being the most important factor:

|  |  |  |
| --- | --- | --- |
| Essential Criteria | |  |
| 1 | Valid Business license | **Yes/No** |
| 2 | Bank Account by name of Company/Owner | **Yes/No** |
| 3 | Signed and stamped RFQ/RFP with Polices of COAR | **Yes/No** |
| 4 | Supplier applying for the COAR RFQ, please must submit previous year MoF clearance letter. | **Yes/No** |

**Capability Criteria**

1. Cost, including an assessment of total cost of ownership, financial health (current bank balance at least 50% of the current PR value).
2. Relevant past performance/experience. at least three similar contracts.
3. Lowest Comparative price
4. Lead Time
5. Reference that we may contact

Technical and Financial proposals shall be submitted in separate envelops as a single package.

COAR reserves the right to award to the bidder that presents the best value to COAR as determined solely by COAR in its absolute discretion.

Note: The shortlisted bidder will be requested to provide the Kits accordingly to the samples which COAR will provide.

**Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. are subject to conflict of interest:
2. are guilty of misrepresentation in supplying the information required by COAR as a condition of participation in the Contract procedure or fail to supply this information.

**Tax**

The price given shall be inclusive of all applicable taxes. COAR will deduct tax at source while making payment as per the provisions of the contract.

**Performance Guarantee**

The contractor is required to submit 10% of the total contract amount as a performance guarantee to COAR upon signing of contract. The performance guarantee will be paid back to the supplier after one month upon the successful completion of the contract.

**Code of Conduct**

Following minimum code of conducts are required to be complied with by the supplier:

* Suppliers are required to comply with the applicable Local Laws,
* Supplier shall comply with all applicable laws, statutes, regulations, codes, etc. relating to anti-bribery and anti-corruption
* Supplier shall refrain from engaging in any form of bribery or corruption
* Suppliers shall minimize their negative impact on the environment
* Supplier shall reduce waste of all types to the greatest extent reasonably possible
* Supplier shall not discriminate its employees based on gender, age, religion, race, tribe, caste, social background, disability, nationality, political affiliation, sexual orientation, or any other personal characteristics
* Supplier shall not make use of any form of forced labor
* Supplier does not engage in any workplace practice and conditions which violate basic rights; Physical abuse or punishment or threat of physical abuse or punishment, any kind of sexual or other harassment and other forms of intimidation are prohibited
* Supplier shall not employ children younger than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age applies
* Supplier shall provide a safe and hygienic working environment
* Wages paid by the Supplier must meet or exceed legal minimums and/or industry standards
* Working hours of employees must be in line with the legal requirements and / or industry standards
* Supplier shall grant employees their stipulated annual leave and sick leave without any form of repercussions
* Supplier shall actively purchase locally produced goods in preference to imported ones wherever reasonably possible
* COAR expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
* COAR expects its suppliers to recognize the freely exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

After having read this Request for Proposal<005/2023> on behalf of my company/business, I hereby:

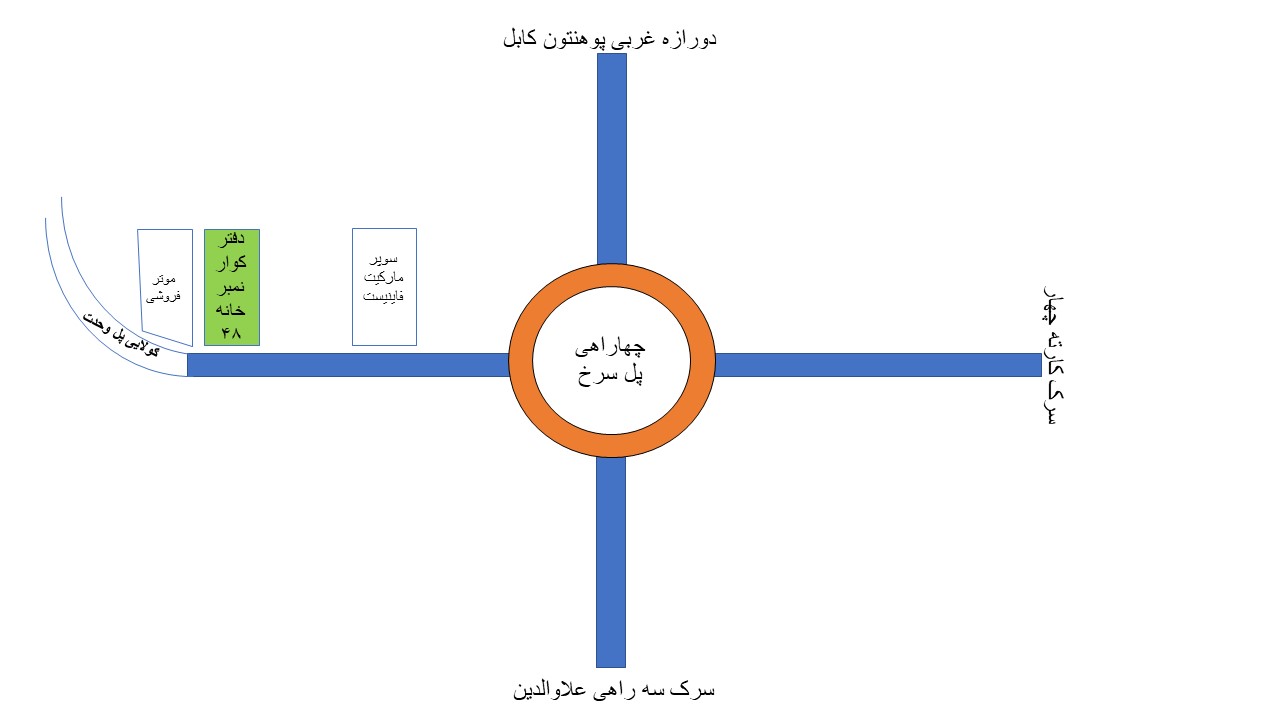
* Accept, without restrictions, all the provisions in the Request for Quotation,
* Provided that a contract is issued by the Contracting Authority, we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
* Certify and attest that we meet the eligibility criteria stated in the Instructions.
* Certify and attest compliance with the Code of Conduct for Contractors mentioned in this Request for Quotation (RFQ).

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address |  |
| Telephone no. |  |
| E-mail: |  |
| Name of contact person |  |
| Date: |  |

COAR Office Address: