

REGISTRATION FORM

IFB ITO-2014-28	FURNISH PRINTING AND MAILING SERVICES FOR THE MONTHLY TENANT RENT BILLS STATEWIDE FOR THE HAWAII PUBLIC HOUSING AUTHORITY
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA, Contract and Procurement Office located at 1002 North School Street, Building D, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Kathy Mitchell, IFB Coordinator at (808) 832-1892.

Pre-Bid Conference:	Friday, July 25, 2014, 9:00 a.m. Hawaii Standard Time (HST) at the HPHA Building A Conference Room, 1002 North School Street, Honolulu, Hawaii 96817.
Bid Offer Forms Due Back:	Due before <u>10:00 a.m. HST on Friday, August 8, 2014</u> at the HPHA, Central Files Office, 1002 N. School Street, Building D, Honolulu, HI 96817.
Bid Opening:	Friday, August 8, 2014 At 10:15 a.m. HST at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.

	Date: _____
Company: _____	
Address: _____	
Bus. No. _____	Cell No. _____
Fax No. _____	
Contact Person: _____	

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- | | |
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| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution indicating who is authorized to sign bid documents & contracts |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to execution of a contract:

- | | |
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| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |