

**IFB REGISTRATION FORM**

<b>IFB PMB-2014-38</b>	<b>PROVISION OF TENANT RECERTIFICATION SERVICES UNDER THE FEDERAL PUBLIC HOUSING PROGRAM ON THE ISLAND OF OAHU</b>
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INSTRUCTIONS

Please fill out this IFB Registration Form and leave original at the respective office where you picked 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 Ms. Tammie Wong, IFB Coordinator at (808) 832-6090.

<b>Pre-Bid Conference/ Site Visitation:</b>	<u>Wednesday, December 17, 2014, 1:00 p.m. Hawaii Standard Time (HST)</u> at the HPHA Building E Conference Room, 1002 North School Street, Honolulu, Hawaii 96817.	
	Teleconference arrangements may be available during the Pre-Bid Conference session upon request, please contact IFB Coordinator no later than 3:00 p.m. on Friday, January 2, 2015 to request for arrangements.	
<b>Bid Offer Form Due Date:</b>	Due no later than <u>10:00 a.m. HST on Monday, January 5, 2015</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.	
<b>Bid Opening:</b>	<b>Monday January 5, 2015</b>	<b>10:15 a.m.</b> at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
Date: _____		
<b>Company:</b>	_____	
<b>Address:</b>	_____ _____ _____	
<b>Phone #:</b>	_____	<b>Cell #:</b> _____
<b>Fax #:</b>	_____	
<b>Contact Person:</b>	_____	

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*Signature of Person Picking Up Packet*

**REQUIRED CERTIFICATIONS:**

The following must be submitted with the bid offer form:

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|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance DLIR #27        | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer |   |

The following must be submitted prior to execution of contract:

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