

**IFB REGISTRATION FORM**

<b>IFB PMB-2016-01</b>	<b>FURNISH CUSTODIAL SERVICES AT THE HAWAII PUBLIC HOUSING AUTHORITY CENTRAL OFFICES ON THE ISLAND OF OAHU</b>
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INSTRUCTIONS

Please complete this IFB Registration Form and submit it to the HPHA Contract and Procurement Office when you picked up your bid packet. A copy of this form will be made for you as it contains important dates, times and information. If you downloaded the IFB packet online, please complete and fax this form to Ms. Tammie Wong, IFB Coordinator at (808) 832-6039 to register your receipt of this IFB.

Please review the IFB packet carefully and contact Ms. Wong, IFB Coordinator, at (808) 832-6090 should you have any questions.

<b>Pre-Bid Conference/ Site Inspection:</b>	<u>Wednesday, February 11, 2016, 9:00 a.m. Hawaii Standard Time (HST)</u> at the HPHA Building A Conference Room 1, 1002 North School Street, Honolulu, Hawaii 96817.  Site inspection to follow at approximately 10:00 a.m.	
<b>Bid Offer Due Date:</b>	Due not later than <u>10:00 a.m. HST on Tuesday, March 1, 2016</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.	
<b>Bid Opening:</b>	<b>Tuesday March 1, 2016</b>	10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
<p align="right">Date: _____</p> <p><b>Company:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone #:</b> _____ <b>Cell #:</b> _____</p> <p><b>Fax #:</b> _____</p> <p><b>Contact Person:</b> _____</p>		

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*Signature of Person Receiving the Bid Packet*

**REQUIRED CERTIFICATIONS:**

The following must be submitted with the bid offer form:

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|---|---|
| <input checked="" type="checkbox"/> Hawaii Compliance Express Certificate of Vendor Compliance* | <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer |
| <input checked="" type="checkbox"/> Wage Certificate  | <input checked="" type="checkbox"/> HUD Form 5369-C                           |

The following must be submitted prior to execution of contract:

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|--|---|
| <input checked="" type="checkbox"/> Certificate of Liability Insurance | <input checked="" type="checkbox"/> Hawaii Compliance Express Certificate of Vendor Compliance* |
| <input type="checkbox"/> Other: _____                                  |   |