

## **Appendix A: General Affidavits, Checklists, Documents, and Forms**

This Appendix contains the following seven documents which must be completed and provided as part of each proponent's Technical Proposal submittal.

### **Contents of Appendix A:**

1. Proponent Registration Form
2. RFP Document Receipt Checklist and Affirmation
3. Proposal Submittal Checklist
4. Major Shareholders Disclosure Affidavit
5. Non-collusion Affidavit
6. Equal Employment Opportunity Statement
7. Conflict of Interest Declaration

## Proponent Registration Form

Following is the Proponent Registration Form which must be completed and filed with the **CUC Procurement Contact for Power Supply RFP:**

Manny B. Sablan, Jr.  
Purchasing Officer  
Address: Commonwealth Utilities Corporation  
Third Floor, Room 3, Joeten Dandan Commercial Bldg.  
P.O. Box 501220  
Dandan, Saipan MP, 96950

Office Phone: (670) 236-4303

Email: [manny.sablan@cucgov.org](mailto:manny.sablan@cucgov.org)



# Commonwealth Utilities Corporation



**CUC-RFP-15-002**  
**POWER SUPPLY RESOURCES**  
**PROPONENT REGISTRATION FORM**

<b>Date</b>	<b>Company Name</b>	<b>Address/Email/Phone</b>	<b>Contact Person</b>

**\*\*SAMPLE ONLY\*\* An updated RFP Document Receipt Checklist and Affirmation document will be posted to the CUC website in early January prior to the Proposal Submittal Deadline.**

## RFP Document Receipt Checklist and Affirmation

The following documents were provided electronically by CUC to all proponents who completed and filed a Proponent Registration Form by the December 15, 2014 deadline. Proponents are required to obtain and carefully read and review all documents listed here. All proponents should complete the checklist and fill out and sign the “Acknowledgement of Receipt” section at the bottom of this page. Signatures should be from the same individual signing the Signature page for proposal.

Document Receipt Checklist		
Document Title	Delivery Method	Check Receipt Affirm receipt by check-marking each ✓
CUC-RFP-15-002 Power Supply Resources	Posted to CUC website at: XXwww.cuc.govXXXXXX	
CUC-RFP-15-002 Appendices A, B, C, and D	Posted to CUC website at: XXwww.cuc.govXXXXXX	
<i>Document 1</i>		
<i>Document 2</i>		
<i>Document 3</i>		
<i>Etc.</i>		
RFP Document Receipt Checklist and Affirmation (this document)	Posted to CUC website at: XXwww.cuc.govXXXXXX on January XX, 2015	

## Acknowledgement of Receipt

By signing here, (insert proponent company name) \_\_\_\_\_,  
 acknowledges receipt of all RFP documents, including affidavits, addenda, forms, templates, and worksheets  
 provided by CUC and listed in the Document Receipt Checklist on this page. Proponent has read and  
 reviewed all of these documents.

\_\_\_\_\_ **\*\*SAMPLE ONLY\*\*** \_\_\_\_\_

Signature of Proponent                      Date

## Proposal Submittal Checklist

The following pages contain the checklist of required documents and information to be included as part of each proponent's proposal submittal. For each required document listed, proponents should provide the location within their proposal by filling in the applicable proposal section and/or page number(s) or if submitted separately from the main proposal document, the document title (if in printed hardcopy format). This location information will assist the evaluation committee in assuring they identify and locate all of the required information, documents, forms, etc. required as part of each proponent's proposal submittal. Please provide as specific location information as possible in the column labeled "Location within Proposal." The Proposal Submittal Checklist has been created as an Adobe pdf form, allowing for easy typewritten entry on the computer. Alternatively, proponents can print and fill out the checklist manually.

As described in Section 4.6 "Submitting More than One Proposal," if the proponent is submitting proposals for more than one proposed project/integrated solution, the proponent must provide a separate Expected Production Worksheet, Technical Parameters Worksheet, and Cost Proposal Worksheet for each proposed project/integrated solution. These Worksheets are located in Appendix B. As applicable, proponent should provide separate, distinct responses for each proposed project/integrated solution regarding the questions and information requested as part of the "Environmental Attributes, Permits, and Related Issues," "Equipment and EPC," "Project Management/Experience," "Project Financing and Credit Worthiness," and "Site Control" Templates. These Templates are located in Appendix B. For all of the other required documents, only one set should be submitted.

This checklist includes only those documents required as part of the proposal submittal. Proponents must also file their Proponent Registration Form by December 15, 2014.

Proposal Submittal Checklist			Part 1
Required Affidavits, Documents, Forms, Information, Templates, Worksheets	Required in printed hardcopy format with wet signatures?	Check Submittal Affirm submittal by check-marking each ✓	Location within Proposal Provide applicable proposal section/ page number(s) or file/document name
Articles of Incorporation or other applicable forms concerning business organization and by-laws	No	<input type="checkbox"/>	
Audited Financial Statements, Last Three Years	No	<input type="checkbox"/>	
Certificate of Good Standing	No	<input type="checkbox"/>	
Conflict of Interest Declaration	No	<input type="checkbox"/>	
Cost Proposal Worksheet	No	<input type="checkbox"/>	
Environmental Attributes, Permits, and Related Issues Template Responses and Information	No	<input type="checkbox"/>	
Equal Employment Opportunity Statement	No	<input type="checkbox"/>	

<b>Proposal Submittal Checklist</b>			<b>Part 2</b>
<b>Required Affidavits, Documents, Forms, Information, Templates, Worksheets</b>	<b>Required in printed hardcopy format with wet signatures?</b>	<b>Check Submittal</b> <i>Affirm submittal by check-marking each ✓</i>	<b>Location within Proposal</b> <i>Provide applicable proposal section/ page number(s) or file/document name</i>
Equipment and EPC Template Responses and Information	No	<input type="checkbox"/>	
Expected Production Worksheet	No	<input type="checkbox"/>	
Local Procurement Preference Application	No	<input type="checkbox"/>	
Major Shareholders Disclosure Affidavit	Yes	<input type="checkbox"/>	
Non-Collusion Affidavit	Yes	<input type="checkbox"/>	
Outstanding Legal Claims Statement	No	<input type="checkbox"/>	
Project Financing and Credit Worthiness Template Responses and Information	No	<input type="checkbox"/>	
Project Management/Experience Template Responses and Information	No	<input type="checkbox"/>	

<b>Proposal Submittal Checklist</b>			<b>Part 3</b>
<b>Required Affidavits, Documents, Forms, Information, Templates, Worksheets</b>	<b>Required in printed hardcopy format with wet signatures?</b>	<b>Check Submittal</b> <i>Affirm submittal by check-marking each ✓</i>	<b>Location within Proposal</b> <i>Provide applicable proposal section/ page number(s) or file/document name</i>
Proposal Submittal Checklist (this document)	No	<input type="checkbox"/>	
Reference Contact Information Form	No	<input type="checkbox"/>	
RFP Document Receipt Checklist and Affirmation	No	<input type="checkbox"/>	
Signature page for proposal	Yes	<input type="checkbox"/>	
Site Control Template Responses and Information	No	<input type="checkbox"/>	
Technical Parameters Worksheet (Provided for each technology type being proposed)	No	<input type="checkbox"/>	



## Major Shareholders Disclosure Affidavit

I, the undersigned, \_\_\_\_\_, being first duly sworn, deposes  
(a partner or officer of the company of, etc.)

and says:

1. That the persons who have held more than ten percent (10%) of the company's shares during the past twelve months are as follows:

<u>Name</u>	<u>Address</u>	<u>Percentage of Shares Held</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Number of Shares</b>		_____

2. Persons who have received or are entitled to receive a commission, gratuity, or other compensation for procuring or assisting in obtaining business related to the bid for which this Affidavit is submitted are as follows:

<u>Name</u>	<u>Address</u>	<u>Amount of Compensation</u>
_____	_____	_____

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

\_\_\_\_\_  
Signature of individual if bidder or sole proprietorship; Partner if bidder is in a partnership; Officer, if the bidder is a corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

## Non-collusion Affidavit

Proponent Name: \_\_\_\_\_

Street Address or Post Office Box: \_\_\_\_\_

City, State/Territory/Commonwealth, Country \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says:  
(print name of affiant)

That he/she is \_\_\_\_\_,  
(print: an owner, a partner, or an officer of the firm, etc.)

the party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other proposer or person, to put in a sham proposal or to refrain from proposer, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix profit, overhead, or cost element of said proposal price of affiant or of that of any other proposer, or to secure any advantage against the Commonwealth Utilities Corporation (CUC) or any person interested in the proposed contract, and that all statements in said proposal are true.

Proposal Document Title \_\_\_\_\_

The affiant \_\_\_\_\_  
(Signature of Proposer if an individual; Signature of Partner if the Proposer is a partnership;  
Signature of Officer, if the Proposer is a Corporation.)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

(pla

ce seal above here)

## Statement of Equal Employment Opportunity

Date \_\_\_\_\_

Proposal Document Title \_\_\_\_\_

CUC-RFP-15-002 Power Supply Resources

The proponent represents that the proponent [ ] has, [ ] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 1114, or the Secretary of Labor; that the proponent [ ] has, [ ] has not, filed all required compliance reports, and that representation indicating submission of compliance reports.

Representative(s): \_\_\_\_\_  
(Print Name) (Signature)

Title: \_\_\_\_\_

Proponent Name (Company, Consortium, Firm Name): \_\_\_\_\_

## Conflict of Interest Declaration

I, \_\_\_\_\_, declare:  
*(print name of individual signing)*

1. I am making this Declaration on behalf of *(name of proponent company)* \_\_\_\_\_, hereafter referred to as “the Proponent” in my capacity as *(job title or role)* \_\_\_\_\_.
2. The proponent is making a proposal to Commonwealth Utilities Corporation, hereafter referred to as “CUC.”
3. The Proponent has submitted a proposal (the “Proposal”) to CUC to provide power supply resources.
4. The Proponent agrees that as a condition of entering into a contract with CUC that each of its agents, partner firms, and subcontractors who will or might perform substantive work for CUC will also sign a duplicate original Declaration in his or her individual capacity.
5. No direct or indirect family members of the employees, managers, or owners of the Proponent, its agents, partner firms or companies, or subcontractors hold a position within the CUC organization, the CUC Board, or the Commonwealth Public Utilities Commission. For purposes of this document, family is defined as related to by direct current marriage, spouse, children, legal guardian, or adoption.
6. The proponent has notified CUC as part of its proposal of any current or potential conflicts of interests, perceived or real, direct or indirect, which exist related to the Proponent fulfilling in good faith its obligations as set forth in the proposal. If there are no conflicts of interest, the proponent has made statement to that effect as part of its proposal.
7. The Proponent, its agents, partner firm, and subcontractors will notify CUC immediately of any potential conflicts of interest which may arise related to the Proponent fulfilling in good faith its obligations as set forth in its proposal.

I declare that the foregoing is true and correct and that this Declaration was executed in

*(city, state, country)* \_\_\_\_\_ ON *(date)* \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_