

BOTSWANA OPEN UNIVERSITY

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www.bou.ac.bw

Inspire Tomorrow, Today



INVITATION - EXPRESSION OF INTEREST

FOR

**PROVISION OF STUDIO CABLING SCHEMATIC DIAGRAMS, DESIGN LAYOUT,
EQUIPMENT PROCUREMENT, INSTALLATION AND COMMISSIONING OF BOU
STUDIOS**

EOI NO: BOU 003/2024-2025

Date EOI made Available to Bidders: 11/02/2025

Compulsory Site Visit: 18/02/2025

Last date for Clarifications: 19/02/2025

**Last Date for Submission of Bids: 25/02/2025
Submission Time: 1000hrs**

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NOTICE EOI

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INVITATION FOR EXPRESSION OF INTEREST - PROVISION OF STUDIO CABLING SCHEMATIC DIAGRAMS, DESIGN LAYOUT, EQUIPMENT PROCUREMENT, INSTALLATION AND COMMISSIONING OF BOU STUDIOS AT BOU HQ

EOI NO: BOU 003/2024-2025

Botswana Open University invites potential and experienced Local Registered Companies, Registered with **PPRA (Code 203 Sub-Code 01 & 02)** with high technical knowledge in Studio Cabling, Schematic Diagrams, Design Layout, Equipment Procurement, Installation and Commissioning, to express their interest as required by this EOI. (Equipping, Recording and Broadcasting Studio at BOU Head Office).

DATE EOI Made Available to Bidders: 11/02/2025

Last date for Clarifications: 19/02/2025

Last Date for Submission of Bids: 25/02/2025
Submission Time: 1000hrs

Compulsory Site Visit: 18/02/2025, 1000hrs

PARTICIPATING COMPANIES

Companies willing to show interest are expected to adhere to the required International Telecommunication Union (ITU) studio recording and broadcasting equipment standards and the proposal must be accompanied by the following:

1. A company profile with a Cover Letter
2. Company extract (including certificate of Incorporation and Company shareholders).
3. Valid Tax Clearance Certificate or Exemption Issued by BURS.

4. At least three (3) reference letters from Organizations that have contracted the Company to carry out similar assignments in the last 10 years or more.
5. A proposal demonstrating a clear understanding of the EOI.
6. CVs of Self or Personnel who possess relevant qualification and experience to carry out work as listed above.
7. Citizen participation in the project
8. Details of Similar or Relevant Works Previously Completed within the last **10 years** or more, giving details of Clients who may be contacted for more information

SCOPE OF WORK/PROJECT SCOPE

The Botswana Open University requires a Company that will; do design and layout, draw Schematic Diagrams, Studio and Cabling, Installation and Commissioning, Provide Training and Operation on the use of proposed technology equipment, Integrate the existing technologies to work with the proposed design set up, Include Information that they consider to be relevant to the proposal, to carry out Need Assessment on the existing Studio Facilities, Provide a detailed Innovative approach that will enable the Re-designing of the Studio and Equipping to the International Standards, and Deliver a complete Turnkey Studio project.

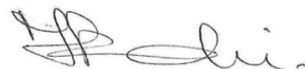
SUBMISSION OF EXPRESSION OF INTEREST

All applications shall submit one (1) original document marked "ORIGINAL" and 2 duplicate copies of the original document marked "COPY" in one sealed envelope clearly marked:

EOI NO: BOU 003/2024-2025 - Provide Studio Cabling Schematic Diagrams, Design Layout, Equipment Procurement, Installation and Commissioning of BOU Studios at BOU Head Office

NB: The Name and Address of the Bidder should be clearly written on the Envelopes.

Notwithstanding anything in the foregoing, Botswana Open University is not bound to accept any EOI proposal.



Professor Kgomotso Moahi
Vice Chancellor (Ag)

1. INTRODUCTION

Botswana Open University (BOU) is a result of the transformation of Botswana College of Distance and Open Learning (BOCODOL). Its mandate is to empower the nation with knowledge and skills through open access to quality, innovative distance learning programmes and services to promote global competitiveness and a culture of life-long learning.

BOU has property Developments at Head Office where amongst others, Radio and Television Studios are housed, the Studios fall under the Department of Centre for Technology Enhance Learning and Teaching [CTELT]

The Centre for Technology Enhance Learning and Teaching [CTELT] provides leadership and expertise to all sections of Botswana Open University in the use of Innovative Instructional Technologies to enhance the development of Learning, Teaching and other General use of technology in keeping with the University's strategic direction of leveraging technology to achieve academic excellence.

Our Vision

“To inspire excellence and present life-long learning opportunities globally.”

Our Mission

“To provide quality education, research and community engagement through open and distance learning solutions.”

Our Core Values

- *Innovation*
- *Student Centeredness*
- *Excellence*
- *Inclusivity*
- *Collegiality*

1.1 THE REQUIREMENT

Botswana Open University invites potential and experienced Local Registered Companies, Registered with **PPRA (Code 203 Electrical, Electronic, Mechanical and ICT Supplies, Sub-Code 01 Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others & 02 Broadcast Transmission Equipment)** with high technical knowledge in Studio Cabling, Schematic Design Layout, Equipment Procurement, Installation and Commissioning, to express their interest as required by this EOI. (Equipping, Recording and Broadcasting Studio at BOU Head Office).

Companies willing to show interest are expected to adhere to the required International Telecommunication Union (ITU) studio recording and broadcasting equipment

standards. All categories, including large, medium, small-scale units and startups, are invited to express their interest.

2. SCOPE OF WORK/PROJECT SCOPE

The Botswana Open University requires a Company that will,

- a) Do Design and Layout
- b) Draw Schematic Diagrams
- c) Procure of Equipment
- d) Studio and Cabling
- e) Installation and Commissioning.
- f) Provide Training and Operation on the use of proposed technology equipment.
- g) Integrate the existing technologies to work with the proposed design set up.
- h) To carry out Need Assessment on the existing Studio Facilities.
- i) Include Information that they consider to be relevant to the proposal.
- j) Provide a detailed Innovative approach that will enable the Re-designing of the Studio and Equipping to the International Standards.
- k) Deliver a complete Turnkey Studio project.

At the end of installation, the Studio should be able to:

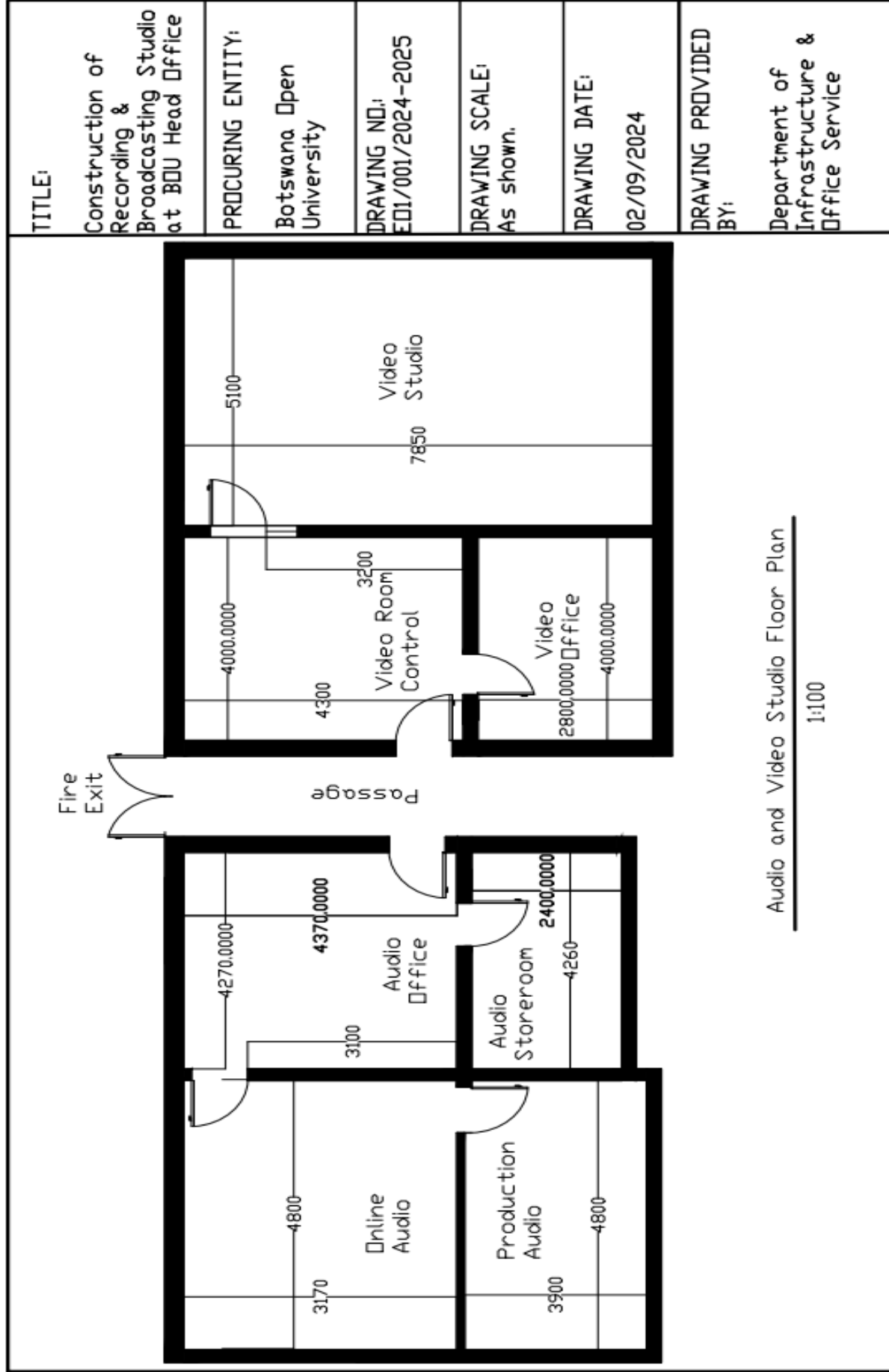
- Meet the International Telecommunication Union Standards (ITU)
- Able to perform seamless and flawless Recording, Editing and Broadcasting.

2.1 OTHER GENERAL REQUIREMENTS

- A proven track record of professional execution of similar assignment and demonstrated capacity to deliver high quality outputs within the required timeframe.
- Excellent analytical skills.
- Excellent English report writing, and communication skills are required.

2.2 Diagram 1 Work Plan

The Diagram below depicts the existing studio floor plan layout for appreciation and guidance on the extent of Studio Cabling, Schematic Diagrams required, Design Layout and the necessary/appropriate equipment.



Audio and Video Studio Floor Plan
1:100

3. PREPARATION AND CONTENTS OF EXPRESSION OF INTEREST (SUBMISSION GUIDELINES)

To be considered, prospective bidders must submit all the requested information. Any bidder who does not meet the relevant mandatory requirements will be disqualified.

Each application should consist of:

- A Cover Letter
- The Company Profile and Relevant Projects undertaken
- Contact Details of Three (3) Organizations that have contracted the Company to carry out similar assignments in the last **10 years or more. (As per the attached template (Experience of Tenderer))**
- A Proposal Demonstrating a clear understanding of the EOI.
- CVs of Self or Personnel who possess relevant qualification and experience to carry out work as listed above.
- Citizen participation in this proposal/project
- Company extract (including certificate of Incorporation and Company shareholders).
- Valid Tax Clearance Certificate or Exemption Issued by BURS.
- Details of Similar or Relevant Works Previously Completed within the last 3 years, giving details of Clients who may be contacted for more information.

NOTE: This Expression of Interest is NOT a Request for Proposal (RFP).

4. EVALUATION CRITERIA

This is where information on key components (Compliance and Technical information) will be assessed against the bidder's capability to provide the required service. It is the responsibility of bidders to demonstrate their competency to provide the service by providing relevant information.

4.1 COMPLIANCE STAGE

The first stage of the evaluation will be an assessment of compliance/preliminary responsiveness of each proposal received and the company shall furnish the following documentary evidence to demonstrate that it meets the compliance criteria; The following documents should accompany the EOI proposal:

Table 1 Compliance Evaluation

Compliance Checklist
a) Company Profile.
b) Submission of a copy of a Valid Tax Clearance Certificate Number and Tax Identification Number (TIN) OR Exemption issued by BURS – if not submitted

provide the pin number for verification to be done online.
c) Submission of a valid PPADB Registration Code on the relevant code and Sub-code of Code 203 Electrical, Electronic, Mechanical and ICT supplies Sub-code 01 Electrical and Electronic Equipment, Spares and Accessories include ICT, photographic equipment and others) and sub-code 2 Broadcast Transmission Equipment (PPRA Code is subject to online registration verification)
d) CIPA Extract indicating Certificate of Incorporation and Shareholders and Directors (or equivalent) Documents shall be verified online through CIPA portal
e) Fully completed and Signed Declaration Form for tendering purposes
f) Fully completed and signed Certificate of Authority of Signatory
g) Attendance at the compulsory site meeting (Attendance Register is to be used to confirm whether the tenderer attended the compulsory site visit)
h) Fully Completed and signed Specific Experience of Tenderers
Proceed YES/NO

Companies that fail to submit the above-mentioned documents will be requested to submit them within 2-5 days of notification during the evaluation. The company will be notified through a Telephone call, Sms, or email as an alert. The alert will be followed by Fax or Letter. Failure to comply or submit any of the above returnable documents will render the tender non-responsive and will be disqualified, and will not be eligible for consideration in the subsequent evaluation stage, i.e. Stage 2: Technical Evaluation:

Those bids judged to be responsive and compliant in terms of Stage 1 shall be evaluated technically based upon the submission of information required below:

4.2 TECHNICAL STAGE

Those EOI submissions judged to be responsive and compliant in terms of Stage 1 shall be evaluated technically based upon the submission of information required below:

Table 2 Technical Evaluation

Item	Score	Max Score
I. Financial Stability (Only one of the following will apply)	5%	5%
- Audited annual financial statements of the company for the last 5 years or more should be submitted to demonstrate the Financial stability of the company or the bank's Reference letter demonstrates the company's financial capability to supply this equipment.		
- Unaudited Financial Statements of the company for the last 3 years have been submitted that demonstrate financial stability or future Financial Projects for start – ups	3%	

- Financial statements have been submitted; however, financial stability is inconsistent	2%	
- No financial statements or bank's letter have been submitted	0%	
II. Professional Indemnity Evidence of Professional Indemnity cover valued at P500, 000.00 (Five Hundred Thousand Pula) or more.	5%	5%
III. Experience and expertise of Supplier/Service provider. a. Have completed 3 or more relevant projects of similar or greater magnitude in the past 10 years.	20%	20%
b. Have completed 2 relevant projects of similar or greater magnitude in the past 10 years.	15%	
c. Have completed 1 relevant project of similar or greater magnitude in the past 10 years.	10%	
d. Have completed 0 relevant projects of similar or greater magnitude in the past 10 years.	0%	
IV. Suitability of proposed solution to requirements a. Methodology and Approach of implementation of the proposed project	20%	50%
b. Timelines	10%	
c. Budget	10%	
d. Resourcing	10%	
V. Reference and Client Feedback a. 3 or more Client References included for similar projects	10%	10%
b. 2 Client References included for similar projects	5%	
c. 1 Client References included for similar projects	2%	
d. 0 Client References included for similar projects	0%	
VI. Citizen participation in the Organisation (Only one of the following will apply)	10%	10%
Points attained by the bidder		

To be eligible to bid on the project, prospective bidders must achieve a minimum score of “**50%**” on the above technical criteria.

5. BID SUBMISSION DETAILS AND CLOSING DATE

Interested Companies should submit their bids on or before **25th February 2025, 1000hrs** at the following address:

Procurement Unit
Botswana Open University
Office: B008
Telephone: 3646020
Contact: Mr PB Nkabelang
Email: procurement@staff.bou.ac.bw

All applications should be submitted in a Sealed Envelope and clearly marked.

“EOI - Provide Studio Cabling Schematic Diagrams, Design Layout, Equipment Procurement, Installation and Commissioning of BOU Studios” EOI NO: BOU 003/2024-2025

Questions that may arise from the EOI documents should be directed to the Procurement Department on the following addresses: procurement@staff.bou.ac.bw and ctelt@staff.bou.ac.bw

Submission received after the above deadline will not be considered.

5.1 VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of **160 days** from the date of deadline for submission indicated above

Expression of Interest from companies failing to provide the required information will be disregarded. Invitation to bid and any subsequent purchase order will be issued in accordance with procurement rules and procedures of Botswana Government.

This Expression of Interest does not entail any commitment on the part of Botswana Open University, either financial or otherwise.

6. EXPRESSION OF INTEREST SCHEDULE

1	11/02/2025	EOI made available to Bidders
2	18/02/2025 @ 1000hrs	Compulsory Site Meeting to be attended by prospective Bidders
3	19/02/2025	Deadline for submission of questions, clarifications, etc. by Bidders
5	25/02/2024 @ 1000hrs	Deadline for BOU to accept Bidders' proposals

7. CONFIDENTIALITY AND EXPRESSION OF INTEREST OWNERSHIP

7.1 BOU Shall use its reasonable endeavours to keep all data and details submitted by responding parties strictly confidential, save to the extent that such data or details are required to be disclosed by applicable law or order of a court of competent jurisdiction; be entitled to disclose all data and details to

their officers, employees, agents, advisors and representatives who are involved in the Project and the evaluation of the responses;

- 7.2 BOU shall not be liable for any loss incurred or damage suffered as a result of any disclosure of any information (confidential or otherwise) of the responding party. The responding party shall not have, and hereby waives, any claim against BOU arising out of the disclosure of any information, confidential or otherwise.
- 7.3 This EOI is confidential and proprietary to BOU, and reserves the right to recall it in whole or in part. Respondents cannot and agree not to duplicate, distribute, otherwise disseminate, or make available this document or the information contained in it without the express written consent of BOU
- 7.4 Respondents shall not include or reference this EOI in any publicity without prior written approval from BOU. Respondents must accept all the foregoing terms and conditions without exception.
- 7.5 BOU accepts no liability or responsibility for the completeness, accuracy or adequacy of any information or opinions stated in this EOI. It will be incumbent upon the interested party to independently determine, verify and/or confirm the accuracy or adequacy of the information
- 7.6 The responding party shall solely bear the costs of responding to this EOI, and BOU will not be held liable for any claims or expenses incurred in responding to the EOI. The responding party hereby indemnifies BOU in this regard
- 7.7 This EOI does not constitute a solicitation of bids for any aspect of the project's development. Solicitations of bids and bidding guidelines will be distributed later to Bidders who have met the requirements for this EOI.

RESERVATION OF RIGHTS

BOU reserves the right, to use information submitted in response to this EOI for the purpose of compiling and aggregating data for public release, related to the information submitted, without mentioning/ identifying specific projects or parties.

1. BOU reserves the right to verify any information contained in a response to this EOI.
2. BOU reserve the right to proceed with the EOI or otherwise
3. BOU reserves the right to cancel or withdraw this EOI as a whole or in part.

APPLICABLE LAW

This EOI shall be governed by, and shall be construed in accordance, with Botswana law.

RETURNABLE DOCUMENTS

Annex 1: Certificate of Authority of Signatory
Annex 2- Specific Experience of Tenderer
Annex 3- Declaration Form Tendering Purposes

BOTSWANA OPEN UNIVERSITY	RETURNABLE DOCUMENTS	Tender Schedules CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor

A. Certificate for Company

I, _____, authorised representative of _____, hereby confirm that by resolution of the board Mr/Ms _____, acting in the capacity of _____, was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As Witnesses: -

1. _____ Date _____
2. _____ Date _____

B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as _____ hereby authorize Mr/Ms _____, acting in the capacity of _____, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

Name	Address	Signature	Date

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

Furthermore, we attach to this Schedule a copy of the partnership agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all partners.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms _____, an authorized signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Furthermore, we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorized to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

Name of Company	Authorizing Signatory	Capacity

--	--	--

D. Certificate for Sole Proprietor

I, _____, hereby confirm that I am the sole
Owner of the business trading as _____.

As Witnesses: -

1. _____ Signature: Sole owner

2. _____ Date

BOTSWANA OPEN UNIVERSITY	RETURNABLE DOCUMENTS	Tender Schedules SPECIFIC EXPERIENCE OF TENDERER
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1. We have performed the following volume of Services during the last three years:

Last Year: _____

Last but one Year: _____

Last but two Years: _____

2. The following is a statement of similar contracts successfully executed by Myself/Ourselves during the last five years:

Procuring Entity, Contact Person and Telephone Number.	Description of Contract	Value of work	Date Completed

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NAME: _____ SIGNATURE: _____ POSITION: _____

TENDERER: _____ DATE: _____

BOTSWANA OPEN UNIVERSITY	RETURNABLE DOCUMENT	DECLARATION FORM FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, beneficial owners, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as
 (state Position in Entity)
 hereby declare that on my behalf, and behalf of the owners, partners/directors/
 shareholders /administrators and/or Other (Please specify)
 of:

.....
 (name of Entity)
 of:
 Postal/physical address)

that, in connection with the enclosed tender, information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Beneficial Owners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private

Foundation/Statutory Body and/or other (Please specify)

	DIRECTORS/MEMBERS/Beneficial Owners and/or Other (Please Specify)	CAPACITY IN ENTITY	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1				
2				
3				
4				
5				

	SHAREHOLDERS NAME	NATIONALITY	% OF SHAREHOLDING
1			
2			
3			
4			

	BENEFICIAL OWNER NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			

If more space is required, attach additional sheet. Note that Public Companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the Directors, Partners, and Shareholders, Members/Administrators /Beneficial Owners (others please specify) be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/ beneficial owners shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/(others please specify) and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/(others please specify), through its agents, employees or directors has not

illegally communicated with any member of the procuring entity or its agents except as may be permitted in the relevant "instructions to tenderers" or by law.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body (others please specify), through its agents, employees, partners, beneficial owners/ members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring entity or its agent. I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring entity shall be terminated forthwith, and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

NAME: SIGNED: DATED:

.....

.....

Entity

Stamp

PART B

Declaration On Behalf of Owners, Partners/ Shareholders And /Or Directors

I, _____ (full name), in my capacity as a Director/Shareholder/Partner/Owner (tick as applicable) hereby declare that on my behalf, and on behalf of the Owners, Partners and /or Directors

of:(Name of Company)

of..... (Postal/Physical Address)

that, in connection with the enclosed tender,

1. All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the company and/or its representatives.

2. I state that the resolution executed by the Board of Directors of..... in pursuance of this tender, was executed

following a declaration by all Directors present or by proxy confirming that they have not, through other registered companies, participated in the same tender and/or bid for the same items/products.

3. I,, in my capacity as aforesaid, declare and confirm that we have in fact not participated in the same tender and/or bid for the same items/products, through any other registered company or other entity.

4. I hereby provide a current list of Directors and Shareholders for the company and attach certified copies authenticated and certified by the Company Registration Authority or Chamber of Commerce or the equivalent thereof from the country of origin.

	DIRECTOR'S NAME	NATIONALITY	SHAREHOLDER'S NAME	NO. OF SHARES/ PERCENTAGE OF SHAREHOLDING	NATIONALITY
1					
2					
3					
4					

If more space is required attach additional sheet. Note: Public listed companies should state which stock exchange the company is listed under.

5. We further acknowledge that should any of the Directors, Partners, and Shareholders be found to be associated in a similar or other manner in another Company/Entity, participating in this tender and/or bid for the same Items/Products, this shall disqualify this Company, and whichever Company the said Director/Partner/Shareholder is consequently involved in.

6. We further acknowledge that should the Company or any of its Affiliates or Subsidiaries be found to have participated in the same tender and/or bid for the same items/products, the said company and its Affiliates or Subsidiaries shall be disqualified.

7. The Company, through its Agents, Employees or Directors has not illegally communicated with any Member of the procuring department or the Management Board, except as may be permitted in the relevant "Instructions to Tenderers" or by Law.

8. The Company, through its Agents, Employees or Directors has not paid or offered to pay any consideration, favor or promise to any member of the procuring department or any person employed by or associated with Management Board.

9. We declare that this tender is submitted in our own right and we have not colluded in any way with any other potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

1. We acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or Management Board, shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

Signed _____ Name _____

Date _____

.....
Company Stamp

Thus signed and sworn to before me commissioner of oaths at
_____ on this _____ day of _____ 20____,
at ____am / pm, the deponent having acknowledged that he knows and understands
the contents of this declaration and that it is binding on his conscience.

Commissioner of oaths
Capacity