



# MARIANO MARCOS STATE UNIVERSITY

## Bids and Awards Committee

### INVITATION TO MAKE AN OFFER: Negotiated Procurement

2022-011

**THE PROJECT:** Water Softener Shelter

**Project Location:** RDE, CAS, FIG, COE, CBEA, Hostel, Review Renter & MMSU, City of Batac, I.N.

**Number of Working Days:** 70 calendar days

**ABC:** P315,795.06

1. The Mariano Marcos State University (MMSU), with offices at Quiling Sur, City of Batac, Ilocos Norte, invites the public to make an offer to furnish all labor, materials, tools and equipment necessary and proper for the implementation of the above Project as per approved designs, plans and drawings.
2. This process is in accordance with Section 53 of R.A. 9184, the Government Procurement reform Act and Section 53.9 of the Implementing Rules and Regulations where interested and qualified contractors are to submit proposals.
4. The offer must be in writing submitted at the address below not later than 5 days together with the following documents:
  - a) The amount of the offer in writing duly signed by the person making the offer, indicated in numbers and figures.
  - b) The particulars of the offer as to labor, materials, tools, equipment and other work details.
  - c) Documents in support of the legal, technical and financial capability of the person making the offer, which documents shall be confirmed and verified (3 copies).
5. It is understood that any offer may be accepted or rejected, or the process invalidated, at any time prior to contract award, without liability to anyone.
6. Documents for this procurement may be secured from the MMSU BAC Secretariat at the address below or downloaded from the MMSU website or from the Philippine Government Electronic Procurement System (PhilGEPS) website.
7. For questions and inquiries, please write or email the University President, thru the BAC Chair, at the address indicated below.

**Mariano Marcos State University**  
Quiling Sur, City of Batac  
[www.mmsu.edu.ph](http://www.mmsu.edu.ph)

May 12 2022.

  
**NATHANIEL R. ALIBUYOG**  
BAC CHAIR

Received: \_\_\_\_\_

Received: \_\_\_\_\_

## **PROJECT INFORMATION DOCUMENT**

**Project Title** : Water Softener Shelter  
**Project Location** : RDE, CAS, FIC, COE, CBEA, Hostel, Review Center, Batac Campus

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*Page 1 of 3*

The project calls for the furnishing of all materials, labor, tools and equipment needed for the above-mentioned project. The proposed undertaking shall be done in strict conformity with the plans, drawings and other details, as well as the specifications and this Project Information Document prepared and approved for this project.

If the bidder finds disparity in the plans and specifications in relation to the actual situation, the bidder must inform the concerned PPDO Technical Staff for appropriate clarifications. Subsequently, provision of all utilities and amenities needed in the execution of the work such as electrical system, water supply system, construction of temporary enclosure, location of construction signages, accessibility to and from the construction site, storage areas for construction materials and other needed appurtenances prior to, during and after the construction activities must be thoroughly considered as part of this contract.

It also calls for the employment of the required men power with the appropriate skills and expertise to undertake the specific items of work to enable the contractor to produce and deliver to the satisfaction of the Owner the needed services and output required of this undertaking. In addition, the contractor shall have adequate and readily available construction tools and equipment to be utilized during the construction activities. It is also a must as it is necessary that the contractor shall have regularly at the site a qualified project Engineer to administer strictly the implementation of the project, including maintaining a log book of construction activities, as well as receiving authorized University Officials and Inspectors.

Unless specifically indicated in any of the Contract Documents for this project, all items of work under this Contract will be provided with complete materials and labor.

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The project covers the construction of shelter for water softener at 7 different locations within MMSU Batac Campus. The contractor shall ensure that the construction activities must not interfere, obstruct and disturb any on-going operation of the other areas in the site.

The prospective bidders shall submit a bid proposal for the above-mentioned project with the following scope of work:

1. **WATER SOFTENER SHELTER** – This includes the construction of a shelter with elevated concrete flooring, shed and enclosure with door. The flooring is 100 mm thick having Finished Floor Level of 200mm from NGL. The shed is made up of steel truss, c-purlins and corrugated roofing sheet covered with

### **PROJECT INFORMATION DOCUMENT**

**Project Title** : Water Softener Shelter  
**Project Location** : RDE, CAS, FIG, COE, CBEA, Hostel, Review Center, Batac Campus

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*Page 2 of 3*

plain GI sheet on all sides. The enclosure is a combination of plastered masonry wall, 600mm high from FFL, and steel matting supported by angle bar. The door is a fabricated steel matting swing door supported with angle bar. All steel should be applied with epoxy primer for protection against rusting.

#### **SUPPLEMENTARY NOTES**

- A. All other items or scope of works not mentioned in this document but shown and/or indicated in the plans, drawings and specifications, and very vital for the completion of the project the contractor shall likewise furnish all materials, labor and equipment necessary to complete the same.
- B. In case that conflicts arise among specifications and quality of materials, installation procedure and in the plans and drawings as well as in the other contract documents before and during the implementation stage, the same should be referred to the end-user for proper resolution of the said conflicts.
- C. Where the above mentioned items or scope of works require the approval of the quality and design of the materials to be used or their testing before they are installed, embedded in concrete or enclosed with specified covering materials, the contractor shall secure from the University clearance or permission related hereto.
- D. After all the works have been completed, the surrounding immediate areas affected in the prosecution of the project shall be cleaned and cleared of all excess materials and debris, temporary structures, facilities and utilities used during the construction period. Before turning over the contract to the Owner, the contractor shall test the water system, the drainage system and the electrical system to the satisfaction of the owner.
- E. The Contractor shall be required to conduct an actual site inspection of the area where the proposed project is to be undertaken together with the Project-in-Charge of the owner. After the inspection, a certificate of site inspection shall be issued to the Contractor by the owner as attachment to the bid documents during the submission of bid proposals.

**PROJECT INFORMATION DOCUMENT**

**Project Title** : Water Softener Shelter  
**Project Location** : RDE, CAS, FIG, COE, CBEA, Hostel, Review Center, Batang Campus

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*Page 3 of 3*

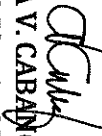
F. Time is a very important factor in the implementation of this project and as such, all works indicated in the plans, specifications and in this document shall be completed within **70 calendar days** from receipt of the Notice to Proceed.


G. The Approved Budget for the Project to be bid is Three Hundred Fifteen Thousand Seven Hundred Ninety-Five Pesos and 6/100 (315,795.06).

Prepared by:

  
**FRANZ E. ESTANTE. PAJINAG**  
Engineer I

Checked/Reviewed by:

  
**AIDA V. CABANG**  
Chief, Physical Planning Section

  
**ROMEO R. DIZON**  
Director, PPDO

Republic of the Philippines  
**MARIANO MARCOS STATE UNIVERSITY**  
PHYSICAL PLANNING AND DEVELOPMENT OFFICE  
City of Batang, 2906, Ilocos Norte

**Water Softener Shelter**  
(RDE, CAS, PIC, COE, CBEA, Hostel, Review Center)

TECHNICAL SPECIFICATIONS		
Item No.	Description	Specifications
I	Water Softener Shelter	
	Truss, Strut Beam, Enclosure	Angle Bar, 1-1/2" x 1-1/2" x 3/16"
	Purlins	C-purlin, 2" x 3" x 1.1mm
	Roofing	Gauge 26

Republic of the Philippines  
**MARIANO MARCOS STATE UNIVERSITY**  
PHYSICAL PLANNING AND DEVELOPMENT OFFICE  
City of Batang, 2906, Ilocos Norte

**Water Softener Shelter**  
(RDE, CAS, FIG, COE, CBEA, Hostel, Review Center)

<b>BILL OF QUANTITIES</b>			
<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>
1	Water Softener Shelter	7.00	unit

Republic of the Philippines  
**MARIANO MARCOS STATE UNIVERSITY**  
 City of Batang, 2906, Ilocos Norte

**DETAILED ESTIMATES**

Item No.:	<b>1</b>	Quantity:	<b>7.00</b>
Description:	<b>Water Softener Shelter</b>	Unit:	<b>unit</b>

Description	Quantity	Unit	Unit Price	Sub-Total
<b>Truss and Purlins</b>				
Angle Bar, 1-1/2" x 1-1/2" x 3/16"	21.00	pcs		-
C-purlins, 2" x 3" x 1.1mm	18.00	pcs		-
Dyna bolt	63.00	pcs		-
Welding Rod	8.00	kg		-
Epoxy Primer with catalyst	7.00	gal		-
<b>Roofing</b>				
Corrugated Roofing Sheet	45.00	sq.m		-
Tekscrew, 1"	525.00	pcs		-
Roofing Sealant	4.00	can		-
<b>Strut Beam</b>				
Angle Bar, 1-1/2" x 1-1/2" x 3/16"	18.00	pcs		-
Dyna bolt	14.00	pcs		-
Welding Rod	4.00	kg		-
Epoxy Primer with catalyst	3.00	gal		-
<b>Flooring and Enclosure</b>				
Angle Bar, 1-1/2" x 1-1/2" x 3/16"	42.00	pcs		-
Steel Matting, 1.2m x 2.4m x 1.2mm x 2"	19.00	pcs		-
Dyna bolt	70.00	pcs		-
Plain GI Sheet	7.00	pcs		-
GI Pipe, 2"	6.00	pcs		-
Epoxy Primer with catalyst		gal		-
Hinges	56.00	sets		-
Welding Rod	11.00	kg		-
Rivet	840.00	pcs		-
CHB, 4"	308.00	pcs		-
Portland Cement	41.00	bags		-
Sand	3.00	cu.m		-
Gravel	3.00	cu.m		-
Reinforcing Steel Bar, 10mm	233.00	kg		-
Tie Wire, #16	5.00	kg		-
<b>Total Materials Cost</b>				<b>-</b>
			<b>Sub-Total</b>	<b>-</b>
			<b>Unit Cost</b>	<b>-</b>

EQUIPMENT COST		Quantity	Unit	Unit Price	Sub-Total
Welding Machine	Description		hrs		-
Cut-off Machine			hrs		-
Total Equipment Cost				Sub-Total Unit Cost	-
LABOR COST		Quantity	Unit	Unit Price	Sub-Total
Construction Foreman	Description		days		-
Skilled Laborer			days		-
Unskilled Laborer			days		-
Total Labor Cost				Sub-Total Unit Cost	-

DIRECT COST:

DIRECT UNIT COST:

Plus Indirect Cost:

OCM

CP

VAT

Indirect Unit Cost:

**Total Direct and Indirect Cost:**  
Unit Cost:





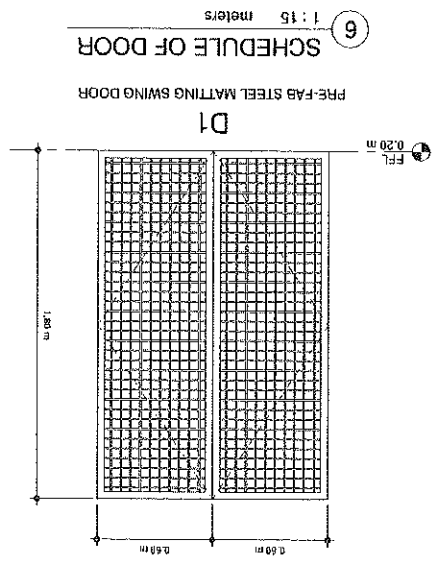
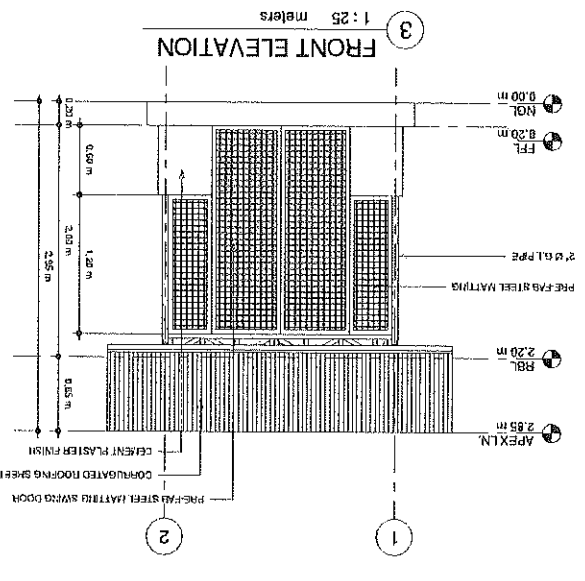
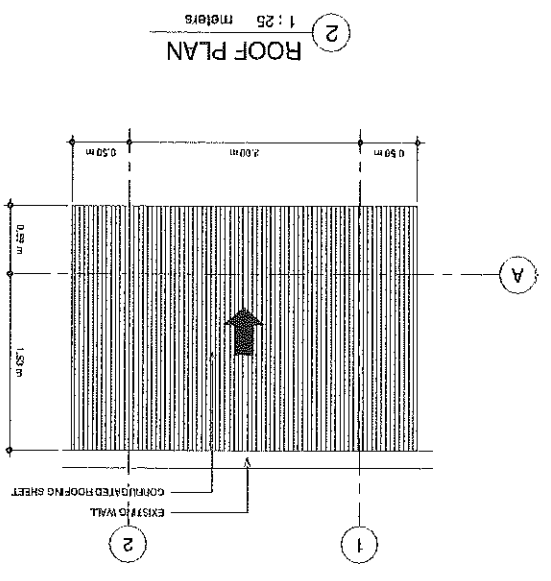
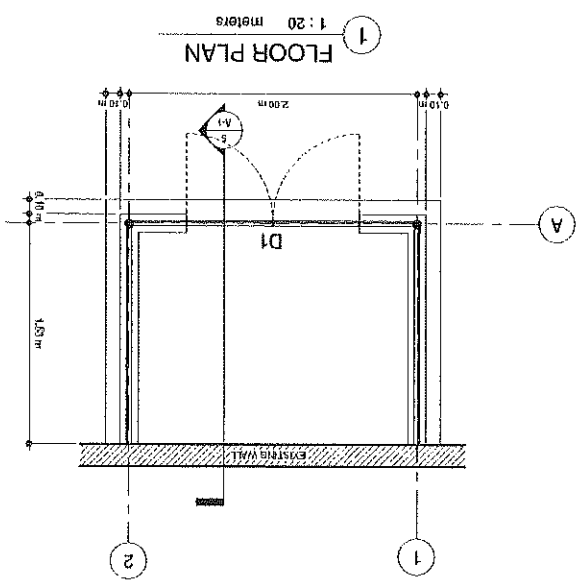
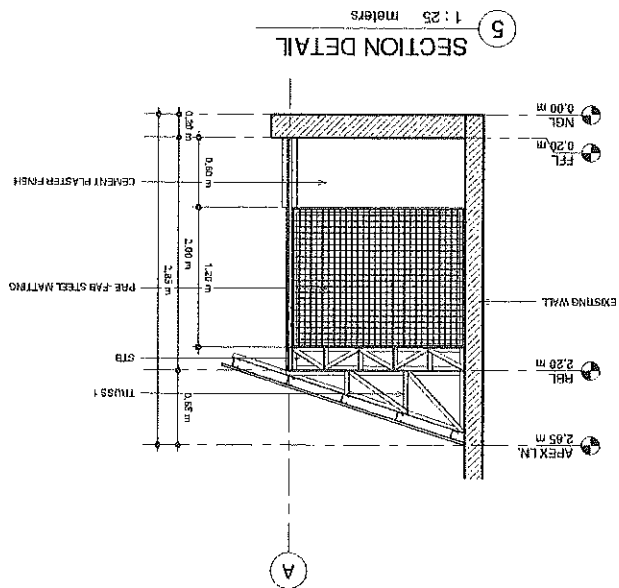
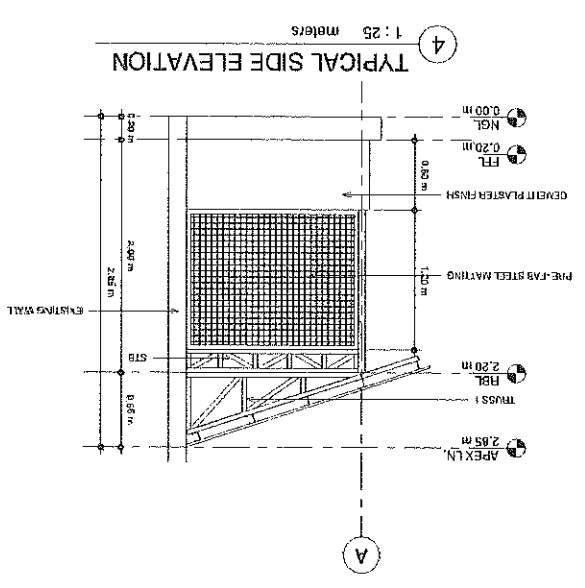
PHYSICAL PLANNING AND DEVELOPMENT OFFICE  
 147 250 UNIVERSITY AVENUE, SUITE 100, TORONTO, ONTARIO M5S 1A5  
 TEL: (416) 392-3100 FAX: (416) 392-3101  
 WWW.PPD.OFFICE.GOV.CA

PROJECT TITLE: PROVISION OF WATER SOUTHER SYSTEM (College of Arts and Sciences)  
 LOCATION: HEDOU, CITY OF BAHIG & DOKKONI  
 DRAWN BY: [ ]  
 CHECKED BY: [ ]  
 DATE: [ ]  
 SCALE: [ ]

DESIGNED BY: [ ]  
 APPROVED BY: [ ]  
 DATE: [ ]

APPROVED BY: [ ]  
 DATE: [ ]

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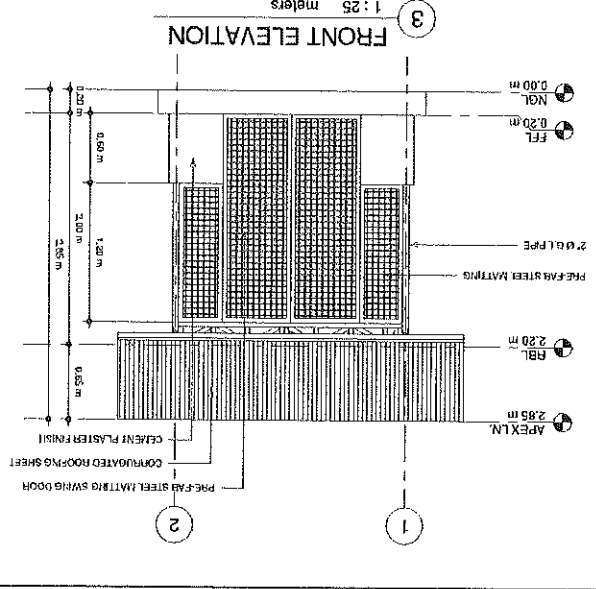
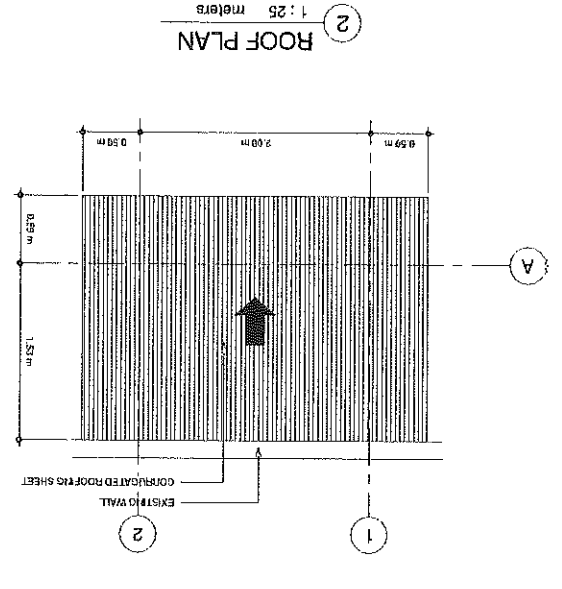
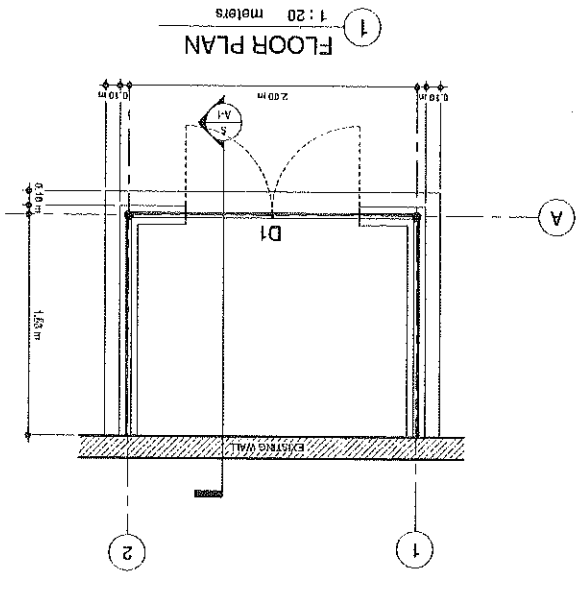
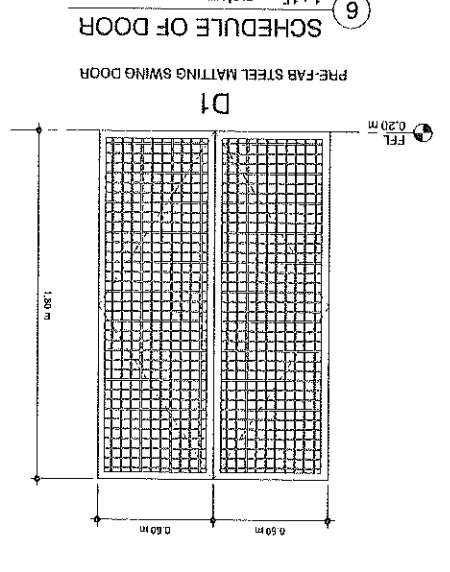
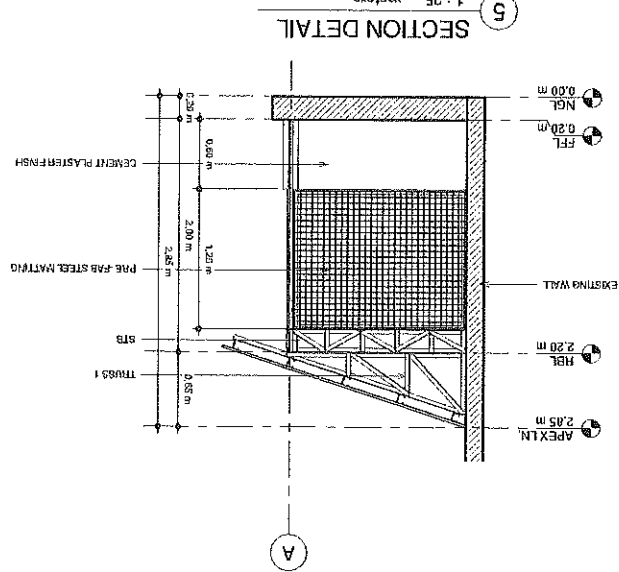
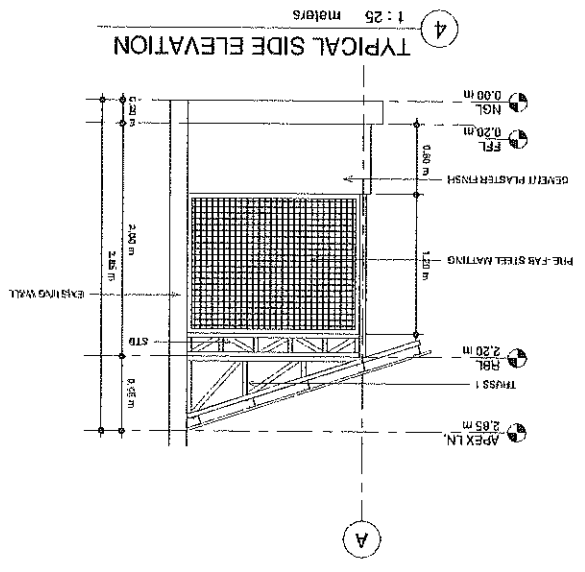
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 172 J. DELA ROSA STREET, 2ND FLOOR, PASAY CITY, PHILIPPINES  
 TEL: (639) 886-1000  
 FAX: (639) 886-1001  
 E-MAIL: ppdo@ppdo.gov.ph

**PROJECT TITLE:** PROVISION OF WATER SOFTENER (Food Innovation Center)  
**PROJECT NO.:** [Blank]  
**DATE:** [Blank]  
**PREPARED BY:** DAVE ALKANG  
**APPROVED BY:** [Blank]

**PROJECT TITLE:** PROVISION OF WATER SOFTENER (Food Innovation Center)  
**LOCATION:** [Blank]  
**DESIGNER:** [Blank]  
**CLIENT:** [Blank]

**DESIGNED BY:** [Blank]  
**APPROVED BY:** [Blank]  
**DATE:** [Blank]

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**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**

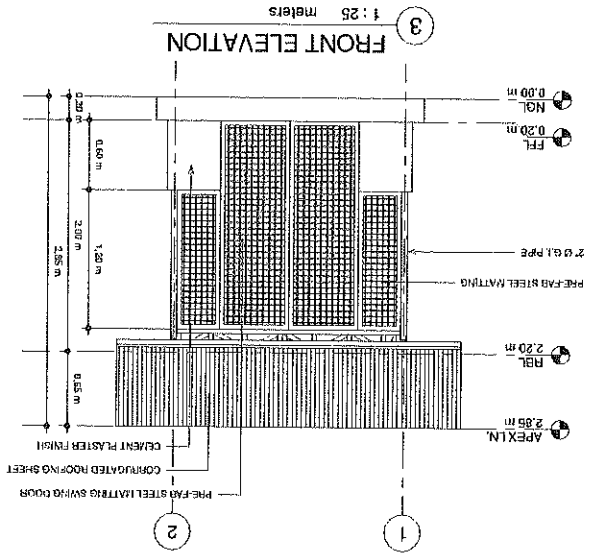
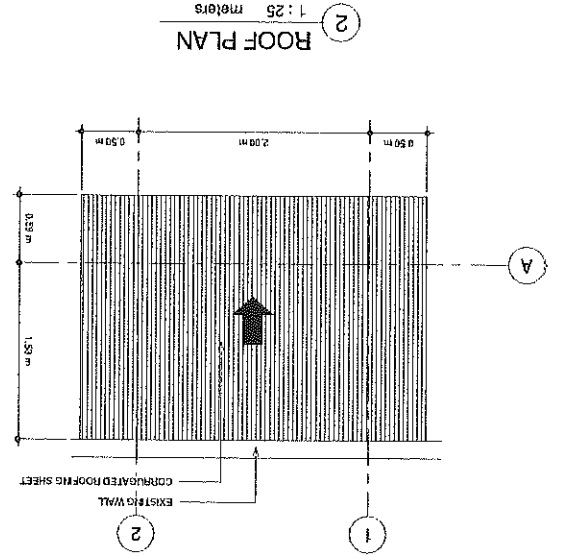
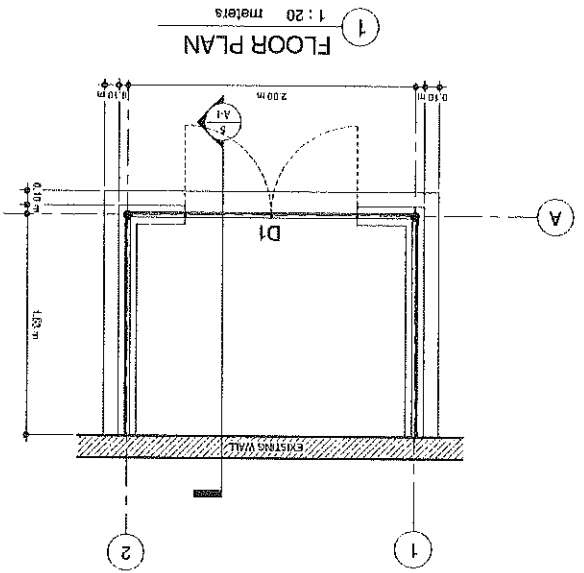
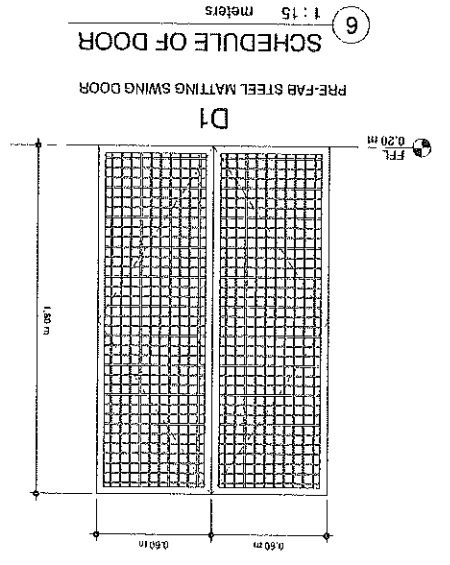
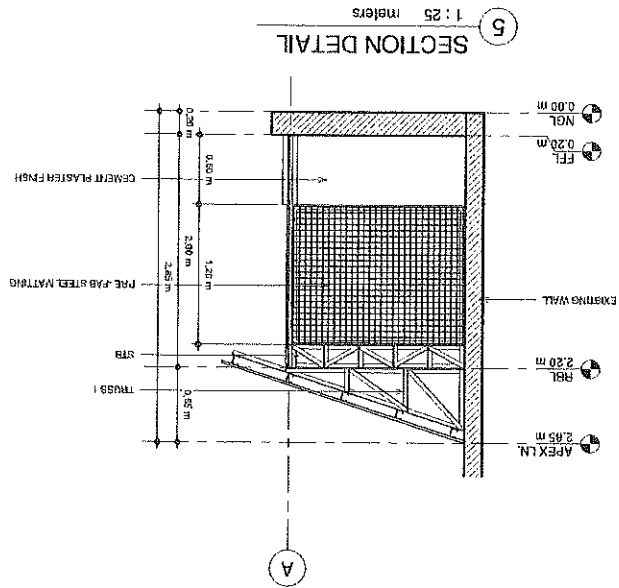
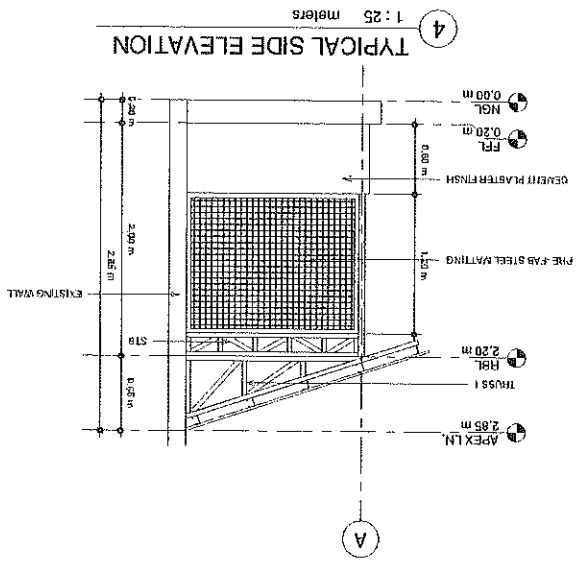
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DRAWN BY:	DATE:
SCALE:	NO. OF SHEETS:
DATE:	
USE:	
LOCATION:	

**PROVISION OF WATER SOUTNER SYSTEM**  
(College of Engineering)

APPROVED BY:	APPROVED BY:
DATE:	DATE:
NO. OF SHEETS:	

APPROVED BY:	APPROVED BY:
DATE:	DATE:
NO. OF SHEETS:	

APPROVED BY:	APPROVED BY:
DATE:	DATE:
NO. OF SHEETS:	



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PHYSICAL PLANNING AND DEVELOPMENT OFFICE  
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DESIGNED BY: JAYALAKSHY  
 PREPARED BY: JAYALAKSHY  
 CHECKED BY: JAYALAKSHY

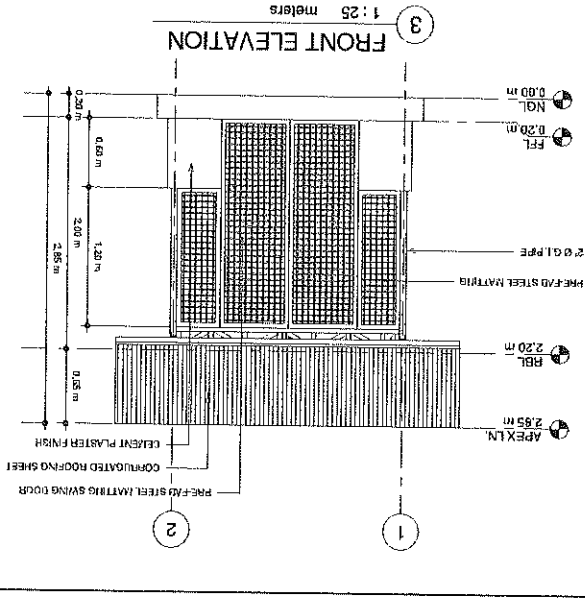
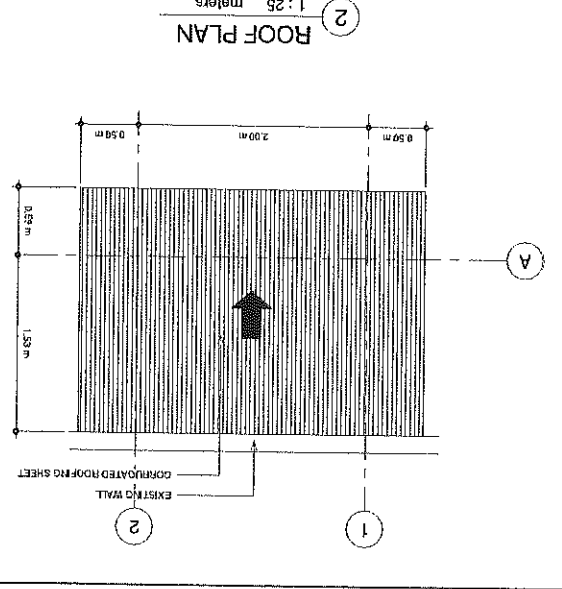
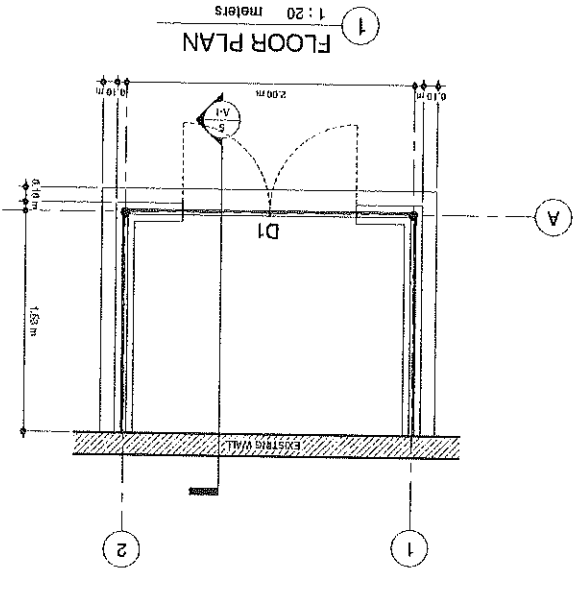
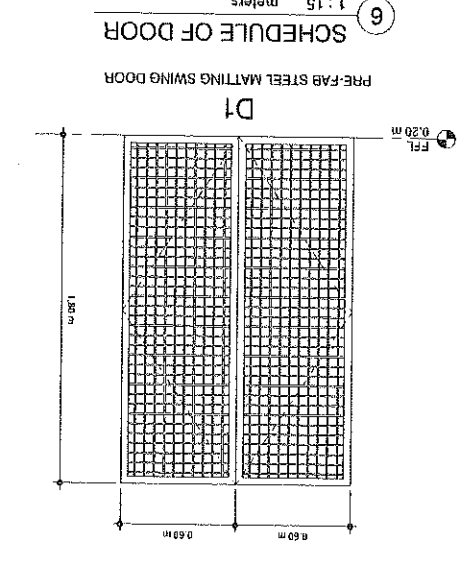
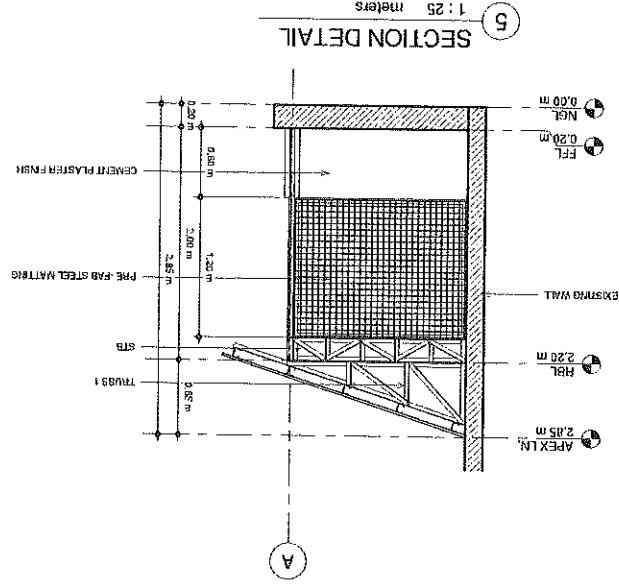
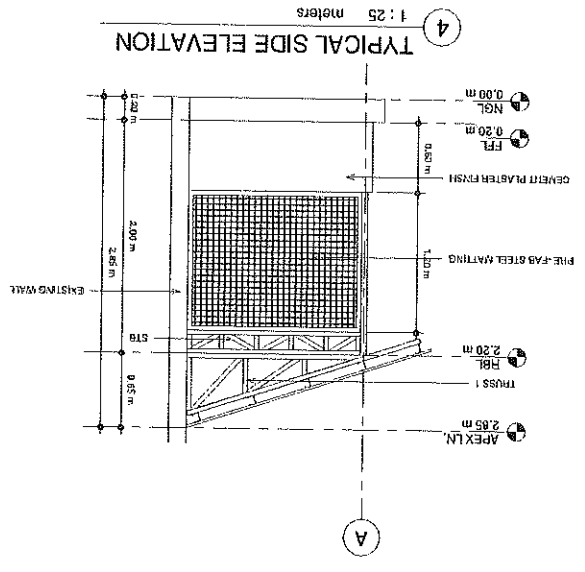
PROJECT TITLE: PROVISION OF WATER SOFTENER (MURTI HOUSE)  
 LOCATION: 17/50, CITY OF DART, 8 CROSS STREET

DESIGNED BY: JAYALAKSHY  
 PREPARED BY: JAYALAKSHY  
 CHECKED BY: JAYALAKSHY

DESIGNED BY: JAYALAKSHY  
 PREPARED BY: JAYALAKSHY  
 CHECKED BY: JAYALAKSHY

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 CHECKED BY: JAYALAKSHY



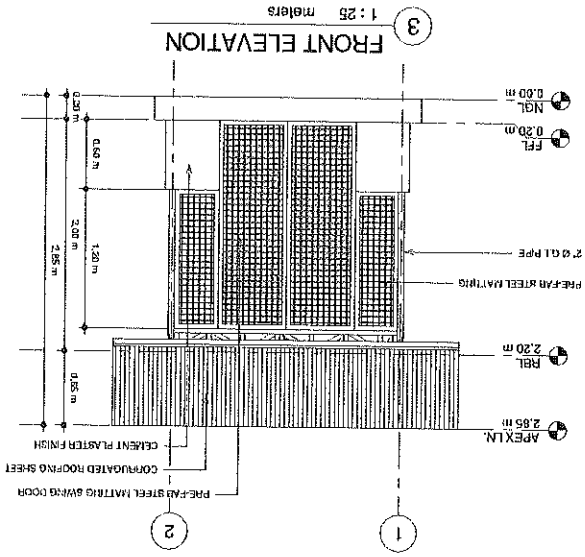
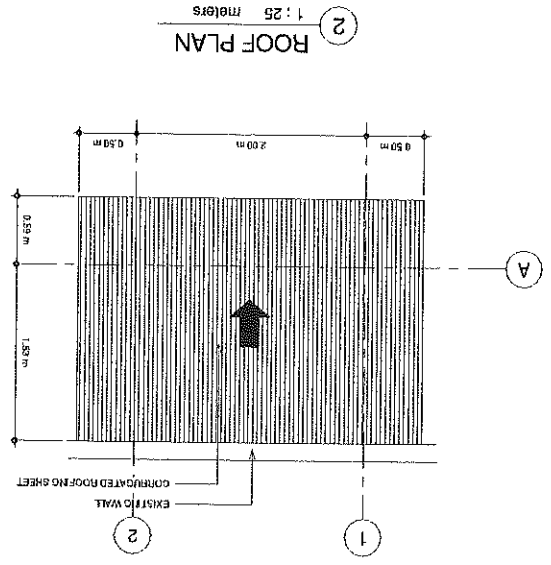
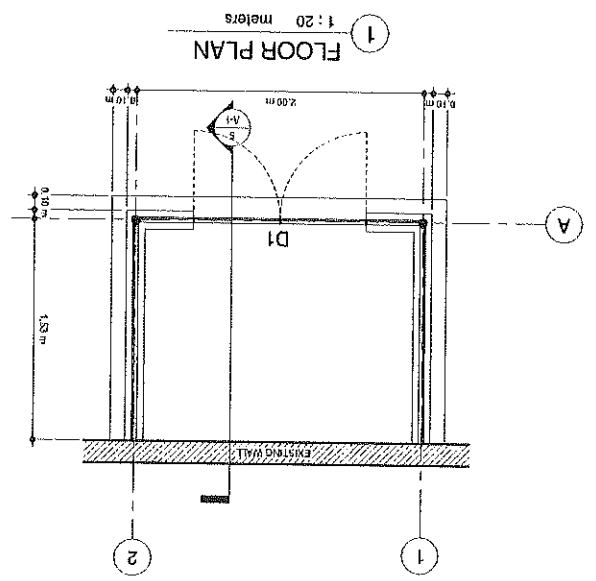
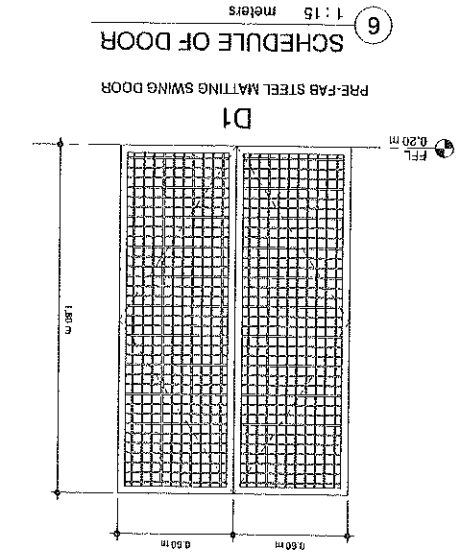
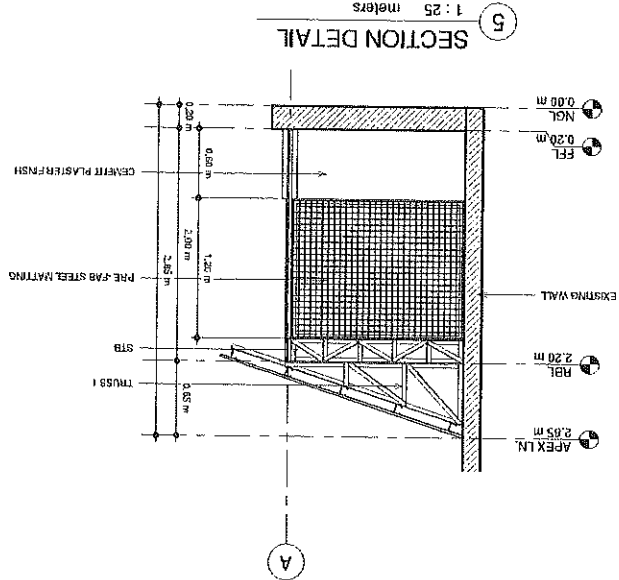
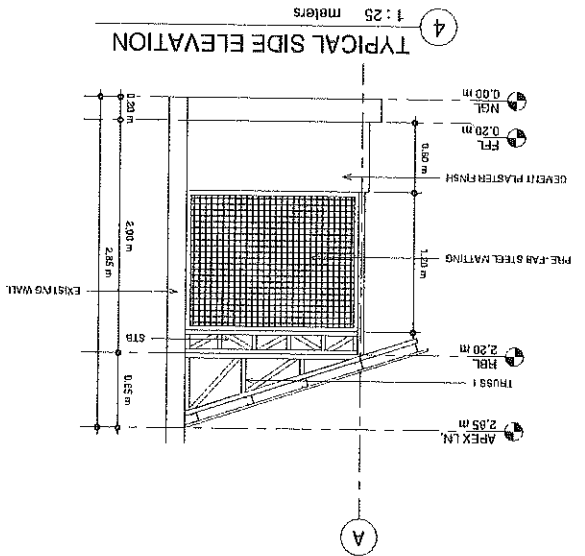
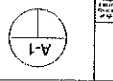


**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**

PROJECT TITLE: PROVISION OF WATER SOFTENER SYSTEM  
 CLIENT: COLLEGE OF BUSINESS, ECONOMICS AND ACCOUNTANCY  
 LOCATION: MUHAMMAD ALI ROAD, KARACHI

DESIGNED BY: M. HANIS  
 DRAWN BY: M. HANIS  
 CHECKED BY: M. HANIS  
 APPROVED BY: M. HANIS

DATE: 15/08/2023  
 SHEET NO. A-1





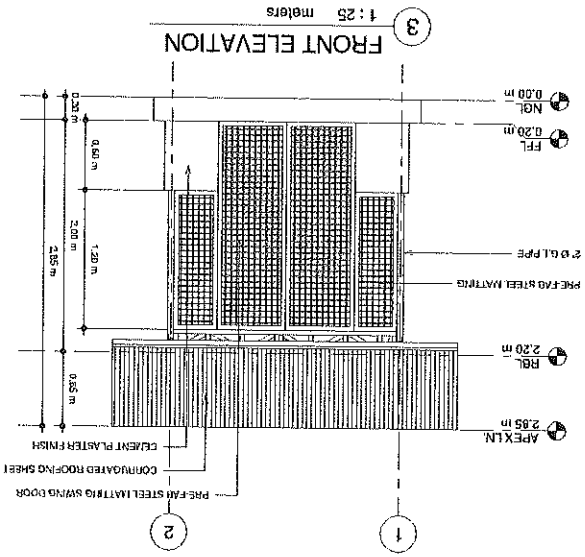
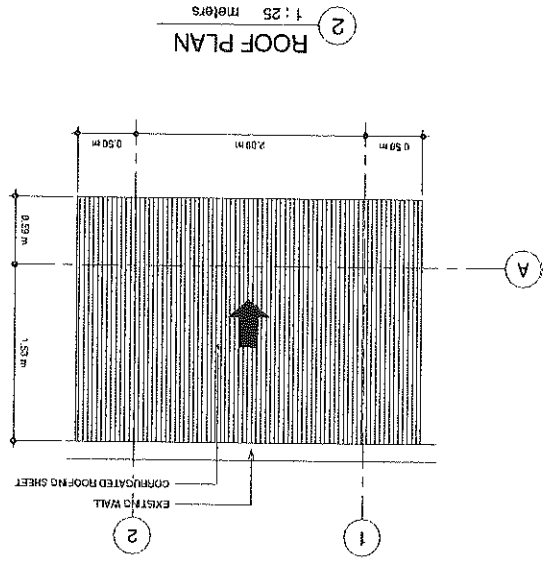
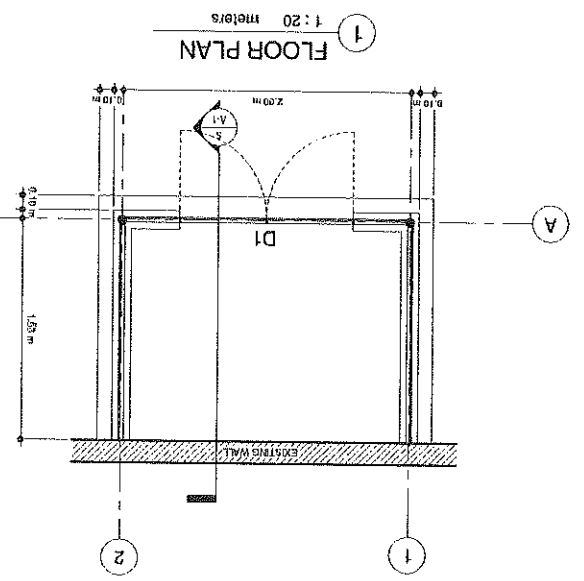
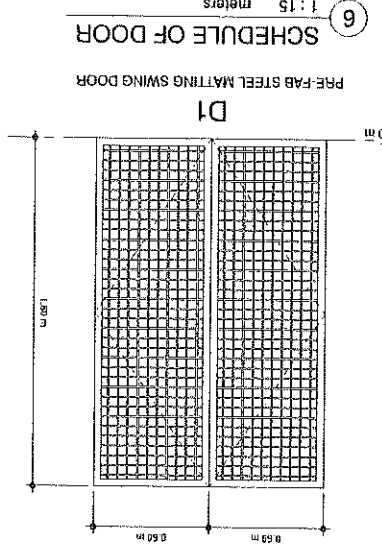
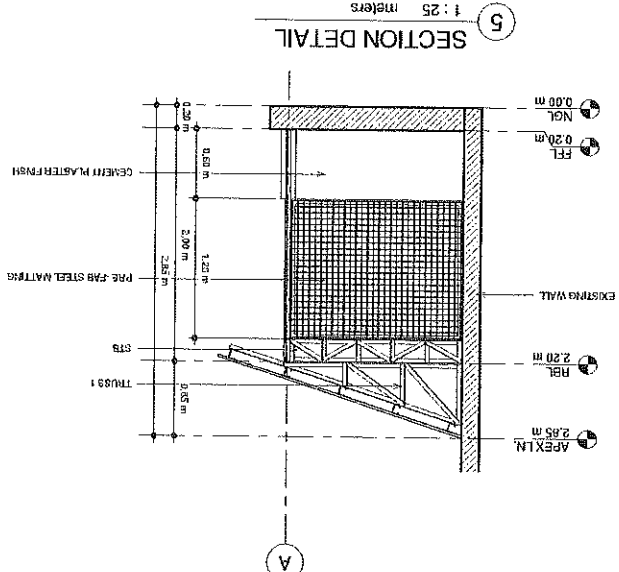
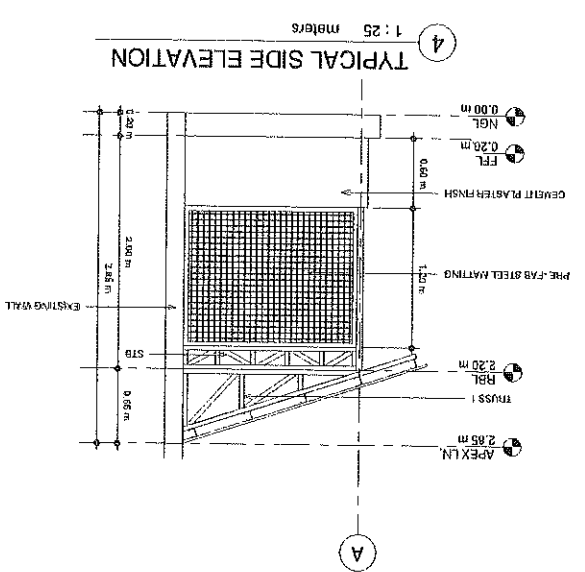
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 1/F 120, SOUTH BAY BUILDING, 270, SOUTH BAY ROAD, SINGAPORE 119074  
 TEL: 6733 3333 FAX: 6733 3334  
 EMAIL: ppo@ppd.gov.sg

**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 PROJECT NO. \_\_\_\_\_  
 DRAWING NO. \_\_\_\_\_  
 PREPARED BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**PROVISION OF WATER-SUPPLY SYSTEM (Water Center)**  
 PROJECT TITLE: \_\_\_\_\_  
 PRODUCT TITLE: \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
**DESIGNED BY:** \_\_\_\_\_  
**CONFORMS TO:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
**DESIGNED BY:** \_\_\_\_\_  
**CONFORMS TO:** \_\_\_\_\_



PHYSICAL PLANNING AND DEVELOPMENT OFFICE





PHYSICAL PLANNING AND DEVELOPMENT OFFICE

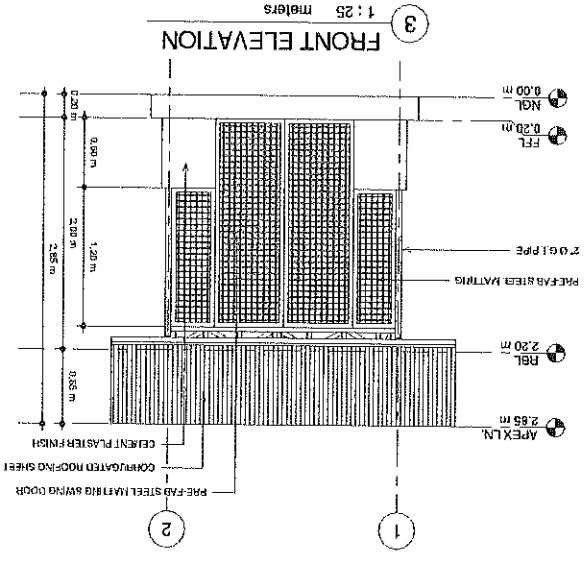
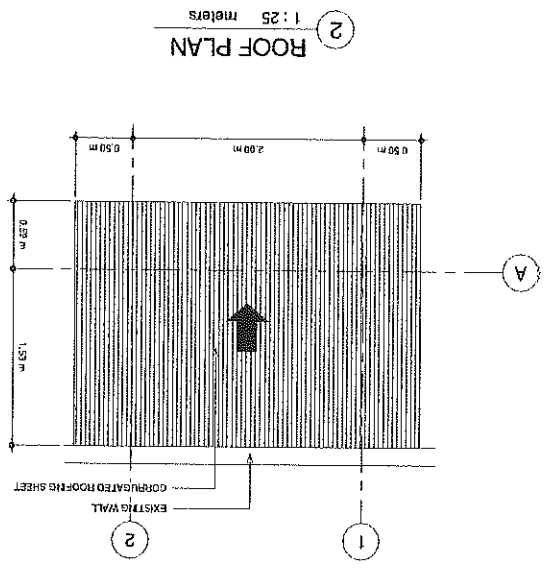
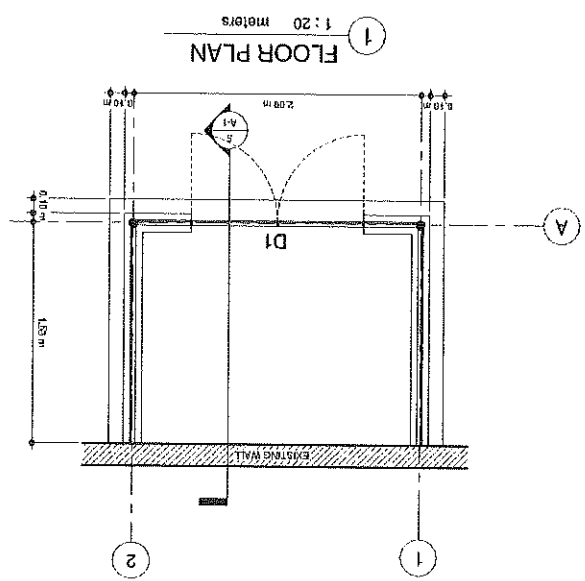
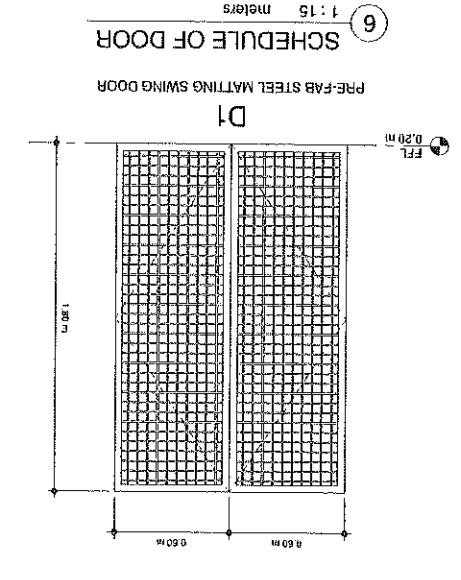
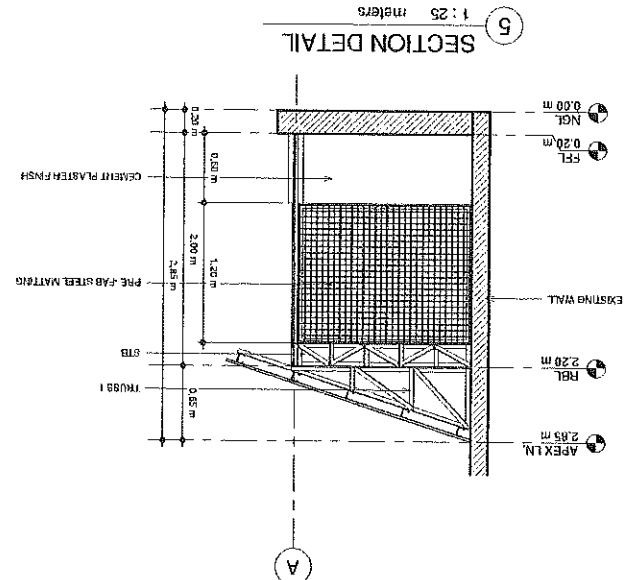
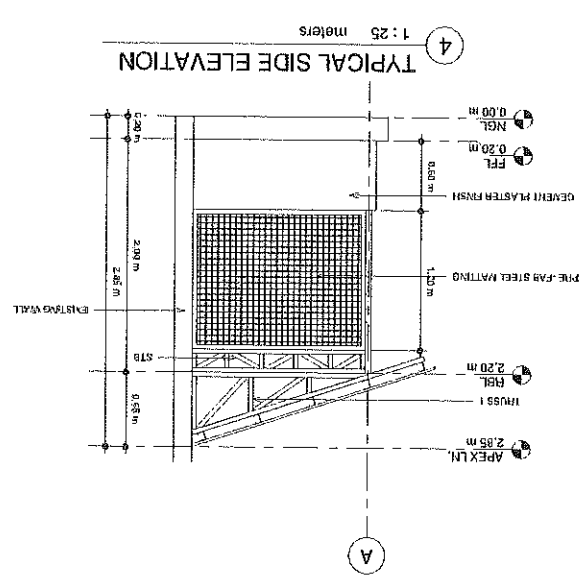
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CHECKED BY: [Name]  
APPROVED BY: [Name]

PROJECT TITLE: PROVISION OF WATER SOFTENER SYSTEM (Research, Development and Extension Building)

LOCATION: [Address]  
CLIENT: [Name]  
DESIGNER: [Name]

APPROVED BY: [Name]  
DATE: [Date]

PROJECT NO.: [Number]  
SHEET NO.: [Number]





**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
DEPARTMENT OF CIVIL ENGINEERING  
UNIVERSITY OF THE PHILIPPINES  
DILMAN CAMPUS, QUEZON CITY

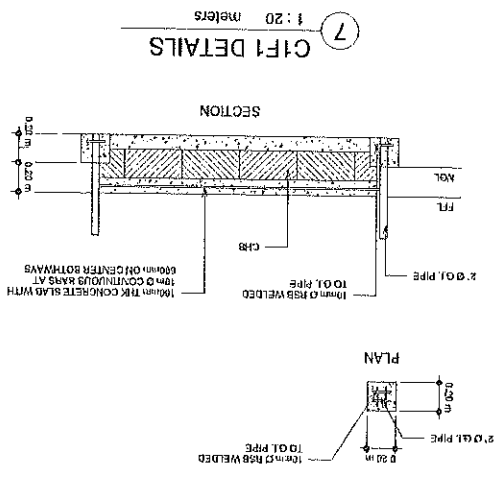
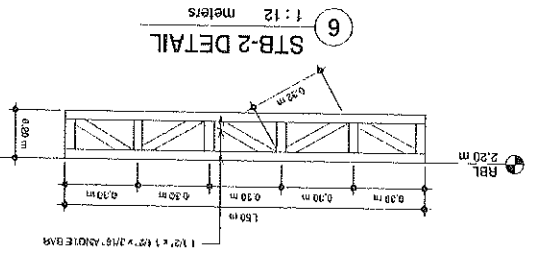
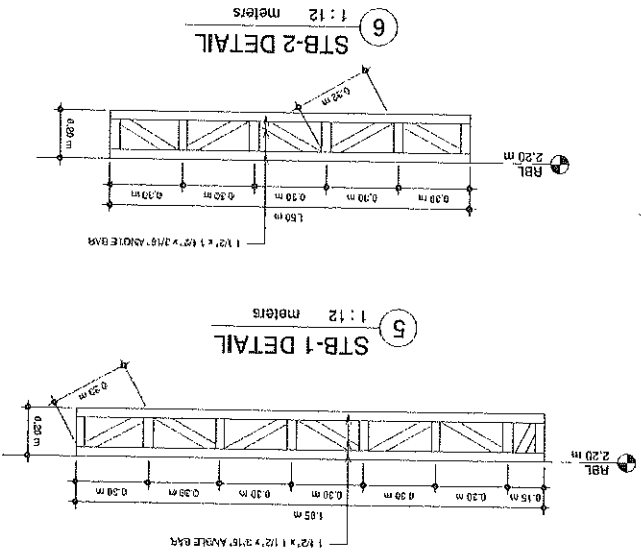
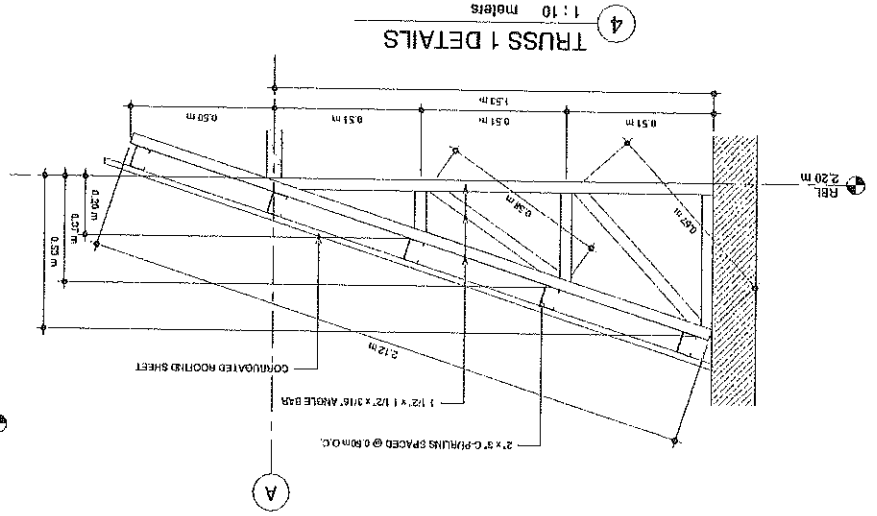
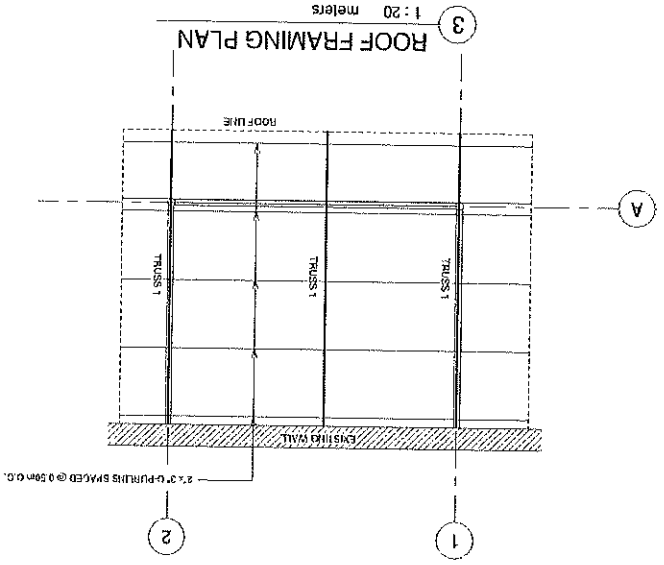
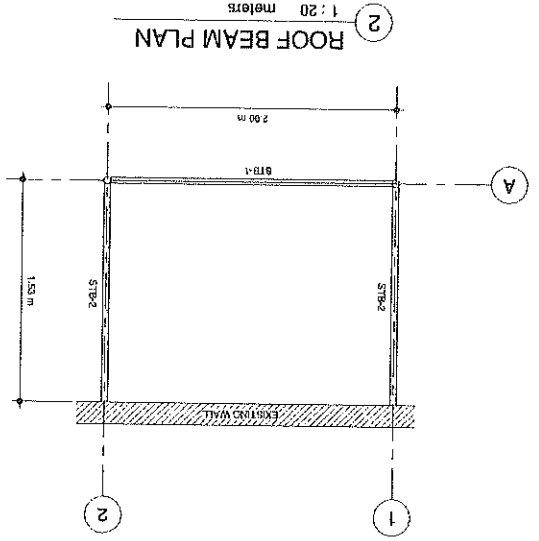
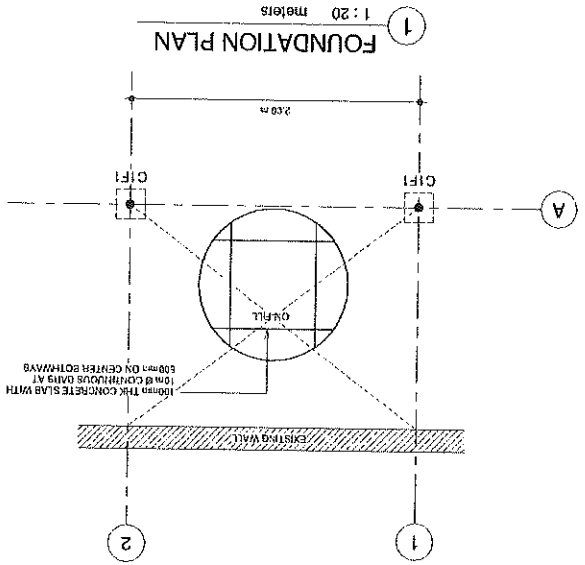
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CHECKED BY: [Signature]

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APPROVED BY: [Signature]  
DATE: 12/20/2011  
PROJECT TITLE: PROVISION OF WATER SUPPLY SYSTEM (College of Business, Economics and Accountancy)

APPROVED BY: [Signature]  
DATE: 12/20/2011

APPROVED BY: [Signature]  
DATE: 12/20/2011



PROJECT NO.: 11-001  
PROJECT TITLE: PROVISION OF WATER SUPPLY SYSTEM (College of Business, Economics and Accountancy)





PHYSICAL PLANNING AND DEVELOPMENT OFFICE  
 1st Floor, City Hall, 1000 North Main Street, Manila  
 PROJECT NO. 1000-1000-1000  
 DRAWING NO. 1000-1000-1000

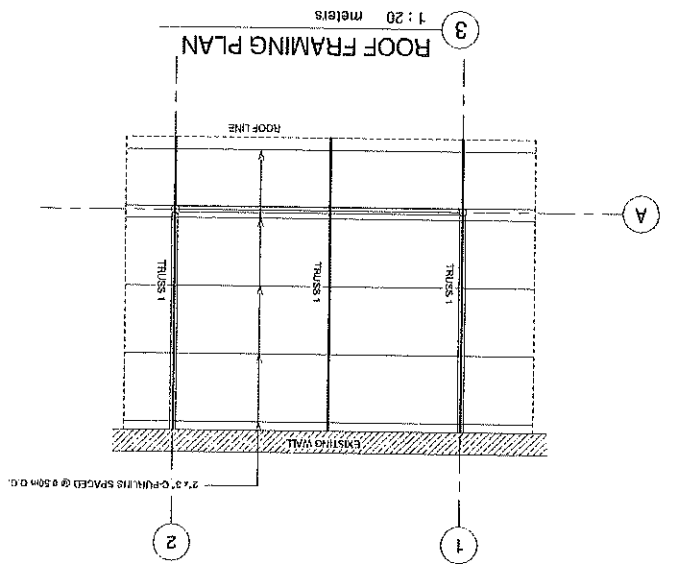
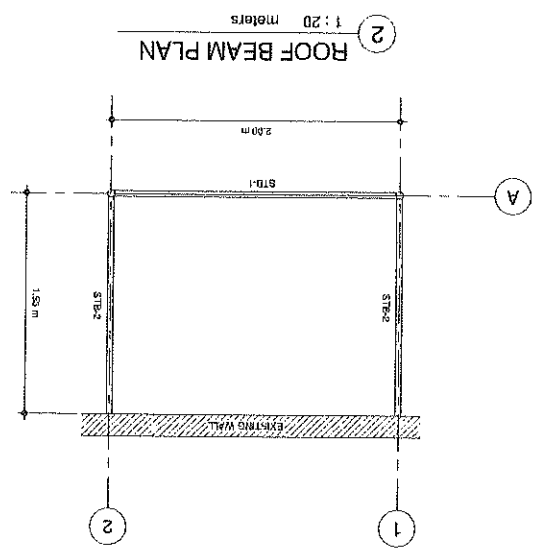
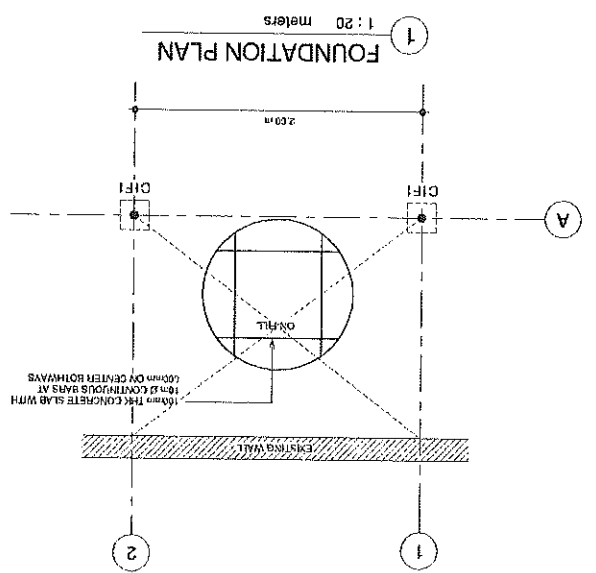
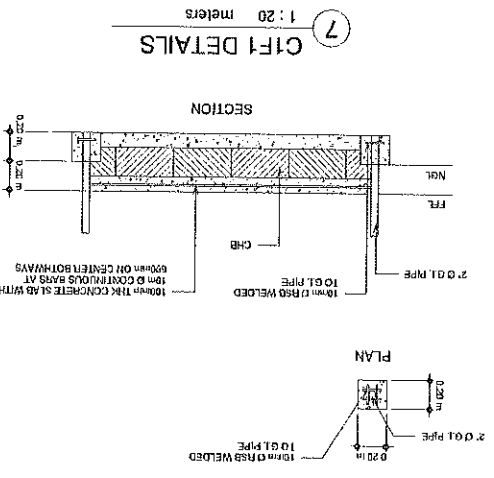
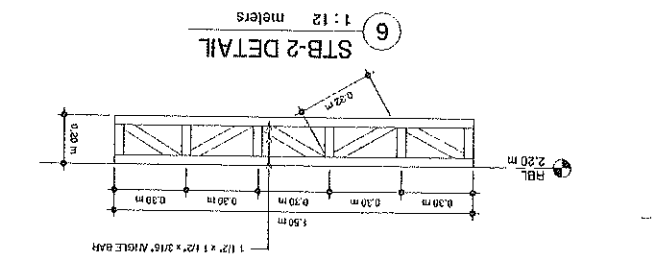
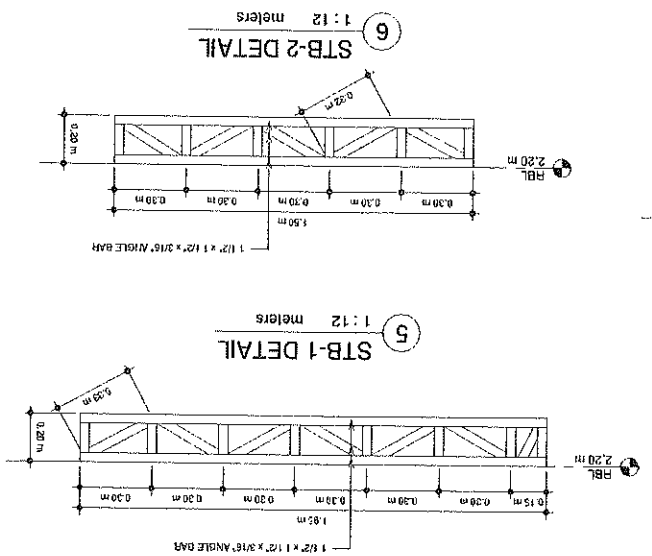
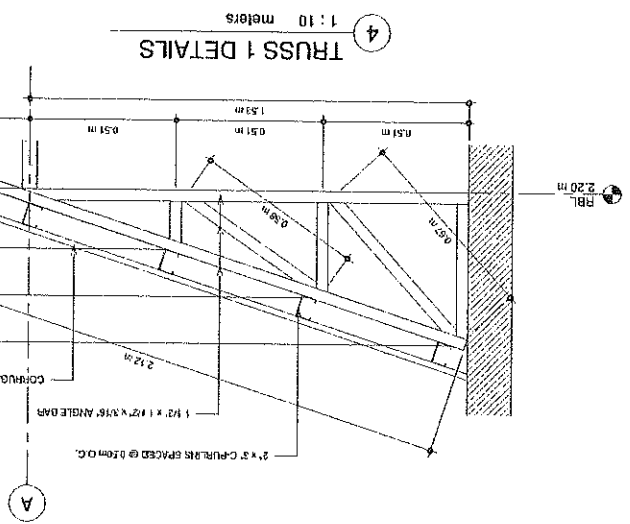
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 APPROVED BY: [Name]

PROJECT TITLE: PROVISION OF WATER SOFTENING SYSTEM (College of Engineering)  
 LOCATION: [Address]  
 DATE: [Date]

DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

RECORDING APPROVAL: [Name]  
 APPROVED BY: [Name]

SHEET NO. [Number]  
 SHEET CONTENTS: [List of sheets]



S-1



**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 1st Floor, Department of Public Works and Highways, 688 Alibon Street, Pasay City, Metro Manila, Philippines  
 TEL: (632) 8861-8862  
 FAX: (632) 8861-8863  
 E-MAIL: ppdo@pwds.gov.ph

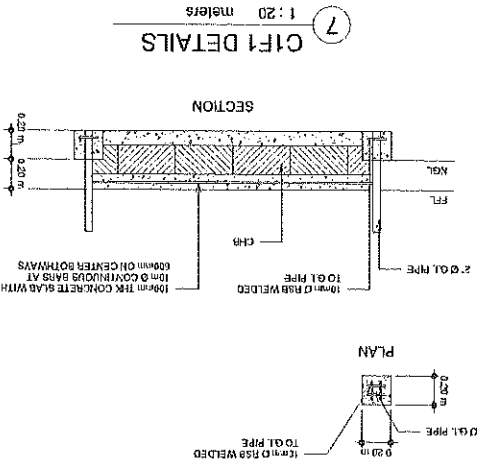
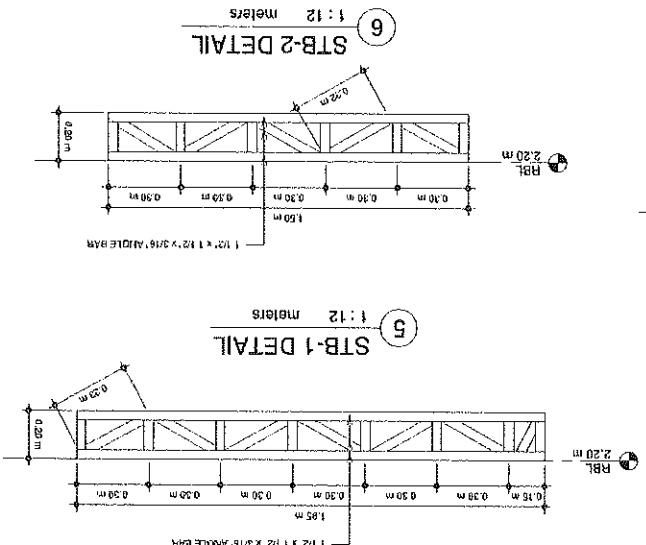
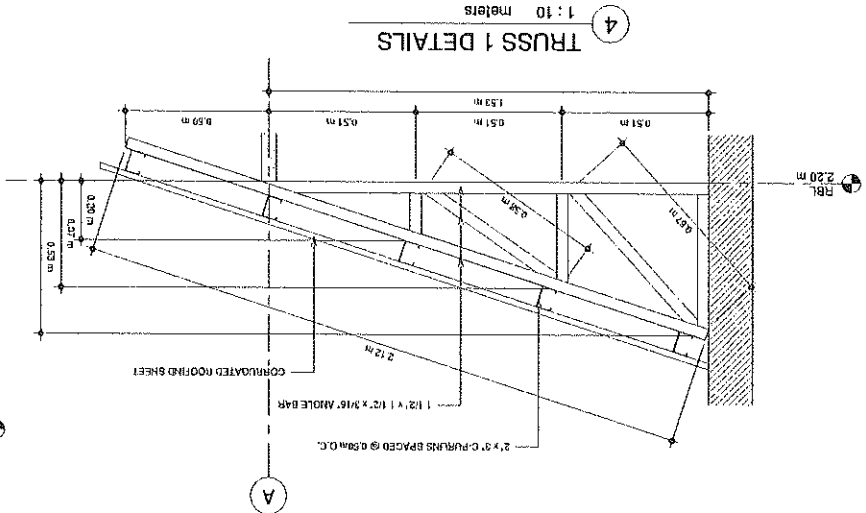
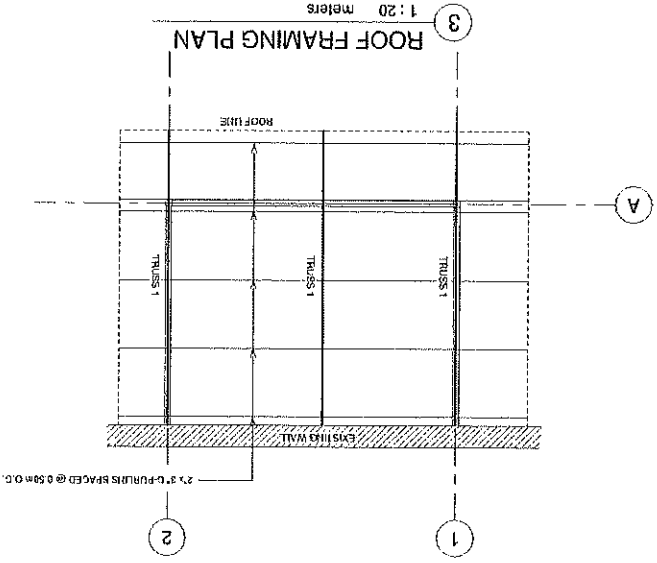
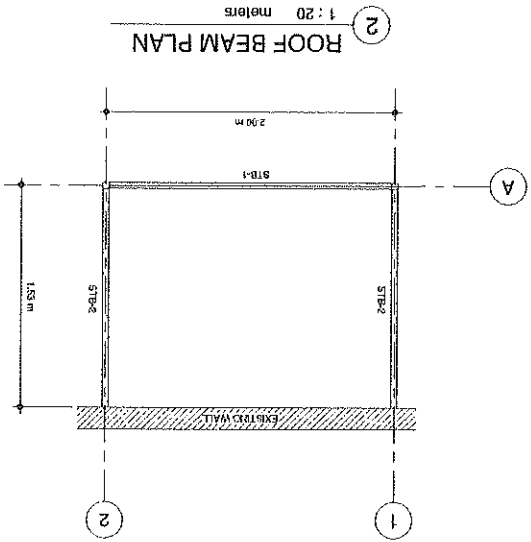
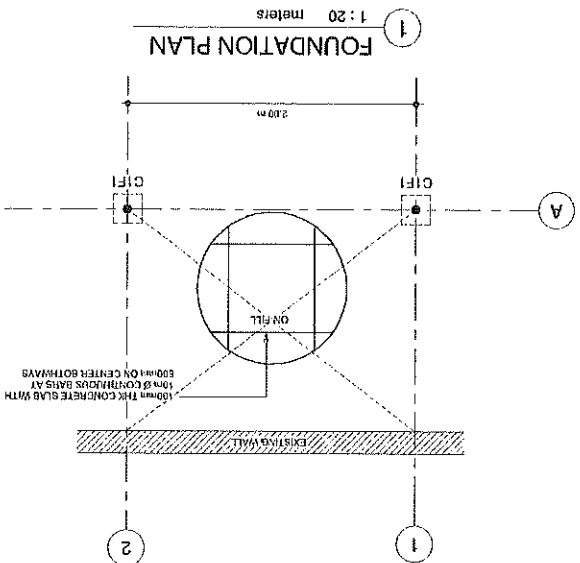
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**LOCATION:** LIBUR - CITY OF BAYAN, ADAOB KORTE

**DESIGNED & GRADED BY:** [Blank]  
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PHYSICAL PLANNING AND  
DEVELOPMENT OFFICE

PHYSICAL PLANNING  
DIVISION

PROJECT TITLE:  
PROVISION OF WATER SUPPLY  
SYSTEM  
(HUST 8000)

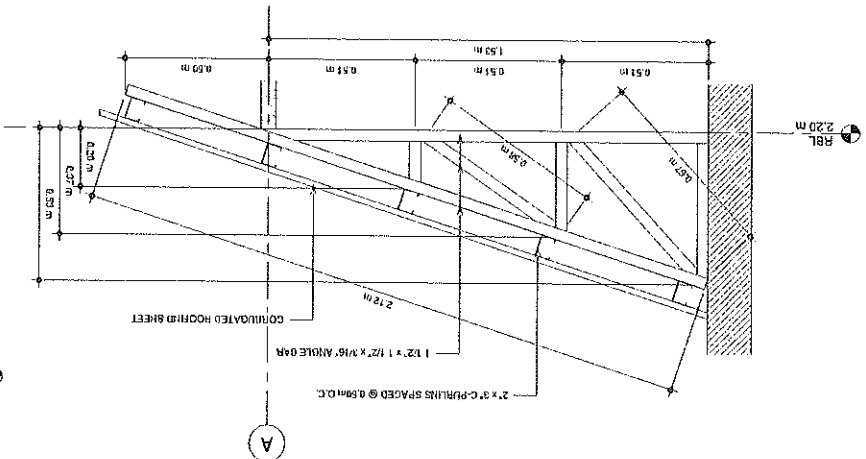
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APPROVED BY:  
SUPERVISOR  
ENGINEER

DATE:  
SCALE:  
SHEET NO.

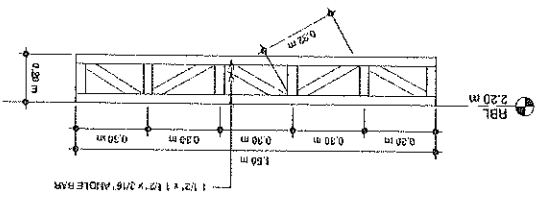
PHYSICAL PLANNING AND  
DEVELOPMENT OFFICE



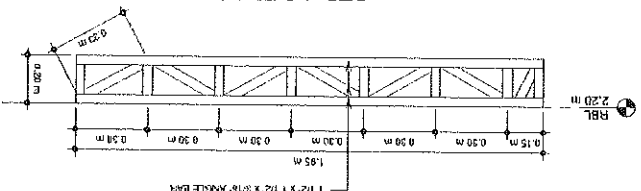
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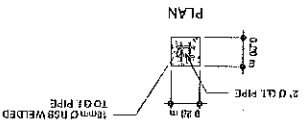
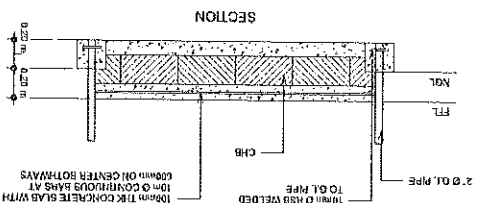
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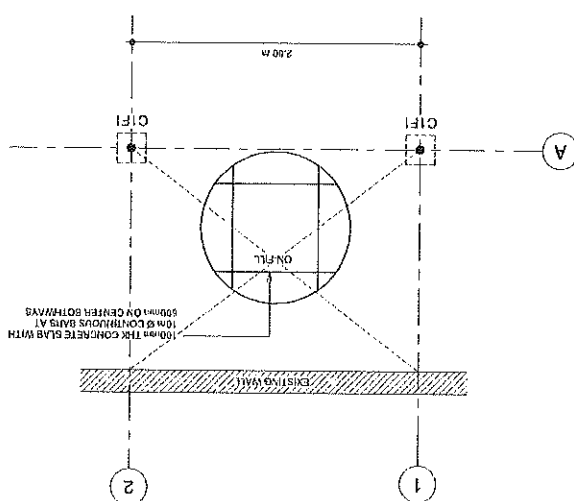
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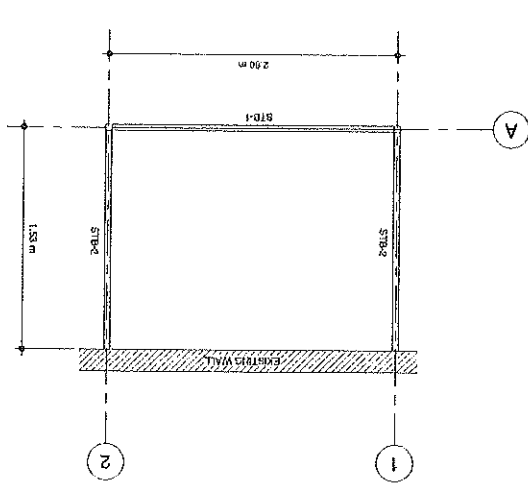
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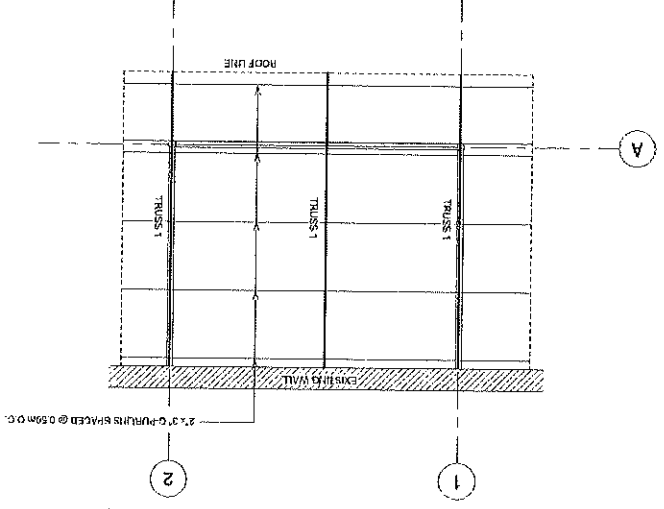
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1 : 20 meters



2 ROOF BEAM PLAN  
1 : 20 meters



3 ROOF FRAMING PLAN  
1 : 20 meters





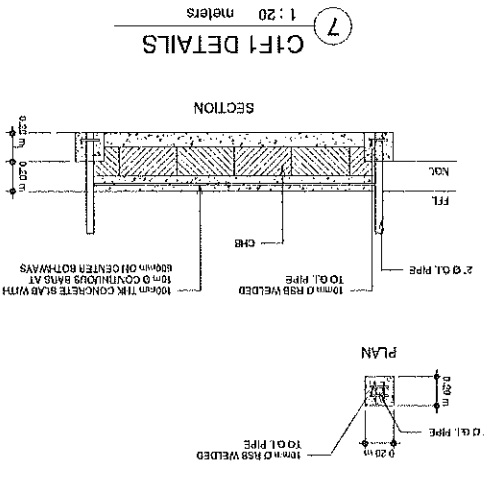
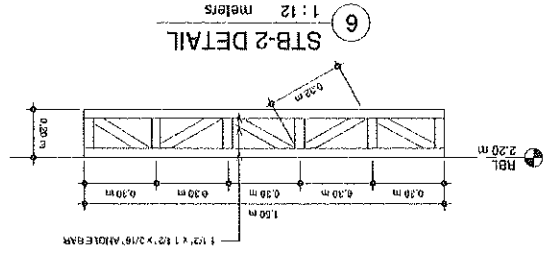
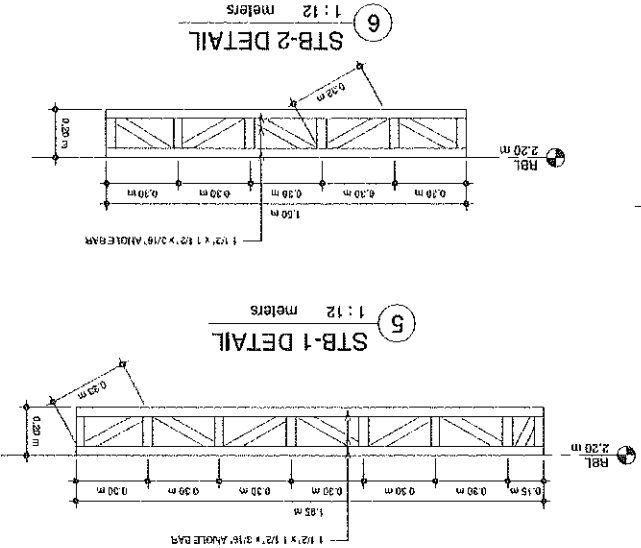
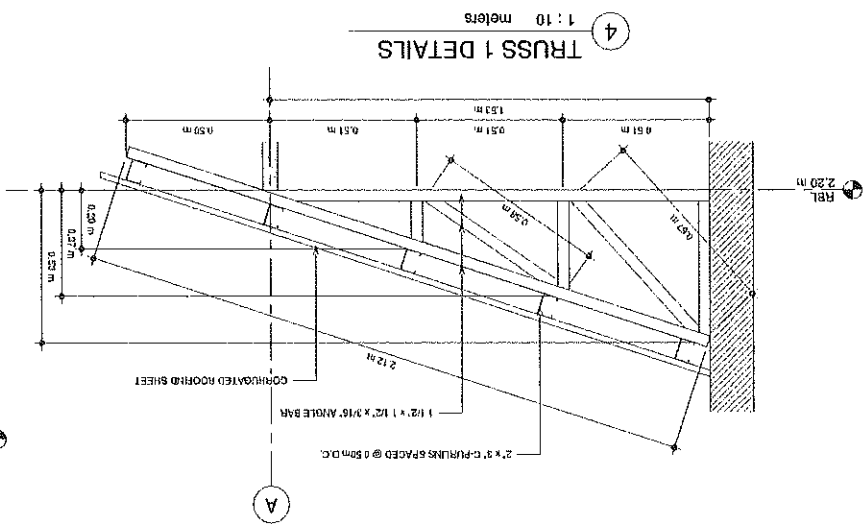
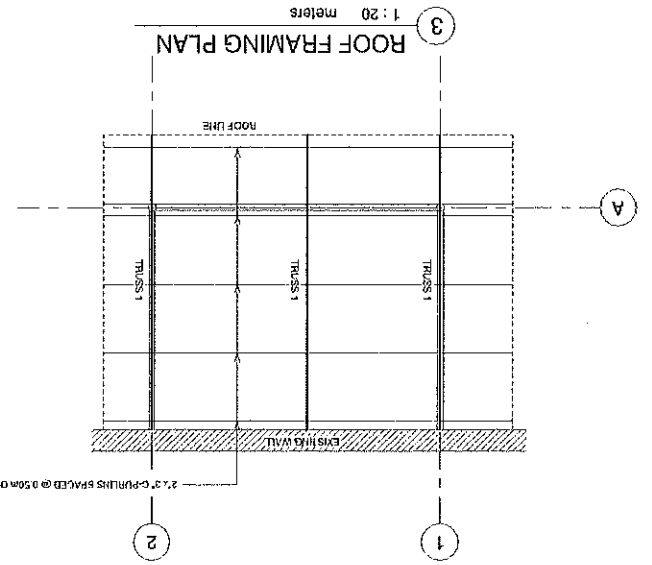
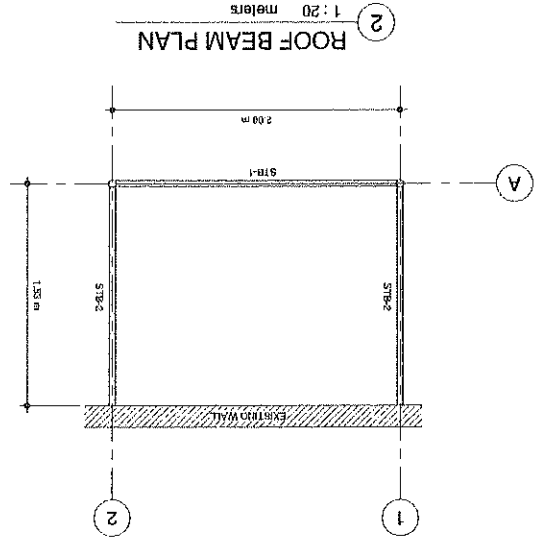
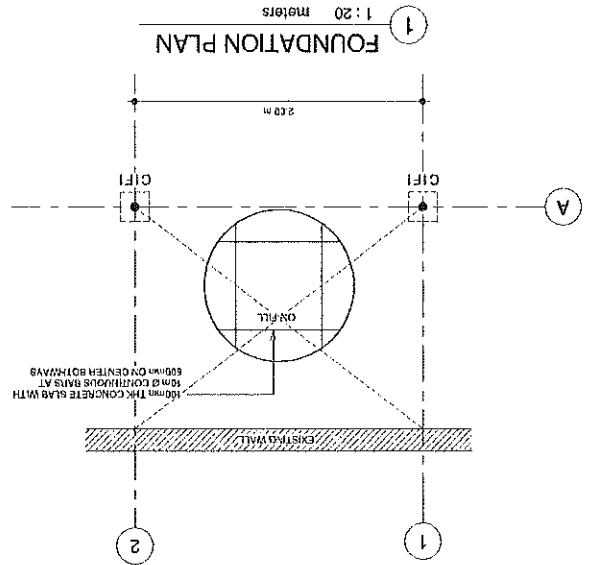
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 CITY OF BATAC, ILOCOS NORTHE  
 DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

**PROJECT TITLE:** BORDA 2 BAYED AV.  
**DRAWN BY:** JESSABYNG  
**PREPARED BY:** JESSABYNG  
**DATE:**  
**SCALE:**  
**REVISIONS:**

**PROJECT NO.:**  
**LOCATION:** BORDA - CITY OF BATAC, ILOCOS NORTHE  
**PROVISION OF WATER SOUTHERN SYSTEM (Food Innovation Center)**

**APPROVED BY:**  
**DATE:**  
**REVISIONS:**

**PROJECT NO.:**  
**PROJECT CONTENTS:**  
**DATE:**





**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**

1st FLOOR PLAN  
 DRAWING NO. 100/2023/PP/001  
 DATE: 15/05/2023

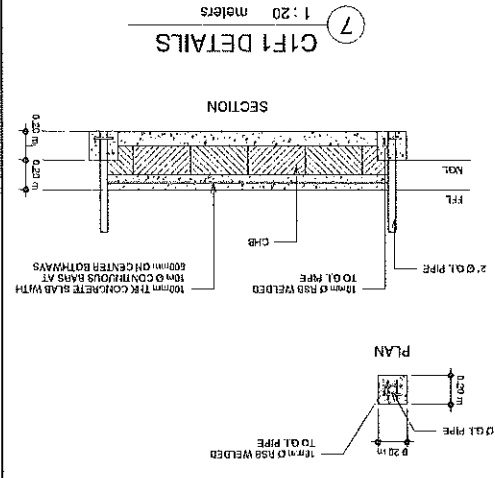
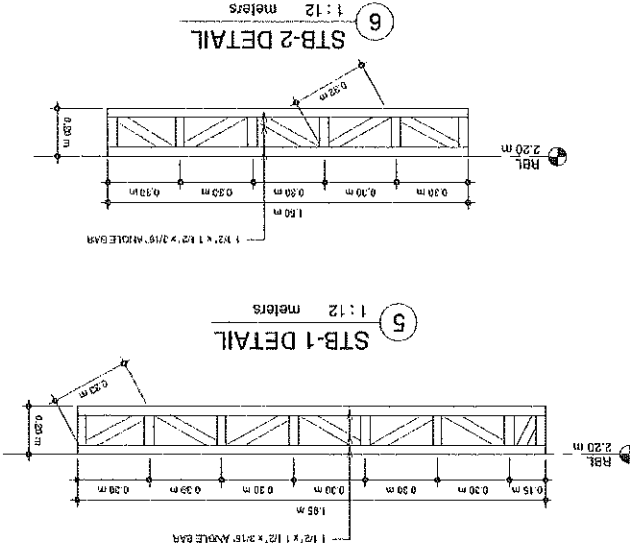
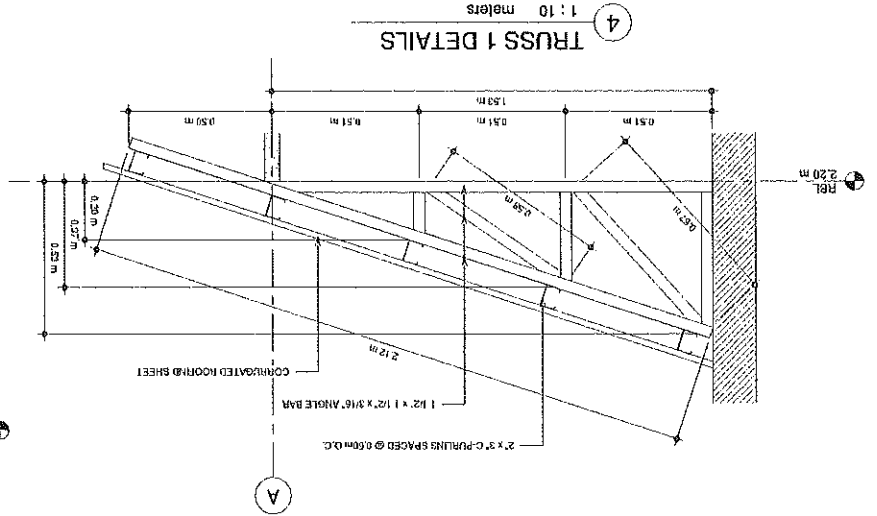
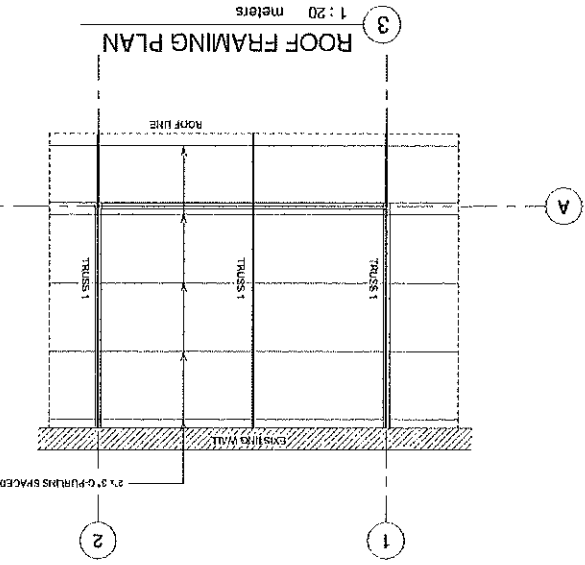
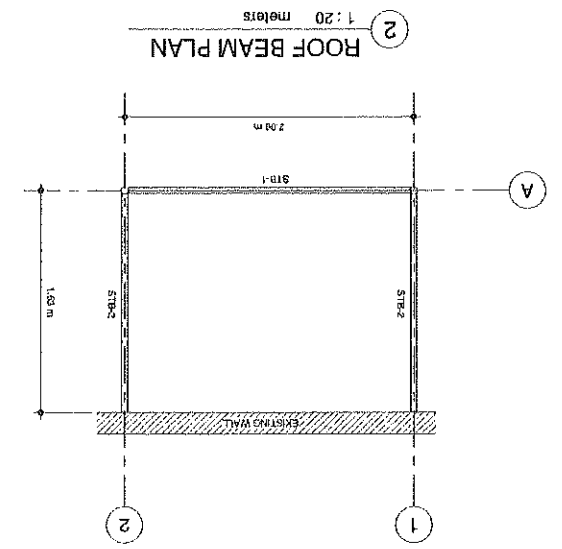
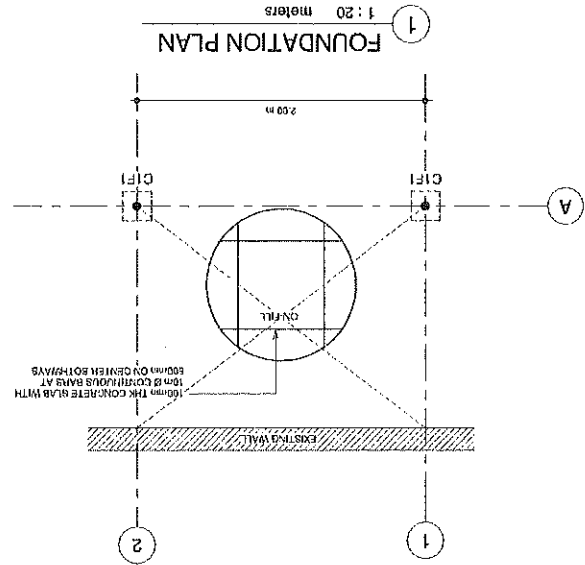
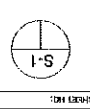
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 PROJECT TITLE: PROVISION OF WATER SUPPLY SYSTEM (Bottle Center)

APPROVED BY: [Signature]  
 PROJECT TITLE: PROVISION OF WATER SUPPLY SYSTEM (Bottle Center)

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 PROJECT TITLE: PROVISION OF WATER SUPPLY SYSTEM (Bottle Center)





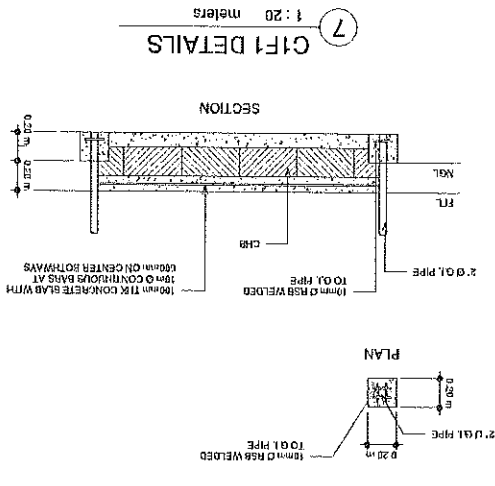
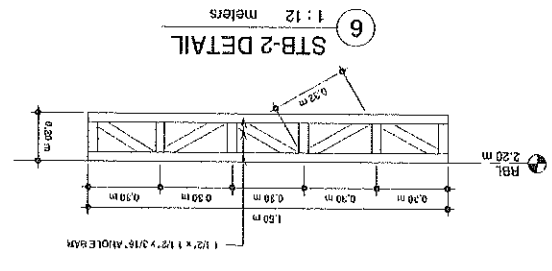
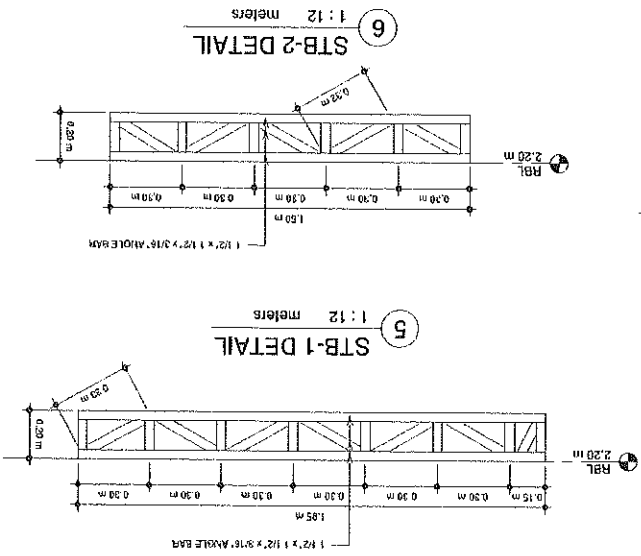
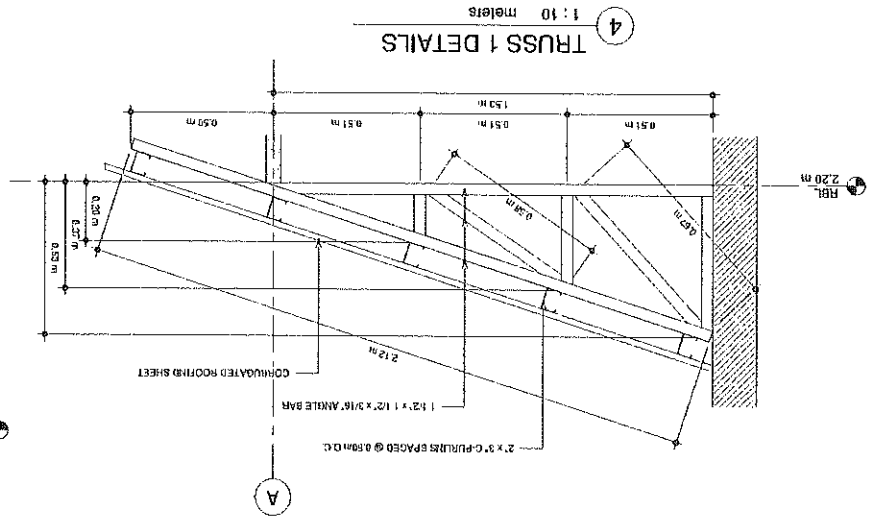
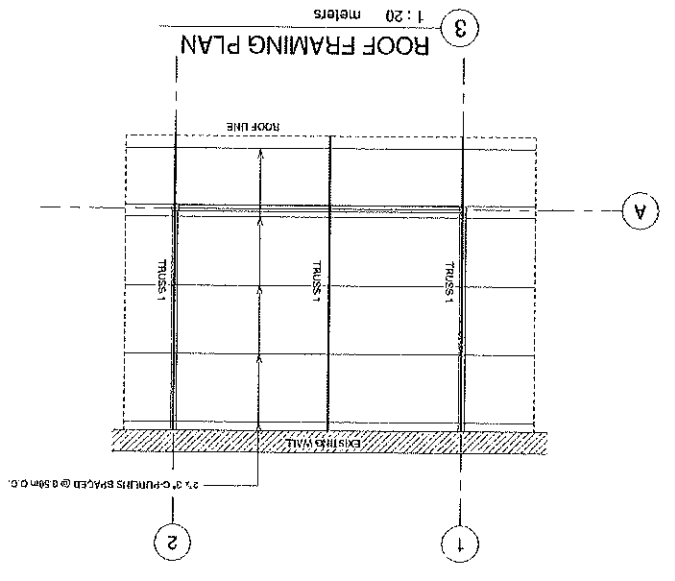
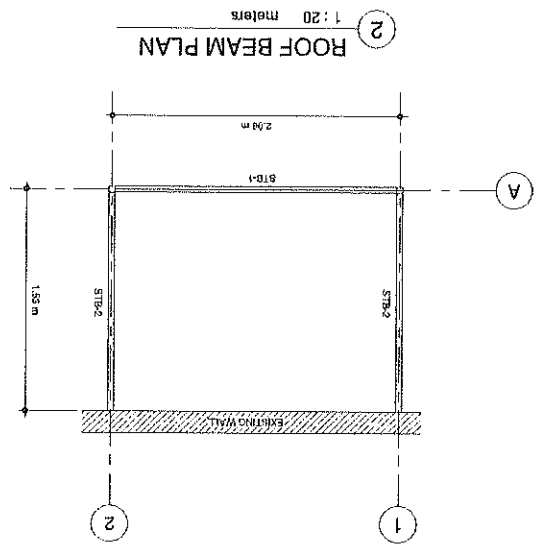
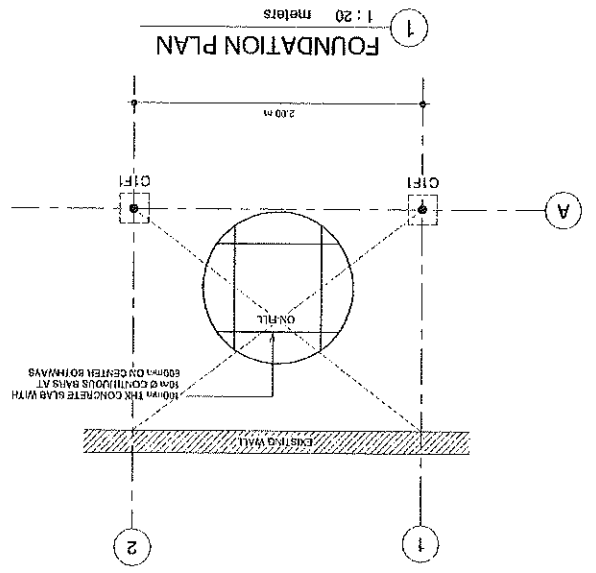
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 A DIVISION OF THE DEPARTMENT OF MUNICIPAL AFFAIRS  
 CITY OF BAKERSFIELD, CALIFORNIA

**PROJECT TITLE:** PROVISION OF WATER SOUTHERN SYSTEM (Research, Development and Retention Building)  
**LOCATION:** REED - CITY OF BAKERSFIELD, CALIFORNIA  
**CLIENT:** RESEARCH, DEVELOPMENT AND RETENTION BUILDING  
**DATE:** 11/15/2011  
**SCALE:** AS SHOWN  
**PROJECT NO.:** 11-0001

**DESIGNED BY:** RAY J. BAYNE  
**CHECKED BY:** RAY J. BAYNE  
**DATE:** 11/15/2011  
**SCALE:** AS SHOWN  
**PROJECT NO.:** 11-0001

**CONTRACT NO.:** 11-0001  
**CONTRACT DATE:** 11/15/2011  
**CONTRACT VALUE:** \$1,000,000.00  
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**CONTRACT DATE:** 11/15/2011  
**CONTRACT VALUE:** \$1,000,000.00





**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 DEPARTMENT OF PHYSICAL PLANNING AND DEVELOPMENT  
 OFFICE OF THE DEPARTMENT SECRETARY  
 1000 TROK CONCRETE SLAB WITH 100mm Ø CONTINUOUS BARS AT 100mm ON CENTER BOTHWAYS

**PROJECT TITLE:** PROVISION OF WATER SUPPLY SYSTEM  
**CLIENT:** BAYAN LAYANG  
**PREPARED BY:** BAYAN LAYANG  
**DATE:** 2024

**LOCATION:** BAYAN, CITY OF BAYAN, NEGROS ORIENTAL  
**DESIGNED BY:** [Blank]  
**CHECKED BY:** [Blank]  
**APPROVED BY:** [Blank]  
**REVISIONS:** [Blank]

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**REVISIONS:** [Blank]  
**DATE:** [Blank]

**PROJECT NO.:** [Blank]  
**DATE:** [Blank]  
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