外部委託業者の募集

References: IO/26/OT/10034812/ADC

“Welding and NDT Engineer Services"

（溶接と非破壊検査エンジニアリングサービス）

IO 締め切り 2026 年 4 月 23 日(木)

〇はじめに

本事前情報通知（PIN）は、作業契約の入札授与および実行につながる公開入札調達プロセスの最初のステップです。

この文書の目的は、作業範囲および入札プロセスに関する技術的内容の基本的な概要を提供することです。

〇背景

ITER は平和利用の核融合発電の科学的および技術的な実現可能性の実証を目的とした、国際共同研究開発プロジェクトです。ITER 機構の 7 つのメンバーは、;欧州連合（EURATOM が代表）、日本、中華人民共和国、インド、大韓民国、ロシア連邦、および米国です。

ITER の敷地はフランス南東部のブーシュデュローヌ地区にあり、ITER 本社（HQ）もあるフランス CEA サン・ポール・レ・デュランス に近いところに位置しています。詳細については、ITER のウェブサイト http://www.iter.org を参照して下さい。

〇作業範囲

供給範囲の詳細については、添付の技術仕様書（参照：EAWNLA v1.0）に記載されています。

〇調達プロセスと目的

目的は、競争入札プロセスを通じて供給契約を落札することです。

この入札のために選択された調達手続きは公開入札手続きと呼ばれます。

オープン入札手順は、次の 4 つの主要なステップで構成されています。

- ステップ 1-事前情報通知（PIN）

  事前情報通知は公開入札プロセスの第一段階です。IO は、関心のある候補企業に対し、以下の概略日程に示された期日までに担当調達担当官に添付の関心表明フォームで以下の情報を提出し、競争プロセスへの関心を示すよう正式に要請します。

  特に注意:

  関心のある候補企業は、IO Ariba の電子調達ツール 「IPROC」 に登録してください（まだ登録していない場合）。手順については、

  https://www.iter.org/fr/proc/overview

  を参照してください。

Ariba (IPROC) に登録する際には、お取引先様に最低１名の担当者の登録をお願いします。この連絡担当者は、提案依頼書の発行通知を受け取り、必要と思われる場合は入札書類を同僚に転送することができます。

- ステップ 2-入札への招待

  関心表明提出後、提案依頼書（RFP）を 「IPROC」 に掲載します。この段階では、担当の調達担当者に関心を示し、かつ IPROC に登録している関心のある候補企業は、RFP が公表された旨の通知を受けることができます。その後、RFP に詳述されている入札説明書に従って提案書を作成し、提出します。

  このツールに登録されている企業のみが入札に招待されます。

- ステップ 3-入札評価プロセス

  入札者の提案は、IO の公平な評価委員会によって評価されます。入札者は、技術的範囲に沿って、かつ、RFP に記載された特定の基準に従って作業を実施するために、技術的遵守を証明する詳細を提供しなければなりません。

- ステップ 4-落札

  認定は、公開されている RFP に記載されている、コストに見合った技術評価 60%、価格評価 40%の配点で、RFP に基づき最も費用対効果の高い１社に供給契約が付与されます。

〇概略日程

概略日程は以下の通りです：

マイルストーン	暫定日程
事前指示書（PIN）の発行	2026 年 4 月 9 日
関心表明フォームの提出	2026 年 4 月 23 日
入札開始	2026 年 4 月 29 日
入札提出	2026 年 5 月 29 日
契約評価及び授与	2026 年 6 月 E

〇契約期間と実行

ITER機構は2026年の6月Eごろに供給契約を授与する予定です。契約期間は３つのそれぞれ１年のオプションの延長期間を含めて5年の予定です。

〇候補

参加は、個人またはグループ/コンソーシアムに参加するすべての法人に開放されます。法人とは、法的権利及び義務を有し、ITER 加盟国内に設立された個人、企業又は機構をいいます。ITER 加盟国

は欧州連合(EURATOM メンバー)、日本、中華人民共和国、インド共和国、大韓民国、ロシア連邦、アメリカ合衆国です。

法人は、単独で、またはコンソーシアムパートナーとして、同じ契約の複数の申請または入札に参加することはできません。共同事業体は、恒久的な、法的に確立されたグループ又は特定の入札手続のために非公式に構成されたグループとすることができます。

コンソーシアムのすべての構成員(すなわち、リーダーと他のすべてのメンバー)は、ITER 機構に対して連帯して責任を負います。

コンソーシアムとして許可されるために、その点で含まれる法人はコンソーシアムの各メンバーをまとめる権限をもつリーダーをもたなければなりません。このリーダーはコンソーシアムの各目メンバーのために責任を負わなければなりません。

指名されたコンソーシアムのリーダーは、入札段階で、コンソーシアムのメンバーの構成を説明する予定です。その後、候補者の構成は、いかなる変更も ITER 機構に通知することなく変更してはなりません。かかる認可の証拠は、すべてのコンソーシアムメンバーの法的に授権された署名者が署名した委任状の形式で、しかるべき時期に IO に提出しなければなりません。

どのコンソーシアムメンバーも IPROC に登録する必要があります。

【※　詳しくは添付の英語版技術仕様書「**Welding and NDT Engineer Services**」をご参照ください。】
ITER 公式ウェブ　http://www.iter.org/org/team/adm/proc/overview からもアクセスが可能です。

「核融合エネルギー研究開発部門」の HP：　http://www.fusion.qst.go.jp/ITER/index.html
では ITER 機構からの各募集（IO 職員募集、IO 外部委託、IO エキスパート募集）を逐次更新しています。ぜひご確認ください。

イーター国際核融合エネルギー機構からの外部委託
に関心ある企業及び研究機関の募集について

＜ITER 機構から参加極へのレター＞

以下に、外部委託の概要と要求事項が示されています。参加極には、提案された業務に要求される能力を有し、入札すべきと考える企業及び研究機関の連絡先の情報を ITER 機構へ伝えることが求められています。このため、本研究・業務に関心を持たれる企業及び研究機関におかれましては、応募書類の提出要領にしたがって連絡先情報をご提出下さい。

Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

PRIOR INFORMATION NOTICE (PIN)

IO/26/OT/10034812/ADC

Service Contract for Welding and NDT Engineer Services

Prior Indicative Notice annexes:

- Annex I: Technical Specification ref. EAWNLA v1.0 dated 30 June 2025
- Annex II: Expression of Interest

Abstract.

The purpose of this summary is to provide prior notification of the IO's intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation (the "IO"), the technical scope for this tender, and details of the tender process.

1 Introduction

This Prior Information Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

The Domestic Agencies are invited to publish this information in advance of the forthcoming tender giving companies, institutions or other entities that are capable of providing these supplies the prior notice of the tender details.

2 Background

The ITER project is an international research and development project jointly funded by its seven Members being, the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

3 Scope of the Package

Please refer to Annex I – Technical Specification ref. EAWNLA v1.0 dated 30 June 2025

4 Procurement Objective & Process

The objective is to award a Service Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is the **Open Tender** procedure.

The Open Tender procedure is comprised of the following four main steps:

- Step 1 - Prior Information Notice (PIN) - publication on IO web procurement page

  The Prior Information Notice is the first stage of the process. The IO formally invites interested candidate companies to indicate their interest in the competitive process by returning to the Procurement Officer the "Expression of Interest" using the template in Annex II via e-mail by the date indicated under the procurement timetable.

  Special attention:

  Interested candidate companies are kindly requested to promptly register in the IO Ariba e-procurement tool called "IPROC", if not so done yet. The process on how to do is described at the following link: https://www.iter.org/fr/proc/overview.

  When registering in Ariba (IPROC), suppliers are kindly requested to register at least one contact person. **The person identified in the Expression of Interest must be registered in IPROC.**

- Step 2 - Invitation to Tender

  The Request For Proposal (RFP) package will be communicated with the interested candidates via email. The interested candidates will then prepare and submit their proposals in accordance with the tender instructions detailed in the RFP.

- Step 3 – Tender Evaluation Process

  Tenderers proposals will be evaluated by an impartial evaluation committee of the IO. Tenderers must provide details demonstrating their technical compliance to perform the work in line with the technical scope and in accordance with the particular criteria listed in the RFP.

- Step 4 – Contract Award

  The award will be done on the basis of best value for money or lowest price technically compliant offer as described in the published RFP.

5 Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Information Notice (PIN)	09/04/2026
Submission of expression of interest form	**23/04/2026**
Tender Launching	29/04/2026
Tender Submission	29/05/2026
Tender Evaluation & Contract Award	End of June 2026

6 Experience Requirements

The candidates shall have the experiences and competences described in Annex I.

7 Quality Assurance Requirements

Prior to commencement of any work under this Contract, a "Quality Plan" shall be produced by the Contractor and submitted to the IO for approval, describing how they will implement the ITER Procurement Quality Requirements.

8 Contract Duration and Execution

The estimated award date and Contract signature is end of June 2026. The estimated contract duration is five years including three optional extensions of one year each.

9 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorised to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium leader will explain the composition of the consortium members in a covering letter at the tendering stage (the Invitation to Tender). Following this, the Candidate's composition must not be modified without notifying the ITER Organization of any changes. Evidence of any such authorisation shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorised signatories of all the consortium members.

10 Sub-contracting Rules

Sub-contracting is not allowed. Rules on subcontracting in details will be indicated in the RFP itself.

IDM UID
EAWNLA

VERSION CREATED ON / VERSION / STATUS
30 Jun 2025 / 1.0 / Approved

EXTERNAL REFERENCE / VERSION

Technical Specifications (In-Cash Procurement)

Provision of Welding and NDT Engineer Services - Technical Specification

This technical specification provides requirements for supplier of Welding & NDT Engineer services to be procured to the ITER Organization under a dedicated Service Contract.

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Table of Contents

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1 Preamble

ITER is a joint international research and development project that aims to demonstrate the scientific and technical feasibility of fusion power. The partners in the project - the ITER Parties - are the People's Republic of China, the European Union (represented by EURATOM), India, the Republic of Korea, Japan, the Russian Federation and the USA.

The programmatic goal of ITER is "to demonstrate the scientific and technological feasibility of fusion power for peaceful purposes".

ITER facility is classified as Basic Nuclear Installation (Installation Nucléaire de Base (INB)) in accordance with French Regulation.

In accordance with the ITER agreement, the procurement of the major components of the ITER facility is mostly provided "in-kind" by the ITER Parties via established Domestic Agencies (DA), which place contracts with companies for the fabrication and the supply the equipment. ITER facility is under construction in Cadarache, S^{t} Paul lez Durance, France.

The Divertor is an internal component of the reactor, located at the bottom of the Vacuum Vessel and submitted to intense magnetic and heat loads. It is composed of 54 Cassette Assemblies that each comprise a Cassette Body, an Inner Vertical Target, a Dome and an Outer Vertical Target. These sub-components are pressure vessels operating in a vacuum environment and as such they are designed, manufactured and tested according to high-level standards.

The manufacturing of the Blanket and Divertor Components is performed via In-Kind Procurement Arrangements (PAs) signed with the European, Korean, Japanese and Russian Domestic Agencies (DAs). As part of the prototyping and series production of the components, the ITER Organization (IO) shall ensure Quality monitoring by witnessing critical operations, reviewing and approving manufacturing documentation, in particular welding and Non-Destructive Testing (NDT) engineering documentation and associated manufacturing reports.

Since the Blanket and Divertor PAs are in the Series Production, the Technical Responsible Officers (TROs) need continuous support of a welding engineer to ensure follow-up of the components' procurement by supervising and reporting on the critical welding and NDT activities, including qualification of welding procedures as well as reviewing of manufacturing documentation related to welding and NDT.

Some activities are performed under direct contracts, as well as for the Tritium Breeding Blanket, with similar support required.

In addition, the duty of a welding engineer comprises supporting the TROs in issuing technical specifications where the scope includes welding and NDT as well as assessing feasibility of the welding design, notably design changes which may arise during fabrication or re-work as a result of Non-Conformities.

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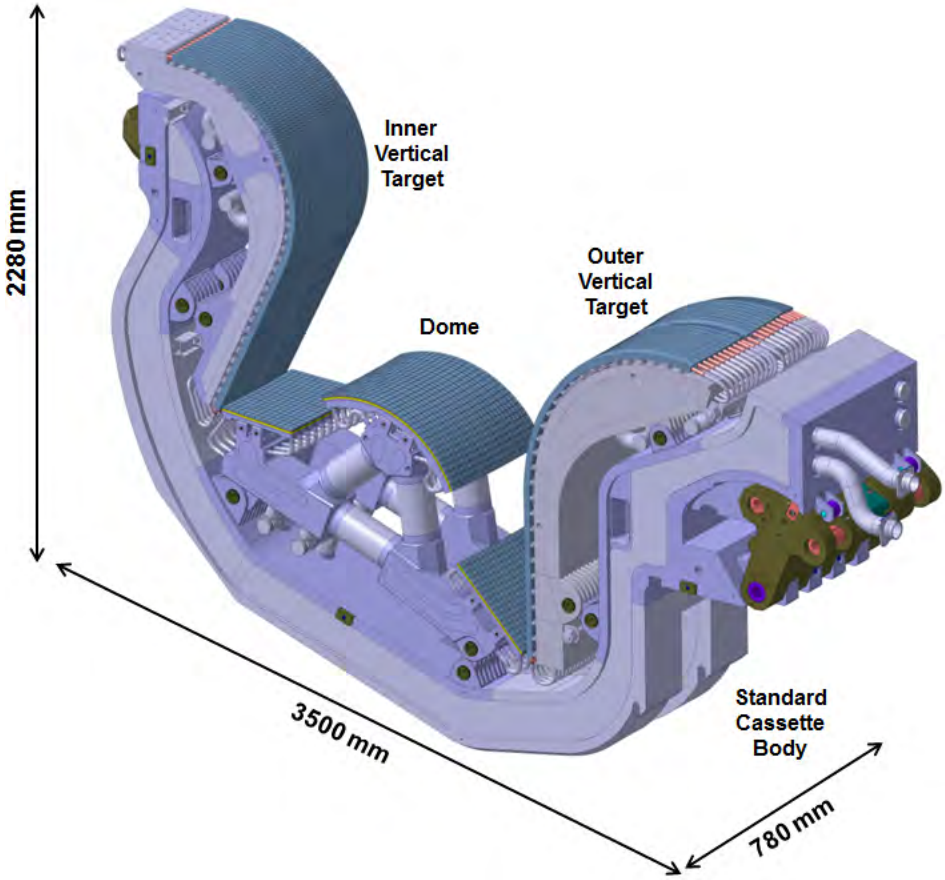

Figure 1: 3D view of a Divertor Cassette Assembly

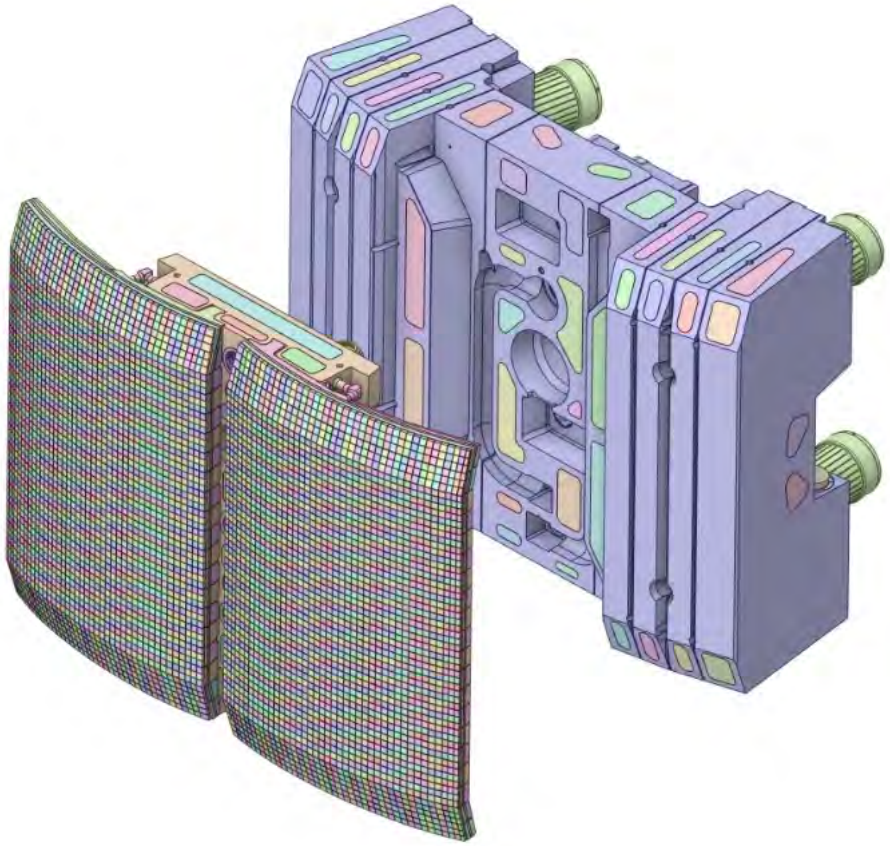

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Figure 2: 3D view of a Blanket Shield Block and first Wall Panel

The Blanket and Divertor Components are internal components, and as such operate in very harsh and challenging environment. They are designed, manufactured and tested as per stringent standards. They are classified Quality Class 1, Alignment and Metrology Class 1 and Vacuum Quality Class 1.

The scope of this Technical Specification is to detail the technical requirements and major duties pertaining to execution of the job as a welding engineer in support to procurement of Divertor Components.

This Technical Specification is to be read in combination with the General Management Specification for Service and Supply (GM3S) – [Ref 1] that constitutes a full part of the technical requirements.

In case of conflict, the content of the Technical Specification supersedes the content of Ref [1].

2 Purpose

This technical specification provides requirements for supplier of Welding & NDT Engineer services to be procured to the ITER Organization under a dedicated Service Contract.

It specifies minimum requirements applicable to Contractor providing required services in supervising and reporting on the critical welding and NDT activities, assisting TROs in assessing feasibility of the welding design as well as reviewing of manufacturing documentation related to Welding and NDT.

3 Acronyms & Definitions

3.1 Acronyms

The following acronyms below are provided for information.

Abbreviation	Description
GM3S	General Management Specification for Service and Supply
IO	ITER Organization
TRO	Technical Responsible Officer
IDM	ITER Documentation Management
NCR	Non-Conformance Report
NDE	Non-Destructive Examination
NDT	Non-Destructive Testing

3.2 Definitions

Contractor: Shall mean an economic operator who have signed the Contract in which this document is referenced.

Supervision: Quality Control duties performed by the provider that will involve the checking, evaluating, witnessing, monitoring, validating, verification, review, reporting, or a combination of any of these activities, to determine and document conformance with given process and product requirements. It could include also other activities as may be decided for monitoring quality of supply (e.g. kick off/ manufacturing readiness meeting, follow up NCR, etc.).

Supplier: Any entity that provides goods or services to the ITER Organization or a Domestic Agency.

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4 Applicable Documents & Codes and standards

4.1 Applicable Documents

This is the responsibility of the Contractor to identify and request for any documents that would not have been transmitted by IO, including the below list of reference documents.

This Technical Specification takes precedence over the referenced documents. In case of conflicting information, this is the responsibility of the contractor to seek clarification from IO.

Upon notification of any revision of the applicable document transmitted officially to the contractor, the contractor shall advise within 4 weeks of any impact on the execution of the contract. Without any response after this period, no impact will be considered.

Ref	Title	IDM UID	Version
1	General Management Specification for Service and Supply (GM3S)	82MXQK	Latest approved version
2	Order dated & February 2012 relating to general technical regulation applicable to INB-EN	7M2YKF	
3	Quality Requirements for IO Performers	22MFG4	
4	Procedure for Management of Nonconformities	22F53X	
5	Mission Report Form	SZ3WG5	
6	Working Instruction for Processing Site Observation	AKGU8E	
7	Inspection Report Template	TVUQWY	
8	Template SITE OBSERVATION REPORT	BFJ4HV	

4.2 Applicable Codes and Standards

This is the responsibility of the contractor to procure the relevant Codes and Standards applicable to that scope of work.

Ref	Title	Doc Ref.	Version
CS1	Quality Management System	ISO 9001	2015

5 Scope of Work

5.1 Support to TROs in reviewing the welding and NDT documentation

Typically, this duty requires reviewing manufacturing welding and NDT documentation to ensure compliance of processes and components with IO Project and Contractual requirements. Documentation is issued by the Supplying DAs in the frame of dedicated Procurement Arrangement and submitted to IO for approval or acceptance.

Essentially, the documents subject to review include:

- Welding and NDT processes qualification, e.g. Welding Data Package, UT qualification programs
- Welding manufacturing documentation, i.e. Welding and Inspection Plans, Welding Maps etc.
- NDT Procedures
- Welding Procedure Qualification Records
- Welding consumables certificates
- Deviation Requests and Non-Conformities related to execution of welds and/or NDT
- Welding records, e.g. books and welding logs
- Factory Acceptance Test Reports, e.g. Hydraulic Pressure Test
- Final Welding Documentation

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Review of additional manufacturing documents may be required depending on manufacturing activities.

The principal construction code used as a reference for manufacturing of In-Vessel components is EN 13445 and 13480 for the Blanket Manifolds. Besides, follow-up of inspection and testing requires familiarity with respective EN codes and standards.

5.2 Support to TROs in assessing feasibility of welding design and preparation of technical specifications

This duty requires support to TROs in assessing feasibility of welding design following the eventual manufacturing changes as a part of optimization in a course of fabrication. Some changes may also arise due to Non-Conformities occurred during fabrication process.

Additionally, support to TROs in preparing technical specifications for IO R&D contracts may be required when some new joining or/and NDT solutions/techniques are to be validated and qualified prior to its implementation.

Assessment of Welding and NDT related Deviation Requests. Assessment of the design change or/and new technique requires technical study and impact assessment in order to identify potential safety, quality or technical issues. Along with that, the assessment requires ensuring inspectability of the proposed solution, its compliance with the code and standards, as well as the Project requirements.

5.3 Support to TROs in follow-up and witnessing the critical manufacturing activities

This duty requires performing monitoring and/or witnessing of critical manufacturing activities such as welding processes and NDT procedures qualification, execution and examination of production welds in support to TROs or on his behalf.

Monitoring of the activities is aimed to ensure that processes or/and components conform the component technical specifications and drawings, requirements of norms and standards as well as the Project requirements.

The key-activities related to this duty are:

- Witnessing a Welding Procedure Specification qualification and review of associated WPQR
- Witnessing NDT qualifications, notably Ultrasonic Testing qualification
- Participating/witness the Manufacturing and Inspection Plan control points related to execution of critical production welds and/or associated NDT
- Checking validity of personnel qualifications as may be applicable (NDE personnel, welders, etc.)
- Participating/witness of weld repairs and their examination following occurrence of a Non-Conformity
- Witnessing during welding of Production Test Coupons

5.4 Reporting of activities

Following the daily follow-up of various tasks, the appointed welding engineer shall develop and maintain a document allowing prompt reporting of the work performed. Format of reporting shall be elaborated and validated by the IO Project Leader prior to its implementation. Submission frequency is specified in Section 10.

Besides, the appointed welding engineer is expected to provide reports following the duties performed within the tasks described in Section 5 of the present specification.

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Typically, this includes, but is not limited to:

- Study report (in free format) upon request of a TRO following executing of weld design assessment
- Mission reports (as per IO template) following execution of task described in the Section 5.3
- Site Observation Reports (IO SOR template) in case any Non-Conformity found during the inspections and/or supervision. IO TRO and QA RO shall be informed immediately and an SOR shall be issued no later than 1 working day upon detecting a Non-Conformity.
- Welding and NDT Monthly Report in which the current critical issues and their associated progress are described. This report shall be presented by the Welding and NDT Engineer during a meeting on a monthly basis.
- Documentation Report shall include all document reviewed during the period, providing details about the action and comments if any.

6 Service Duration

The duration of the Service Contract will be two (2) years firm with three (3) optional periods of one (1) year each.

7 Personnel Qualification

- Qualification of an International Welding Engineer is required. International Welding Technologist could be accepted if compensated by sufficient demonstrated experience.
- Experience in conducting NDT inspections (expired certification can be reasonably accepted). A certification UT level 2 would be beneficial.
- Proficiency in UT (Ultrasonic Testing), RT (Radiographic Testing), PT (Penetrant Testing), and VT (Visual Testing) techniques.
- Experience in follow-up of pressure vessels manufacturing is highly advantageous
- Experience in the fusion technologies and/or Ultra High Vacuum (UHV) applications and/or nuclear devices would be highly advantageous.
- Familiarity with EN 13445 code. Familiarity with other construction codes such as RCC MR and ASME would be advantageous.
- Familiarity with EN standards used for qualification of welding processes, primarily TIG and EB processes.
- Familiarity with EN standards used for inspection and testing of components.
- Proficiency in written and spoken English (intermediate level i.e. B1 or above).
- Good command of the Microsoft Office package.

8 Location for Scope of Work Execution

The principal duty station is ITER Site, Cadarache.

Some tasks within the scope of this contract require execution of duties off-site, e.g. at the Supplier's premises. Missions could be requested on-call basis for punctual inspection (half day, one or more full days) for fixed duration of time. Mission request needs to be sent to the IO TRO for approval with detailed description of the work to be done and estimated cost (especially for air tickets). Reimbursement is based on actual cost.

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9 IO Documents

No input is expected from IO.

10 List of deliverables and due dates

The Supplier shall provide IO with the documents and data required in the application of this technical specification, the GM3S Ref [1] and any other requirement derived from the application of the contract.

A minimum, but not limited to, list of documents is available hereafter with associated due dates:

Document	Description	Expected Date
Mission Report	See Section 5.4	One week maximum after the mission
Documentation Report	See Section 5.4	Every Month
Welding and NDT Monthly Report	See Section 5.4	Every Month

Supplier is requested to prepare their document schedule based on the above and using the template available in the GM3S Ref [1] appendix II (click here to download).

11 Quality Assurance requirements

The Quality class under this contract is QC 1, [Ref 1] GM3S Section 8 applies in line with the defined Quality Class.

12 Safety requirements

Section 5.1 OHS of [Ref 1] GM3S applies. No specific safety requirements as per Section 5.3 of [Ref 1] GM3S related to PIC and/or PIA and/or PE/NPE components apply.

12.1 Nuclear class Safety

N/A

12.2 Seismic class

N/A

13 Special Management requirements

Requirement for [Ref 1] GM3S Section 6 applies in full.

13.1 Contract Gates

N/A

13.2 Work Monitoring

Appointed personnel shall review documentation within the time defined in the IO IDM system. The review time might be shortened upon demand of a TRO for the tasks which require priority.

IO reserves rights to employ a KPI to assess the personnel performance, e.g. “average time to review”.

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Where the achieved KPI over a reporting period is not in line with the target value, IO reserves rights to request a replacement of personnel.

13.3 Meeting Schedule

Appointed welding engineer shall attend Project bi-weekly meetings on a regular meeting.

Appointed welding engineer shall attend Procurement Arrangement or Contract Progress Meetings upon request of a TRO.

Appointed Welding and NDT Engineer shall attend Technical and Progress Meetings with the Suppliers upon request of a TRO.

Appointed welding engineer shall attend internal technical meetings upon request of a TRO or/and Project Leader.

13.4 CAD design requirements

N/A

13.5 Personal Protection Equipment

Welding and NDT Engineer shall have their own set of Personal Protection Equipment in case on-site inspections or/and witnessing at the Suppliers' premises.

14 Appendices

N/A

ANNEX II

EXPRESSION OF INTEREST

To be returned by e-mail no later than April 23rd, 2026 to: Aurelie.Dubuc@iter.org

copy to Nicolas.Reese@iter.org

Tender Ref.:	**IO/26/OT/10034812/ADC**
Description:	**Service Contract for Welding and NDT Engineer Services**
Procurement Officer:	**Aurelie Dubuc**

Company Name: .....

Country of Origin: .....

☐ WE ACKNOWLEDGE HAVING READ THE PIN NOTICE FOR THE ABOVE-MENTIONED TENDER

☐ WE INTEND TO SUBMIT A TENDER

☐ WE ARE ALREADY REGISTERED IN IPROC

☐ WE INTEND TO REGISTER IN IPROC

Signature: COMPANY STAMP

Name: .....

Position: .....

Tel: .....

Email: .....

Date: .....