

ATTACHMENT 5
CERTIFICATION OF ELIGIBILITY REQUIREMENTS

Bidders must meet **all eligibility requirements** identified in the SOW and specifically must certify the eligibility requirements in this Certification of Eligibility Requirements (Attachment 5). Bidders that fail to complete and return this form may be deemed non-responsive. Signify your eligibility by initialing the appropriate lines following each requirement category, then sign and date the bottom of the form. The completed form must be uploaded and attached to your bid in the PA Supplier Portal. Bidders unable to meet all requirements will be deemed non-responsible.

Storage Requirements:

- The tax stamps must be maintained in a secure, temperature controlled, and hazard-free environment.
- **My company meets all requirements in this section** _____

Facility Requirements:

- All tax stamps must be protected against damage from: water, steam, oil chemicals, tampering, impacts, environmental hazards, etc.
- Bidder may lease or own the facility where tax stamps are to be stored. Bidders who lease the facility where tax stamps will be stored must provide with their bid, documentation showing that their lease will run through the entire term of the contract.
- Must have a fire suppression system.
- Must have security systems inclusive with physical controls and building access.
- Must have climate controls for tax stamp storage.
- Must have an emergency backup system (i.e., power failure, security system failure, environmental system failure, etc.)
- **My company meets all requirements in this section** _____

Disaster Recovery Requirements:

- Must have a disaster recovery plan in case of environmental hazards or natural disasters. The awarded contractor must provide a copy of their disaster recovery plan to the Contracting Officer, upon notification of award.
- Must be able to continue tax stamp distribution from appointed disaster recovery locations.
- **My company meets all requirements in this section** _____

Prior Experience Requirements:

- Vendor must have prior experience in production of cigarette tax stamps.
- **My company meets all requirements in this section** _____

Production Requirements:

- Vendor warrants that it is fully capable and qualified to perform all aspects of this contract in-house and that it will do so with the utmost care, safety, and security to the CoPA as outlined and required herein.
- Vendor warrants that all stamps and paper shall contain proven protective features to guarantee against illegal reproduction.
- Vendor warrants that it is capable of producing cigarette tax stamps compliant with the specifications found in the SOW.
- **My company meets all requirements in this section** _____

By signing below, I agree that my company can perform all eligibility requirements listed above:

Company Name

Date

| Name and Title of Signatory

Signature