

Bid Evaluation Report

Supply & Installation of SBP Approved Cash Sorting Machines 4 (3+1) Pockets

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1434/2025
3	Tender Description	Supply & Installation of SBP Approved Cash Sorting Machines 4 (3+1) Pockets
4	Method of Procurement	Single Stage One Envelope Bidding Procedure
5	Tender Published & SPPRA S. No.	SPPRA E-PADS –S-250582842 Express Tribune (English) , Daily Express (Urdu), Jeejal (Sindhi) (30/05/2025)
6	Total Bids Received	06
7	Technical / Financial Bid Opening Date & Time	17/06/2025 at 1030 Hrs.
8	No. of bids qualified	06
9	Bid(s) Rejected / Disqualified	00

Details on the above as given below:

S. No	Name of Firm or Bidder	Qualified / Disqualified in Technical / Eligibility Inspection/ Mandatory	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.2,000,000)	Reasons for acceptance/ rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. MIF Solutions (Pvt) Ltd	Qualified	Rs.1,619,999/-	1 st Lowest Bidder	Rs.380,001/- below the estimated cost	1 st Lowest as Most Advantageous Bid	Accepted-Award of Contract
2.	M/s. Americom Technology	Qualified	Rs.1,679,195/- (US\$5,943 X Pak Rs.282.55)	2 th Lowest Bidder	Rs.320,805/- below the estimated cost	2 nd Lowest	----
3.	M/s. Innovative (Pvt) Ltd.	Qualified	Rs.1,719,034/- (US\$6,084 X Pak Rs.282.55)	3 rd Lowest Bidder	Rs.280,966/- below the estimated cost	3 rd Lowest	----
4.	M/s. Seesam Solutions (Pvt) Ltd.	Qualified	Rs.1,739,000/-	4 th Lowest Bidder	Rs.261,000/- below the estimated cost	4 th Lowest	----
5.	M/s. House of Business Machines (Pvt) Ltd	Qualified	Rs.1,850,000/-	5 th Lowest Bidder	Rs.150,000/- below the estimated cost	5 th Lowest	----
6.	M/s. CMS Company	Qualified	Rs.1,850,000/-	5 th Lowest Bidder	Rs.150,000/- Below the estimated cost	5 th Lowest	----

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, **M/s. MIF Solutions (Pvt) Ltd** is the most advantageous bid i.e. Rs.1,619,999/- and their bid is also below the estimated cost, hence recommended for award of contract for **Supply & Installation of SBP Approved Cash Sorting Machines 4 (3+1) Pockets** for Sindh Bank Limited.

Members Signature- Procurement Committee

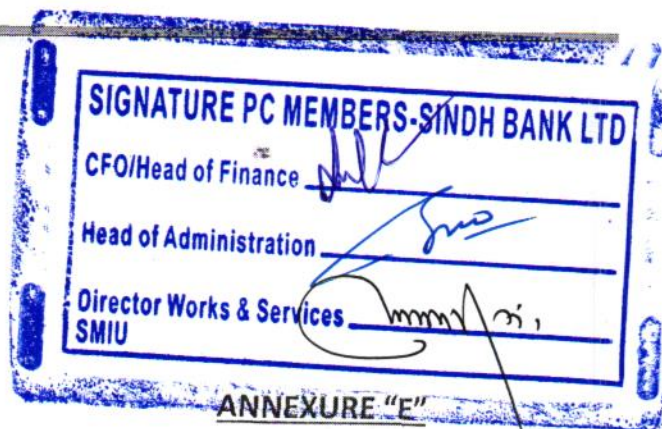
Dilshad Hussain Khan
Chief Financial Officer

Arshad Abbas Soomro
Head of Administration

Director Works & Services
(SMIU) Karachi



MIF SOLUTIONS



FINANCIAL BID FORM/PRICE SCHEDULE

PRICE SCHEDULE

(Applicable for the year 2025-2026)

Name of Bidder MIF Solutions (Pvt.) Ltd

S. No.	Description	Rate	Quantity	*Total Amount with Taxes
I	Cash Note Sorting Machine 4 (3+1) Pockets Model: <u>CM300</u> Brand: <u>GRG</u>	PKR. 1,619,999/-	1	PKR. 1,619,999/-

Grand Total:

This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below)

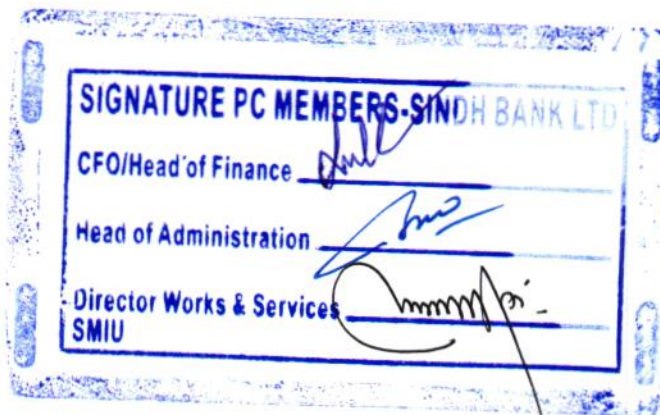
Note

1. The cost which will valid for one year (no conditions attached) must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation and labour charges.
2. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
3. Calculation of bid security. 5% of the *(PKR. 81,500/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
4. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
5. Delivery Period: A prior notice of 10 days will be given for the supply of requisite and it will be expected within 05 days of issue of the purchase order, the said supplies will be made available at the site.
6. If the item is not provided/installed after 10 days of issuance of Purchase Order, a fine of Rs.500/-per day will be deducted from the bill.
7. Most Advantageous Bid is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.

MIF SOLUTIONS (PVT) LTD

14/1, 2nd Floor, World Business Centre, DHA-Phase 1, Karachi, Pakistan

T: +92 (021) 35894470-2 F: +92 (021) 35894469 E: info@mifsolutions.com.pk www.mifsolutions.com.pk



ANNEXURE "E"

7.5 FINANCIAL BID FORM/PRICE SCHEDULE

PRICE SCHEDULE

(Applicable for the year 2025-2026)

Name of Bidder Innovative Private Limited

S. No.	Description	Rate	Quantity	*Total Amount with Taxes
1	Cash Note Sorting Machine 4 (3+1) Pockets Model: BPS C2-3 Brand: Giesecke Devrient (G+D)	\$5,156	1	\$6,084

*Grand Total:

This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below)

Note

- The cost which will valid for one year (no conditions attached) must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation and labour charges.
- No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security**, 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Delivery Period:** A prior notice of 10 days will be given for the supply of requisite and it will be expected within 05 days of issue of the purchase order, the said supplies will be made available at the site.
- If the item is not provided/installed after 10 days of issuance of Purchase Order, a fine of Rs.500/- per day will be deducted from the bill.
- Most Advantageous Bid is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.



Corporate Office

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Lahore - 54600, Pakistan.

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✉ lahore@innovative-pk.com

Karachi Office

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Karachi - 75600, Pakistan.

☎ +92 21-111-000-911

✉ karachi@innovative-pk.com

Islamabad Office

Plot# 32, Street# 36-37, Sector G-10/4,
I&T Center, Islamabad - 44000, Pakistan.

☎ +92 51-111-000-911

✉ islamabad@innovative-pk.com

www.innovative-pk.com

SIGNATURE PC MEMBERS-SINDH BANK LTD

CFO/Head of Finance

Head of Administration

Director Works & Services
SMU

ANNEXURE "B"

7.5 FINANCIAL BID FORM/PRICE SCHEDULE

[To be signed & stamped by the Bidder and produced on the tender head. To be attached

with Financial Bid]

PRICE SCHEDULE

(Applicable for the year 2025-2026)

Name of Bidder: Americom Technology

S. No.	Description	Rate	Quantity	*Total Amount with Taxes
1	Cash Note Sorting Machine 4 (3+1) Pockets Model: <u>GT-31</u> Brand: <u>GRACETEK</u>	\$ 5943/-	1	\$ 5943/-

*Grand Total;

This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below)

Note

- The cost which will valid for one year (no conditions attached) must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation and labour charges.
- No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security.** 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Delivery Period:** A prior notice of 10 days will be given for the supply of requisite and it will be expected within 05 days of issue of the purchase order, the said supplies will be made available at the site.
- If the item is not provided/installed after 10 days of issuance of Purchase Order, a fine of Rs.500/-per day will be deducted from the bill.
- Most Advantageous Bid is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- In case it is revealed at any stage after Supply of the equipment that the asked specification of the tender have not been met, the amount of the total supply of that specific equipment will be fined to the vendor with appropriate action as deemed necessary by the procurement committee
- Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
- All conditions in the contract agreement attached as Annexure H are part of this tender document.

FX RATES SHEET

Treasury & Capital Markets Group

105/2025

DATE: Tuesday, 10 June 2025

Ready Transaction Rates			
Currency	Symbol	TT Selling	TT Buying
US DOLLAR	USD	282.55	282.05
EURO	EUR	322.17	321.60
JAPANESE YEN	JPY	1.9510	1.9475
BRITISH POUND	GBP	382.67	382.00
SWISS FRANC	CHF	343.53	342.92
CANADIAN DOLLAR	CAD	206.19	205.83
AUSTRALIAN DOLLAR	AUD	184.40	184.07
SWEDISH KRONA	SEK	29.58	29.53
NORWEGIAN KRONE	NOK	28.04	27.99
DANISH KRONE	DKK	43.19	43.11
NEWZEALAND DOLLAR*	NZD	170.86	170.55
SINGAPORE DOLLAR	SGD	219.54	219.16
HONGKONG DOLLAR	HKD	36.00	35.94
KOREAN WON*	KRW	0.2079	0.2075
CHINESE YUAN	CNY	39.32	39.25
MALAYSIAN RINGGIT*	MYR	66.77	66.65
THAI BAHT*	THB	8.64	8.63
U.A.E DIRHAM	AED	77.47	77.34
SAUDI RIYAL	SAR	75.34	75.21
QATAR RIYAL*	QAR	77.78	77.64
KUWAITI DINAR*	KWD	922.79	921.16

Indicative FBP Rates							
Currency	SIGHT / 15 Days	1M	2M	3M	4M	5M	6M
USD	280.75	279.48	276.77	274.49	271.91	269.26	266.86
EUR	320.41	319.33	316.85	314.89	312.61	310.16	308.00
GBP	380.24	378.54	374.93	371.90	368.49	364.97	361.77

Conversion Rates for Frozen FCY Deposits		Settlement Date
USD	282.1452	Thursday, 12 June 2025
GBP	382.5606	
EUR	321.984	
JPY	1.9685	

Rates for cash/Currency Notes		
Currency	Selling	Buying
USD	283.96	280.92
GBP	384.59	380.06
EUR	323.78	319.99
JPY	1.9607	1.9377
SAR	75.72	74.83
AED	77.33	76.93

SOFR	
1 Month	4.3113
3 Month	4.3099
6 Month	4.2272

- > Please call Treasury Sales Desk (9922 0337, 9922 0438 & 9922 0747) for transactions over US Dollars 5,000 or equivalent amount in other currencies (cumulative basis)
- > Above rates are not valid for transactions above USD 5,000 or equivalent amount in other currencies (cumulative basis)
- > Unless otherwise specifically stated, the given rates are market indicative and subject to change without prior notice
- > NBP captures above foreign exchange rates from sources believed to be reliable. NBP does not accept any liability for consequences that may arise from the usage of these rates
- > All FX designated branches must ensure reporting of all export bills falling over due today
- > All FX designated branches must ensure that all credits in Nostro accounts have been responded
- > All FX designated branches must ensure retention of export proceeds into FC accounts as per SBP guidelines
- > For all Chinese Yuan transactions please contact Treasury Sales Desk

* Currencies listed are NOT available to NBP's customers, please contact treasury sales for more details

THIS IS A COMPUTER GENERATED RATE SHEET AND DOES NOT REQUIRE ANY SIGNATURE

House of Business Machines (Pvt.) Ltd.

KARACHI OFFICE:

12-B, BLOCK-6, P.E.C.H.S, KARACHI-PAKISTAN.

TEL: 021-34541755-6-7, 34538440-1-2 FAX: 021-34551514 E-mail: sales@hobm.com.pk

LAHORE OFFICE:

27, Egerton Road, Ajmal House, Lahore.

Tel: 042-36307868-9, Fax: 042-36307870 E-mail: hbmhr@hobm.com.pk

RAWALPINDI OFFICE:

House # 182/2, Ground Floor Westridge Housing Scheme #1 Rawalpindi

Tel: 051-5124066-2 Fax: 051-5124383 E-mail: salespindi@hobm.com.pk

Annexure "E"

June 17, 2025



Financial Proposal

S. No.	Description	Rate	Quantity	*Total Amount with Taxes
1	Cash Note Sorting Machine 4 (3+1) Pockets Model: ST-350 Brand: HITACHI (Made Korea)	1,850,000	1	1,850,000 PKR

- Quoted Prices are inclusive of all Taxes
- **Comprehensive Warranty for a period of 12 months**
- Prices are included of Incidental Services including Installation, Integration and configuration of machines.
- Prices are valid for 01 year.
- Delivery time: 08 to 10 Days.

Best Regards,

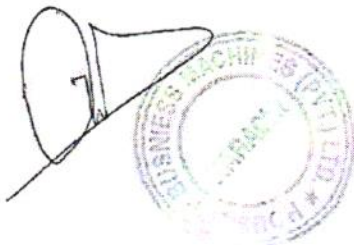
Zohaib Hassan

Email: zohaib@hobm.com.pk Mob: 0333 3315158

Tel: 02134541755-6-7

House of Business Machine (PVT) Ltd.

12-B, BLOCK 6, P.E.C.H.S., KARACHI



Coin Counters



Note/Coin Counting Machines



Currency Sorting Machine

Cheque Book Dispensers
Signature Machines

Note/Counters



CMS Company

Cash Management Services

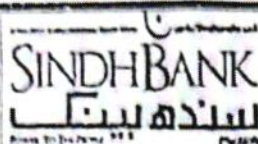
Office

14 B Agro Base, 1st Floor
Block V, Shadman Market,
Lahore - Pakistan
NTN 2233195-9

Contact

Ph: 042-35960315
Cell: 0340-5003000
0300-4158233

mdnawaz@cmscompany.biz
manager@cmscompany.biz
mdnawaz@cmscompany.biz
Website: www.cmscompany.biz



Sindh Bank Limited

Supply & Installation of SBP Approved Cash Sorting Machines 4(3+1) Pockets

SIGNATURE PC MEMBERS SINDH BANK LTD

CEO/Head of Finance

Head of Administration

Director Works & Services

SMO

7.5 FINANCIAL BID FORM/PRICE SCHEDULE

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

PRICE SCHEDULE

(Applicable for the year 2025-2026)

Name of Bidder Cash Management Services Company, Lahore.

S. No.	Description	Rate	Quantity	*Total Amount with Taxes
1	Cash Note Sorting Machine 4 (3+1) Pockets Model: QFS-4300 Brand: GAO Technology	1850000 inclusive of GST	1	1850000/- inclusive of GST

*Grand Total:

IN MEMORY OF SHAHED MUHAMMAD RAZA BHUTTO
This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7, below)

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- Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
- All conditions in the contract agreement attached as Annexure H are part of this tender document.



Annexure E

Name of Bidder: SeeSam Solutions (Pvt) Limited

SIGNATURE PC MEMBERS-SINDH		see sam together forward
CFO/Head of Finance		
Head of Administration		
Director Works & Services		
SMIU		

Financial for Sindh Bank Limited

Description	Qty	Unit Price	
S. No. 1 Cash Note Sorting Machines 4(3+1) Pocket			
GRG Equipment Sorting Machine CM 300	1	Rs.	1,473,729/-
Add 18% GST		Rs.	265,271/-
Net Payable		Rs.	1,739,000/-
Total Amount in Rs.			1,739,000/-

Technical for Sindh Bank Limited

S. No. 1 Cash Note Sorting Machines 4 (3+1) Pocket

Sindh Bank Requirement		SeeSam Offered CM 300
Pockets	4 (3+1) Pocket	Yes
Hopper capacity	500/1000 notes minimum	Yes
Stacker Capacity	200 notes minimum	Yes
Reject pocket capacity	100 Notes minimum	Yes
Sorting Modes	Count/Fitness/ATM/version/Orientation/Denomination/Mixed/Batch/Custom	Yes
Sorting Capability	Counterfeit notes, Unfit notes, tear, Missing corner. Inked.	Yes
Counting speed	1000 notes minimum	Up to 1000 notes/min
Sorting speed	720 notes minimum	900 notes/min
Interfaces	For connection with Printer, PC & Ethernet etc.	RS-232, USB, LAN
Make	China or equivalent	China
Warranty	1 Year	Yes Std. 1 year warranty



COMPARISON OF COST OF CASH SORTING MACHNIES 4 (3+1) POCKETS

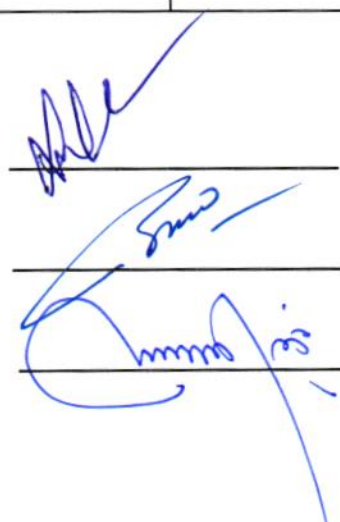
S.NO	Name of Bidders	Unit Cost in Rs	Quantity	Total Cost in Rs	Ranking
1	M/s. MIF Solutions (Pvt) Ltd	Rs.1,619,999/-	1	Rs.1,619,999/-	1st Lowest
2	M/s. Americom Technology	Rs.1,679,195/-	1	Rs.1,679,195/-	2nd Lowest
3	M/s. Innovative (Pvt) Ltd.	Rs.1,719,034/-	1	Rs.1,719,034/-	3rd Lowest
4	M/s. Seesam Solutions (Pvt) Ltd.	Rs.1,739,000/-	1	Rs.1,739,000/-	4th Lowest
5	M/s. House of Business Machines (Pvt) Ltd	Rs.1,850.000/-	1	Rs.1,850.000/-	5th Lowest
6	M/s. CMS Company	Rs.1,850.000/-	1	Rs.1,850.000/-	6th Lowest

Members Signature- Procurement Committee

Dilshad Hussain Khan
Chief Financial Officer

Arshad Abbas Soomro
Head of Administration

Director Works & Services
(SMIU) Karachi



MANDATORY CONDITIONS							
S.No	Bidder	Attachement of Affidavit (Annexure D)	Writing of Tender Ref. No	Bids are submitted in prescribed Financial proposal	Attachement of Annexures with Financial Bids	Authority Letter	Complied with or not
1	MIF Solutions (Pvt) Ltd	✓	✓	✓	✓	✓	Complied with
2	House of Business Machines (Pvt) Ltd	✓	✓	✓	✓	✓	Complied with
3	Seesam Solutions (Pvt) Ltd	✓	✓	✓	✓	✓	Complied with
4	Innovative (Pvt) Ltd	✓	✓	✓	✓	✓	Complied with
5	CMS Company	✓	✓	✓	✓	✓	Complied with
6	Americom Technology	✓	✓	✓	✓	✓	Complied with

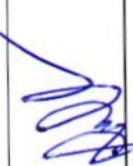
Members Signature- Evaluation Team


 Muhammad Ather Iqbal
Admin Division


 Fouzia Shamin
Operation Division


 Hasan Raza
Finance Division

Members Signature- Procurement Committee


 Dilshad Hussain Khan
Chief Financial Officer


 Arshad Abbas Soomro
Head of Administration


 Parvaiz Ali Bhutto
Director Works & Services - (SMIU) Karachi

		
Muhammad Ather Iqbal Admin Division	Fouzia Shamin Operation Division	Hasan Raza Finance Division


Dilshad Hussain Khan
Chief Financial Officer

Arshad Abbas Soomro
Head of Administration

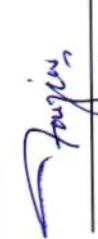
Parvaiz Ali Bhutto
Director Works & Services - (SMIU) Karachi

QUALIFICATION/DISQUALIFICATION PERFORMA							
S.No	Bidder	Registered with GST/Income Tax/SRB	2 X Warning Letters Issued	Blacklisting by SPPRA & Sindh Bank Ltd	Alternate Bid is Offered	Document attached for 1 Year warranty	Qualified/ Disqualified
1	MIF Solutions (Pvt) Ltd	Yes	No	No	No	Yes	Qualified
2	House of Business Machines (Pvt) Ltd	Yes	No	No	No	Yes	Qualified
3	Seesam Solutions (Pvt) Ltd	Yes	No	No	No	Yes	Qualified
4	Innovative (Pvt) Ltd	Yes	No	No	No	Yes	Qualified
5	CMS Company	Yes	No	No	No	Yes	Qualified
6	Americom Technology	Yes	No	No	No	Yes	Qualified


Members Signature- Evaluation Team



Muhammad Athar Iqbal
Admin Division




Fouzia Shamin
Operation Division




Hasan Raza
Finance Division


Members Signature- Procurement Committee



Dilshad Hussain Khan
Chief Financial Officer







Arshad Abbas Soomro
Head of Administration



Parvaiz Ali Bhutto
Director Works & Services - (SMIU) Karachi

ATTENDANCE SHEET
BID OPENING -

FOR SELECTION OF Supply & Installation of SBP Approved Cogeneration Machine
4(3+1) Pockets
 Date: 17-06-2025

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
01	Americom Tech	Maria M. Sufi	0334-9195900	F9 Block 7 Clifton	
02	MIR Solutions	Najeeb Ali	0323-3376200	World Building Centre DHA-1	
03	CMS Company PVT LTD	Sohail	0300-8002005	Dehli Market Karachi	
04	Americom INNOVATIVE	Anna Amir	0306-1233813	Clifton, Block 5 Karachi	
05	HOB				
06	Seen				


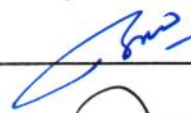
Signature –Procurement Committee Member

Chief Financial Officer

Head of Administration

Director Works & Service

Sindh Madressatul Islam University



MINUTES OF THE OPENING OF THE TENDER (TECHNICAL /FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Supply & Installation of SBApprmed

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE

17-06-2021

OPENING TIME

10:30 Hours

ATTENDANCE (MEMBER PC)

Chief Financial Officer

Head of Administration

Director Works & Service
Sindh Madressatul Islam University

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

BID OFFERED

MIZ

American

\$5943

SHAIL

CMS

1,850,000

ADINA

INNOVATE

1,719,034

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1,739,001-

HOB-1

1,850,001-

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1,619,001-

Q6

TOTAL BIDS ACCEPTED FOR EVALUATION

TOTAL BIDS REJECTED

REMARKS

SIGNATURE PC MEMBERS SINDH BANK LTD	
CFO/Head of Finance	
Head of Administration	
Director Works & Services SMIU	

Handwritten text at the top of the page, possibly a title or header.

Handwritten text below the title, possibly a date or reference number.

Handwritten text below the date, possibly a name or title.

Handwritten text, possibly a signature or initials.

Handwritten text on the left side of the page, possibly a list or notes.

Handwritten text in the center of the page, possibly a list or notes.

Handwritten text on the right side of the page, possibly a list or notes.

Stamp area with the following text (mirrored):

SIGNATURE PC MEMBER

Head of Administration

Director Works & Services

Handwritten signature/initials are present over the stamp.