



Proof-of-Supply Form

To:
PEPPM Cooperative Purchasing Program
c/o Central Susquehanna Intermediate Unit (CSIU)
90 Lawton Lane
Milton, PA 17847

Instructions:

- Bidder completes Section 1.
- Supply Source completes Section 2.
- Bidder must submit a completed and signed form for **each** Product Line being bid.
- File name must begin with: "Proof of Supply"

Note for Manufacturers:

The Agency recognizes that a manufacturer bidding its own Product Line has access to its own Products. The manufacturer must still complete this form and identify itself as the Supply Source in Section 2.

Section 1: Bidder Information

Bidder completes before providing to Supply Source for completion and signature:

- Bidder Name: _____
- PEPPM Product Line (i.e. Brand Name): _____

By including this form with its bid submission, the Bidder acknowledges that:

- Bidder must communicate any changes to authorized supply relationship to PEPPM for approval.
- PEPPM may withdraw award if a third party provides legal proof that Bidder is not permitted to sell to Eligible Entities.

Section 2: Supply Source Information

Supply Source completes.

- Supply Source Name: _____
- Address: _____

- Website: _____
- Supply Source Type:
 - ☐ Manufacturer ☐ Distributor ☐ Wholesaler
 - ☐ Other: _____

Authorized Sales Coverage

Supply Source confirms the Bidder is authorized to sell the PEPPM Product Line identified above as follows (check all that apply):

- ☐ **Pennsylvania Local Education Agencies (LEAs)** – Bidder is authorized to sell to all LEAs within the Commonwealth of Pennsylvania (*minimum requirement under the PEPPM Terms and Conditions*).

Additional Eligible Entities, if applicable: (check all that apply):

- ☐ Higher education institutions
- ☐ State and local government entities, public authorities, special districts, and other Eligible Organizations identified in the Terms and Conditions

Additional Geographic Coverage, if applicable:

- ☐ Bidder is authorized to sell in the following additional states or U.S. territories:

Supply Source Acknowledgments

By signing below, Supply Source confirms that:

- Bidder is authorized to sell Supply Source Products for the **PEPPM Product Line identified above**.
- The supply relationship between Bidder and Supply Source is current, valid, and legally established.
- Supply Source intends this authorization to remain in effect for the duration of any resulting PEPPM contract, subject to the continuing commercial relationship between the parties.

Authorized Representative of Supply Source

The undersigned affirms they have authority to sign this letter on behalf of Supply Source.

- Printed Name: _____
- Job Title: _____
- Phone Number: _____
- Email Address: _____
- Signature: _____ Date: _____

Optional – Notes or Comments (if applicable):