IFB REGISTRATION FORM

IFB HO-11-2026	**PROVISION OF PROCESS SERVER SERVICES ON OAHU, KAUAI, MAUI, MOLOKAI, AND HAWAII ISLAND**

INSTRUCTIONS

Please complete this IFB Registration Form. Email the completed form to Ms. Tammie Wong, IFB Coordinator at tammie.y.wong@hawaii.gov. Addenda/updates to the IFB will be provided to registered/interested offerors. Read this IFB packet carefully. Read this packet carefully. If you have any questions, please contact Ms. Wong at (808) 832-6071.

Pre-Bid Video Conference:	Thursday, May 7, 2026, 9:00 a.m. Hawaii Standard Time (HST) Bidders interested in participating in the video conference are to contact the IFB Coordinator via email by Wednesday, May 6, 2026, 3:00 p.m. HST for video conference information.	
Bid Offer Form Due Date:	Due no later than 2:00 p.m. HST, Tuesday, May 26, 2026 at the HPHA, 1002 North School Street, Building E, Honolulu, Hawaii 96817.	
Bid Opening:	**Tuesday May 26, 2026**	2:15 p.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building G, Honolulu, Hawaii 96817.

Date: _____

Company: _____

Address: _____

Phone : _____ _____

Email: _____

Contact Person:

_____

Signature of Person Receiving the Bid Packet

Certifications required with the bid offer submission:

☒ Wage Certificate ☒ Corporate Resolution of Authorized Signer
☒ Certification and Representations of Offerors (Form HUD 5369-C)
☐ Other: _____