
STANDARD BIDDING DOCUMENT

Procurement of Goods

(For value up to Nu. 0.25 million)

Vehicle maintenance and spare parts for FY
2019-2020
For Bhutan Narcotics Control Authority,
Thimphu



Royal Government of Bhutan
Ministry of Finance

March 2011

Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan
pppd@mof.gov.bt
Telephone no. 00975 2 336962, fax no. 336961

Request for Quotation for Supply of Goods

[Vehicle maintenance and spare parts for FY 2019-2020]

[Purchaser to use normal Letter Headed format]

Date:

Invitation for Quotation (IFQ)

Project title: **vehicle maintenance and spare parts for the FY 2019-2020**

Source of Funding: **RGOB**

Contract Ref: **BNCA/Pro/01(01)2018-2019/1460 dated 14/8/2018**

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;

i) vehicle maintenance and spare parts

ii) _____

iii) _____

2. The bidder(s) may quote for any or all items under this invitation¹.

The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items

3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address **[Director General, Bhutan Narcotics Control Authority, Thimphu]**.

¹ The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.

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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **31st August 2018 at 10.30AM and shall be opened on same day at 11:00 AM at BNCA conference hall, Thimphu**
 5. The bid shall be accompanied by a bid security of **Nu. 5000/-** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for one year. Any bid not accompanied by bid security shall be treated as non responsive.
 6. Quotation by fax or by electronic means (**are not**) acceptable
 7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - a) PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is Procurement Unit, BNCA.
 - b) EVALUATION OF QUOTATION: offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

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- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the **lowest evaluated** price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 60 days from the deadline for receipt of quotation(s).
8. Further information can be obtained from: *[Procurement Section, BNCA, Thimphu at 02-335371]*
 9. The *[BNCA]* has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
 10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (**15%**) of the purchase order.
 11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 12. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
 13. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (**sample form attached**).
 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 15. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
 16. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.

Price Schedule

Supply of spare parts and maintenance of pool vehicles of the Bhutan Narcotics control Authority

S/N.	Particulars	Scorpio Rate	Santafe Rate
	Vehicle parts		
1	Air Filter		
2	Acelater cable		
3	Arm bush Lower		
4	Arm bush upper		
5	Arm Steering knuckle		
6	Arm sub-assy. Pitman		
7	Axel oil seal and cone		
8	Axel Packing		
9	Back Light Bulb (Single point)		
10	Ball Joint Upper/lower		
11	Battery		
12	Bearing center support		
13	Bearing Diff. Inner		
14	Bearing Diff. Side Gear		
15	Bearing Front Wheel Inner		
16	Bearing Front Wheel Outer		
17	Bearing Rear Axle/Wheel		
18	Bearing set connecting rod		
19	Bearing Set crankshaft		
20	Bearing Tail Pinion Outer		
21	Belt 'V' for Compressor/Cooler		
22	Brake booster Assy		
23	Brake Light Bulb (Double point)		
24	Brake oil Dot'3'3(per 350 ml)		
25	Brake pad		
26	Brake Shoe front		
27	Brake shoe rear		
28	Bumper light assy		
29	Bush front suspension LWR LH		
30	Bush front suspension LWR RH		
31	Bush front suspension UPR RH/LH		
32	Bush rear Stabilizer		
33	Cam Shaft bearing		
34	Camp bearing		
35	Cap Assy. fuel filter		
36	Center Bolt.		
37	Clutch Cable		
38	Clutch plate		

39	Clutch release bearing		
40	Clutch starter		
41	Coolant per ltr		
42	Cover clutch disc		
43	Cross Bearing		
44	Cushion Stabilizer rear		
45	Cushion Stablizer,Shock Absorder		
46	CV joint boot		
47	Cylinder assy. Brake Master		
48	Cylinder assy. Clutch Master		
49	Cylinder Kit Brake Master		
50	Cylinder Kit Clutch accumulator.		
51	Cylinder Kit Clutch Master		
52	Cylinder Kit Clutch Release		
53	Cylinder kit front disc brake		
54	Cylinder Kit rear wheel		
55	Deliver valve		
56	Diesel Filter		
57	Disc Clutch		
58	Door Head Lamp LH		
59	Door Head Lamp RH		
60	Dust guard		
61			
62	Element air filter		
63	End sub assy. Tie rod LH		
64	End Sub Assy. Tie Rod RH		
65	Engine linner		
66	Engine overhauling		
67	Engine overhauling 4 cylider engine		
68	Engine overhauling 6 cylinder engine		
69	Fan Belt		
70	fan belt		
71	Fan Sub-assembly		
72	Feed pump		
73	Filter top cover		
74	Fly ring gear		
75	Fog Lamp		
76	Footstand		
77	Four wheel bearing		
78	Front wheel check nut		
79	Front Wheel Checknut lock		
80	Fuel Filter		
81	Fuel Tank		
82	Gasket Engine Overhaul		
83	Glass back light assy LH		

84	Glass back light assy RH		
85	Glass back light LH		
86	Glass back light RH		
87	Glass front indicator LH		
88	Glass front indicator RH		
89	Glow plug		
90	Grament Steering		
91	Grille radiator (black)		
92	Grille radiator (chrompated)		
93	Hand brake cable front		
94	Hand brake cable rear		
95	Head and Rotor		
96	Head Gasket		
97	Head lamp 3 pin.		
98	Head lamp assay		
99	Head lamp assembly		
100	Horn		
101	Horn High tone		
102	Horn low tone		
103	Idler timing belt No. 1		
104	Idler timing belt No. 2		
105	Indicator/side light bult		
106	Injector nozzle		
107	Kilometer cable		
108	Kin pin Bearing		
109	Kinpin Sim		
110	Lamp assy front bumper LH		
111	Lamp assy front bumper RH		
112	Lens front indicator LH		
113	Lens front indicator RH		
114	Lens RR. Combination LH		
115	Lens RR. Combination RH		
116	link rod washer		
117	Liffter valve		
118	Lock free wheel hub		
119	Main bearing oil seal		
120	Main bearing oil sealing changing		
121	Mirror LH		
122	Mirror RH		
123	Nut and bolt		
124	Oil filter		
125	Oil pump gear inner		
126	Oil pump gear outer		
127	Oil Seal Cam Shaft		
128	Oil Seal Engine Rear		

129	Oil Seal Front Axle Inner		
130	Oil Seal front hub outer		
131	Oil Seal Oil Axle Outer		
132	Oil Seal Rear Axle Inner		
133	Oil Seal Tail Pinion		
134	Oil seal valve stem		
135	Piston Ring		
136	Power Steering oil		
137	Power Steering pump		
138	Pressure Plate		
139	Pressure plate		
140	Pump service kit		
141	Radiator Assembly		
142	Radiator cap		
143	Rain Guard		
144	Rear axle cone		
145	Rear Hub		
146	Rear view mirror		
147	Relay Glow plug		
148	Relay Starter		
149	Release Bearing		
150	Seal Oil Timing Gear Case		
151	Seat Ball Stud for Strg. Drag		
152	Self starter armature		
153	shock absorber		
154	Shock absorber bush, each		
155	Shock Absorber Bush,each		
156	Shock Absorber Front, each		
157	Shock Absorber Rear, each		
158	Shock bush lower		
159	Shock bush upper		
160	Shocker washer		
161	Silencer Assy.		
162	Silencer pipe holder bush		
163	Solenoid switch fuel cut		
164	Spacer rear axle bearing		
165	Spider kit universal joint		
166	Spring ball stud for steering drag		
167	Spring Bush Front		
168	Spring Bush Rear		
169	Spring Front Leaf 2nd		
170	Spring front leaf 3rd		
171	Spring front leaf 4th		
172	Spring Front Leaf 5th		
173	Spring front leaf main		

174	Spring Mountain		
175	Spring rear leaf 2nd		
176	Spring Rear leaf 3rd		
177	Spring rear leaf 4th		
178	Spring rear leaf 5th		
179	Spring rear leaf main		
180	Stabilizer link bush		
181	Stabilizer link rod		
182	Stablizer Bush		
183	Stablizer Link rod		
184	Starter Assy.		
185	Steering damper		
186	Steering knuckle kit		
187	Steering Rack		
188	Steering Rod		
189	Steering yoke		
190	Suspension arm		
191	Switch fuel level warning		
192	Thermostat valve		
193	Thrust washer		
194	Tierod end		
195	Timing belt		
196	Timing belt no.1		
197	Timing belt no.2		
198	Top sharp oil seal		
199	Vacum blade		
200	Valve Exhaust		
201	Valve external		
202	Valve guide		
203	Valve inlet		
204	Valve inner		
205	Valve seal		
206	Valve sem		
207	Valve sheet		
208	Voltage regulator		
209	Water pump assembly		
210	Wheel bolt front		
211	Wheel Bolt Rear		
212	Wheel Drum		
213	Wheel nut		
214	Wheel nut and bolt		
215	Wind shields glass		
216	Wind shields glass		
217	Wiper Arm		
218	Wiper arm moter		

219	Wiper Blade		
220	wiper tank moter		
	Total		
II	<u>Extra Accessories</u>		
1	Air Servicing		
2	Anabond Gum		
3	Brake servicing		
4	Cloth		
5	Coolant		
6	Desk Board Polish		
7	Distilled water		
8	Engine Oil		
9	Gear Box Oil seal		
10	Gear oil		
11	Grease		
12	Power Steering Oil		
13	Rope		
14	Tarpoline		
15	water servicing		
Part(A)	<u>Labour Charges</u>		
1	Air clearer changing		
2	Air clearer servicing		
3	Air Filter Changing		
4	Cam shaft oil seal changing		
5	Crank shaft grinding		
6	Distributor condenser changing		
7	Distributor point servicing		
8	engine block boring		
9	Engine cleaning		
10	Engine head removing and refitting		
11	Engine oil & filter changing		
12	Engine Oil Changing		
13	Engine oil changing		
14	Engine Turning		
15	FIT Overhauling		
16	Fuel Filter Changing		
17	Glow Plug Changing		
18	Glow Plug Changing		
19	Head Gasket Changing		
20	Head gasket changing		
21	Heat exchanger changing		
22	Ignition timing adustment with timing		
23	Main bearing oil seal changing		
24	oil pressure switch changing		

25	Oil pump gear changing		
26	Oil Pump repairing/changing		
27	Piston ring changing		
28	Radiator servicing		
29	Replacemen of Radiator hose		
30	Replacemen of thermostat valve		
31	Replacement of fan belt		
32	Replacement of Injector nozzle		
33	Replacement of main bearing oil seal		
34	Spark plug changing each		
35	Spark pug servicing each		
36	Tappet adjustment		
37	Tappet cover gasket changing		
38	Timing belt changing		
39	Timing gear cover oil seal changing		
40	Valve facing each valve		
41	Water pump overhauling		
42	Water servicing		
	Total		
Part(B)	Electrical System		
1	Alternator removing and refitting		
2	Alternator repairing		
3	Back light changing each		
4	Back light glass changing each		
5	Battery changing		
6	Battery repairing (pole)each		
7	C.B point changing		
8	Changing of head light bulb		
9	Complete electrical wire check up		
10	complete electrical wiring		
11	cut out adjustment		
12	Dynamo Armature Rewinding		
13	Dynamo overhauling		
14	Fog light fitting		
15	Fog light new fitting		
16	Head light bulbchanging each		
17	Head light changign each		
18	Horn adjustment/fitting		
19	Ignition coil changing		
20	Incicator Assembly changing each		
21	Indicator buld changing		
22	Indicator glass changing each		
23	Replacement of electrical switches		
24	Replacement of Relays		

25	Roof lamp bulb changing		
26	Self Armature rewinding		
27	Self starter overhauling		
28	Self starter removing and refitting		
29	Self starter repairing		
30	Side light fitting		
31	Spark plug changing		
32	Wiper arm changing		
33	Wiper blade changing		
	Total		
Part-C	Steering Portion		
1	Kinpin overhauling both side		
2	Knuckle oil sealing changing		
3	Power steering overhauling		
4	Replacement of pitman arm		
5	Steering bearing lower changing		
6	Steering bearing upper changing		
7	Steering box overhauling		
8	Steering yoke changing		
9	Tid rod end changing		
10	Tube repairing/patching		
11	Tyre opening and fitting		
12	Wheel aligning		
	Total		
Part (D)	Transmission Portion		
1	Removing & fitting of spring assy		
2	Centre bearing changing		
3	Centre bearing replacement		
4	Clutch master cylinder kit changing		
5	Clutch master cylinder assembly changing		
6	Clutch plate changing		
7	Clutch release cylinder assembly changing		
8	Clutch release kit hanging		
9	Cross bearing replacement each		
10	Crown and tail fitting		
11	Differentail overhauling		
12	Fly wheel bearing changing		
13	Front axle oil sealing changing & changing each		
14	Front hub oil seal changing each wheel		
15	Front wheel bearing changing		
16	Gear box overhaul		

17	Gear oil changing		
18	Greasing		
19	Hubs greasing per wheel		
20	kinpin overhauling both side		
21	Knuckle oil changing		
22	Oil sealing changing wheel		
23	Pressure plate changing		
24	Pressure plate turning /fitting		
25	Propeller shaft bolt replacement		
26	Properller shaft cress earing changing each		
27	Rear axle oil seal changing and greasing each		
28	Rear hub oil seal changing each wheel		
29	Release bearing changing		
30	Shock absorbder changing each		
31	Spider kit changing each		
32	Spring bush changing complete		
33	Spring centre bolt replacement		
34	Spring leafs changing		
35	Tail pinion bearig changing		
36	Tail pinion oil sealing changing		
37	wheel bolt changing each wheel		
	Total		
Part(E)	Brake portion		
1	Adjustment of brake (one each)		
2	Arc welding per inch		
3	Brake booster assembly changing		
4	Brake booster kit changing		
5	Brake disc removing and refitting		
6	Brake disc turining/ facing		
7	Brake drum turning		
8	Brake lining changing		
9	Brake pad changing		
10	Brake pad changing front bolt wheel		
11	Brake pad changing front wheel		
12	Brake servicing each wheel		
13	Brake shoe changing rear wheel		
14	changing of master cylinder repair kit		
15	changing of master cylinder repair kit(1)		
16	Denting per sq. inch		
17	Front brake calpier kit changing		
18	Gas welding per inch		
19	Hoot stitching		
20	Master cylinder assembly changing		
21	Master cylinder kit changing		
22	Number plate writing		

23	Painting per sq.inch		
24	Servo repair kit changing		
25	W. C Kit changing wheel Rear		
26	W.C Kit changing each wheel front		
27	wheel bearingchanging		
	Total		
Part(F)	<u>Suspension system</u>		
1	Coil spring changing		
2	Complete spring bush changing		
3	Shacker plate/pin changing each		
4	Shackle absorber mounting chaging		
5	Shock Absorber bush changing		
6	Shock absorber changing each		
7	Spring bush changing per set of spring		
8	Spring leaf changing each spring		
9	Spring recambering per set of spring		
10	Stablizer bush changing each		
	Total		
Part(G)	<u>Exhaust system</u>		
1	Silencer brake/mounting changing		
2	Silencer box removing and refitting		

Documents required to be submitted as part of the Quotation

The original and *copy(ies)* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License²;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Any other requirements specified in this document

² The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The maintenance shall be done as and when required (At any Time)
2. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
3. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
4. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
5. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
6. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
7. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.

[Purchaser to use normal Letter Head format]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Purchase Order No:	Purchase Order Date:
From: <i>[name and address of Purchaser]</i>	<i>[Contact person, Telephone Number Fax Number e-mail address]</i>

To: <i>[name and address of the Supplier]</i>	<i>[Contact person, Telephone Number Fax Number e-mail address supplier reference]</i>
Delivery date	Order Value (Nu.):
Delivery terms	

The *[insert name of procuring agency]* has accepted your Quotation dated *[insert date]* for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser: Signature	For the Supplier: Signature
Print Name	Print name
Designation	Designation
Date	Date

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier’s Bid and original Price Schedules;
 - (f) The Purchaser’s Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) The form of Bank Guarantee for Advance Payment;
 - (i) *[insert here any other document(s) forming part of the Contract]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*
[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*
[insert identification of official witness]

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)³ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,⁴ and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

³ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

⁴ Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁵]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signature(s) of authorized representative(s) of the bank]

⁵ *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee*