

Sri Lanka State Trading (General) Corporation Limited

National Competitive Bidding

Invitation of Bid
**SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART
BOARDS FOR 1000Nos SCHOOLS ISLANDWIDE**

Contract No: STC/PRO/TR/2024/001

BIDDING DOCUMENT

**Sri Lanka State Trading (General) Corporation Ltd
No: 100, Nawam Mawatha, Colombo 02. Sri Lanka
Tel: +94112422341 / +94112440880
Email: lankagen@slt.net.lk
Web: www.stc.lk**

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INVITATION FOR BIDS
SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART
BOARDS FOR 1000Nos SCHOOLS ISLANDWIDE
BID NUMBER: STC/PRO/TR/2024/001

Sri Lanka State Trading (General) Corporation Limited, (STC) is a fully Government owned self-financed Corporation operated under the Ministry of Trade Commerce, Food Security, Corporative Development, industry and Entrepreneurship Development. STC is in process of Distributing 65” Smart Boards for 1000 Schools island wide.

STC invites bids from reputed transport agents, distributions arms of reputed firms, transport service providers and owners of vehicle fleets for transportation of Smart Boards to Schools Island wide.

1. Properly sealed Bidding documents along with required attachments in 2 covers marked “Original” & “Duplicate” may deposit to the tender box provided at Sri Lanka State Trading (General) Corporation Ltd, No 100” Mawam Mawatha, Colombo 02.
2. All envelops marked “SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART BOARDS - STC/PRO/TR/2024/001” on top left hand corner and addressed to the Chairman, , Sri Lanka State Trading (General) Corporation. No. 100, Nawam Mawatha, Colombo02.
3. Bids will be closed on 18th October 2024 3.00p.m. and opened immediately in presence of the bidders authorized representatives who attend.
4. Bid documents can be downloaded and Tender Fee of Rs. 3000 Can also be paid using the web link <https://www.stc.lk/smartboard>

Chairman
Sri Lanka State Trading (General) Corporation Ltd
100” Mawam Mawatha,
Colombo 02.

Tele – 2422341/2440880
Email – lankagen@slt.net.lk, pa@stc.lk

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General				
ITB 1.1	The Purchaser is : State Trading (General) Corporation Limited				
ITB 1.1	The name of the Contract is Selection of Transport Agent for Distribution of Smart Boards for 1000nos of schools island wide.				
	No	Description of the Item	Quantity	Delivery Starting Point	Delivery Locations
	1	Distribution of Smart boards to Schools island wide	1000 Smart Boards (1000 Schools island wide)	Paththalagedara Stores” Veyangoda.	List Provided
	Delivery starting point is “Paththalagedara Stores” Veyangoda. Bidder shall quote for all locations of delivery. If any discounts are offered, it should be indicated in Price Schedule.				
	B. Contents of Bidding Documents				
	C. Preparation of Bids				
ITB 7.1	<p>For Clarification purposes use below contact,</p> <p>Manager Procurement Sri Lanka State Trading (General) Corporation Limited No. 100, Nawam Mawatha, Colombo 02. Telephone : +94 0112422341/0112440880 Fax +94 11 2447970 E-mail: dhanushka@stc.lk with a copy to sandaruwan@stc.lk</p>				
ITB 11.1 (e)	<p>a. The Bidder shall submit documentary evidence to confirm criteria indicated in Section III (Evaluation and Qualification Criteria) and</p> <ol style="list-style-type: none"> 1. Bidder is a registered transport provider (Copy of Business registration) 2. Bidder should have transport facility of minimum 20Fleet of Lorries. 3. Bidder should have full insurance coverage for the goods delivered by the vehicle fleet 4. Bidders shall have done similar contracts during the past 3 years. 5. Should have sufficient financial capacity to complete the contract without limitations (Required Copies of Certified and audited financial statements for a period of last 03 years) 				

ITB 14.3	Bidders shall quote for 100% quantity of delivery items. If any discounts are offered, it should be indicated in Section iv, Price Schedule separately for each item.
ITB 15.1	The bidder shall quote in Sri Lankan Rupees and payment shall be made same
ITB 19.1	The bid shall be valid for 30Days
ITB 20.1	Bid shall include “Bid Securing Declaration” using the form included in Section IV Bidding Forms.
ITB 22.2	<p>1. Properly sealed Bidding documents along with required attachments in 2 covers marked “Original” & “Duplicate” may deposit to the tender box provided at Sri Lanka State Trading (General) Corporation Ltd, No 100” Mawam Mawatha, Colombo 02.</p> <p>2. All envelops marked “SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART BOARDS - STC/PRO/TR/2024/001” on top left hand corner and addressed to the Chairman, , Sri Lanka State Trading (General) Corporation. No. 100, Nawam Mawatha, Colombo02. Online payment Receipt of Tender Fee Rs. 3000 has to attach to the tender document</p> <p>3. Bids will be closed on 18th October 2024 3.00p.m. and opened immediately in presence of the bidders authorized representatives who attend.</p>
D. Submission and Opening of Bids	
ITB 23.1	<p>Properly sealed Bidding documents along with required attachments in 2 covers marked “Original” & “Duplicate” may deposit to the tender box provided at Sri Lanka State Trading (General) Corporation Ltd, No 100” Mawam Mawatha, Colombo 02.</p> <p>All envelops marked “SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART BOARDS - STC/PRO/TR/2024/001” on top left hand corner and addressed to the Chairman, , Sri Lanka State Trading (General) Corporation. No. 100, Nawam Mawatha, Colombo02.</p> <p>Bids will be closed on 18th October 2024 3.00p.m. and opened immediately in presence of the bidders authorized representatives who attend.</p>
	<p>The deadline for the submission of bid is</p> <p>Date: 18th October 2024 Time: 3.00 p.m.</p>
ITB 26.1	<p>The bid opening shall take place at:</p> <p>Address: (Head Office, Board Room) State Trading (General)Corporation Limited No. 100, Nawam Mawatha, Colombo 02.</p> <p>Date: 18th October 2024 Time: 3.00 p.m.</p>

Section III. Evaluation and Qualification Criteria

Bidder is a registered transport provider (Copy of Business registration)

Bidder should have transport facility of minimum 20Fleet of Lorries.

Bidder should have full insurance coverage for the goods delivered by the vehicle fleet

Bidders shall have done similar contracts during the past 3 years.

Should have sufficient financial capacity to complete the contract without limitations

(Required Copies of Certified and audited financial statements for a period of last 03 years)

Align to the “Terms of Contract”

“Proposed Vehicle Fleet” details and attachments will also be evaluated

Online payment Receipt of Tender Fee Rs. 3000 has to attach to the tender document

Contents

1. Evaluation Criteria (ITB 35.3 {d})	-	Applicable
2. Evaluation Criteria (ITB 35.4)	-	Applicable
3. Post qualification Requirements (ITB 37.2)	-	Applicable

1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid may take into account in addition to the Bid Price quoted in accordance with ITB Clause 14

2. Evaluation Criteria (ITB 35.4)

Total price of all items will be considered for evaluation. (Excluding vat).

Bidder is a registered transport provider (Copy of Business registration)

Bidder should have transport facility of minimum 20Fleet of Lorries.

Bidder should have full insurance coverage for the vehicle fleet and goods delivered

Bidders shall have done similar contracts during the past 3 years.

Should have sufficient financial capacity to complete the contract without limitations

(Required Copies of Certified and audited financial statements for a period of last 02 years and management accounts for the current year)

Align to the "Terms of Contract"

"Proposed Vehicle Fleet" details and attachments will also be evaluated

Online payment Receipt of Tender Fee Rs. 3000 has to attach to the tender document

3. Post qualification Requirements (ITB 37.2)

Bidder is a registered transport provider (Copy of Business registration)

Bidder should have transport facility of minimum 20Fleet of Lorries.

Bidder should have full insurance coverage for the vehicle fleet including goods delivered.

Bidders shall have done similar contracts during the past 3 years.

Should have sufficient financial capacity to complete the contract without limitations

(Required Copies of Certified and audited financial statements for a period of last 02 years and management accounts for the current year)

Align to the "Terms of Contract"

"Proposed Vehicle Fleet" details and attachments will also be evaluated

Online payment Receipt of Tender Fee Rs. 3000 has to attach to the tender document

Non submission of documentary evidence of above may result in the bid being considered non-responsive.

Section IV, Bidding Forms

Table of Forms

General Details of Bidder
Bid Submission Form.....
Price Schedule.....
Bid Securing Declaration.....

Section IV, General Details of Bidder

Tender Number : STC/PRO/TR/2024/001

2.1 Bidder Details	Response
Company Registered Name	
Registered Business Address & Contact Details	
Business Registration Number	(Attach copy of Business Registration)
Type of Business Registration (Proprietor /Pvt Ltd /Public Limited)	

2.2 Contact Person

Contact	Response
Contact Person Name	
Designation	
Address	
Telephone	
Fax	
E – mail	
Web Site	

2.3 Financial Standing (Audited) – Required Balance Sheets for Years

Financial Data	2022	2023	2024 management Accounts	Average
Annual Revenue				

Note: Please attach the copies of Audited Financial Statements for last 2 years including management accounts for the current year

2.4 Staff Availability in the Company

Staff Category	Currently Available
Drivers	
Supervisors	
Labors	

Section V, Bidding Forms

Bid Submission Form

Date

Tender No.: STC/PRO/TR/2024/001

To: Chairman, State Trading (General) Corporation Limited

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents.
- (b) We offer to supply in conformity with the Bidding Documents and in accordance With the Section VII- Schedule of Requirements, Related to: **SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF 1000 Nos SMART BOARDS** Contract No: STC/PRO/TR/2024/001

(c) The price (Per Km) of our Bid before VAT, including any discounts offered is:

For 14-14.5 Feet Lorry Rs..... Per kilometer.(in figures)

Price in words:

For 16 Feet Lorry Rs..... Per kilometer.(in figures)

Price in words:

For 20Feet Lorry Rs..... Per kilometer.(in figures)

Price in words:

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: [Insert signature of person whose name and capacity are shown]

In the capacity of..... [Insert legal capacity of person signing the Bid Submission Form]

Name: [Insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:

[Insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Section VI, Price Schedule

Tender Number : STC/PRO/TR/2024/001

All process quoted here based on Section VII – Schedule of requirements

Sri Lanka State Trading General Corporation Ltd is not liable to pay any cost other than per km cost proposed here.

Se.No	Lorry Type	Loading Capacity (Tons)	Space of Delivery Cabin (Cubic Feet)	Price Per kilometer (Rs./Km)	VAT 18% (Only if applicable)
01	20 Feet Full body Lorry including 2 Labors				
02	16 Feet Full body Lorry including 2 Labors				
03	14 or 14.5 Feet Full body Lorry including 2 Labors				

VAT Registration Number :

VAT will be paid only if the services provider submitted updated copy of valid vat certificate

Agreed to deliver goods according to Section VII – Schedule of requirements including Section Vii-(1) Delivery Schedule, Section Vii-(2) Scope of Work, Section Vii-(3) Terms of Contract , of this tender

Payment Terms : Payments will be done within 14 days after receipt of original Delivery note at the head office of Sri Lanka State Trading General Corporation Ltd and after verification by the Authority and through reputed GPS Tracing system that needs to be provided for all transport lorries with history details for verification of transported kilometers.

Signature of Authorized officer

Name :

Date :

<Company Stamp>

Section VII, Proposed Vehicle Fleet

Tender Number : STC/PRO/TR/2024/001

Proof of Ownership and Insurance certificate required to be submitted for all vehicles Proposed.
Minimum 20 Vehicles needs to be proposed. (Copy of Vehicle Registration & Insurance required to Attach)

Se.No	Vehicle Registration Number	Brand Name	Year of Manufacture	Delivery Capacity (Cubic Feet)	Length of the Lorry (Feet)	Insurance sum of Goods under Delivery
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

All details provided above is true to the best of my knowledge

Signature of Authorized officer

Name : Date :

<Company Stamp>

Section IV, Bid -Securing Declaration

Date: -----[insert date by bidder]

Name of contract — *SELECTION OF TRANSPORT AGENT FOR DISTRIBUTION OF SMART BOARDS Contract Identification No: STC/PRO/TR/2024/001*

To: Chairman, Sri Lanka State Trading (General) Corporation Limited

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter "the ITB"), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]* Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]* Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Section VII. Schedule of Requirements

Tender Number : STC/PRO/TR/2024/001

Contents

1. Delivery Schedule.....
2. Scope of Work
3. Terms of Contract

Section VII, (1) Delivery Schedule

Delivery Schedule

Deliveries to Schools to be Completed under this contract

A	B	C	D	E	F	G
Delivery From Weyangoda / Paththalagedara Warehouse to below Group of Locations	65Inch Panels + Accessory Packs Quantity	Average kilometer per trip	Trip / Lorries Count	Total Km	Lorry Size	Labour Requirement
1. Western - A (Colombo)	65	180	3	585	16.5Feet	2
2. Western - B (Gampaha)	72	106	4	382	16.5Feet	2
3. Western - C (Kaluthara)	54	236	3	637	16.5Feet	2
Colombo Area Total	191			1604		
4. Central - A (Kandy)	57	240	3	684	16.5Feet	2
5. Central - B (Matale)	28	294	1	412	16.5Feet	2
6. Central - C (Nuwaræliya)	39	338	2	659	16.5Feet	2
Central Province Area Total	124			1755		
7. Sabaragamuwa A (Kegalle)	41	164	2	336	16.5Feet	2
8. Sabaragamuwa B (Rathnapura)	58	236	3	684	16.5Feet	2
9. North Western A (Kurunegala)	79	200	4	790	16.5Feet	2
10. North Western B (Puththlam)	47	336	2	790	16.5Feet	2
11. North Central (Anuradhapura)	67	400	3	1340	16.5Feet	2
Sabaragamuwa & NWP Total	292			3940		
12. Uva A (Badulla)	51	502	3	1280	16.5Feet	2
13. Uva B (Monaragala)	30	560	2	840	16.5Feet	2
14. Southern A (Galle)	55	380	3	1045	16.5Feet	2
15. Southern B (Matara)	35	440	2	770	16.5Feet	2
16. Southern C (hambanthota)	39	480	2	936	16.5Feet	2
Uva & Southermn Total	210			4871		
17. Nothern A - (Jaffna)	58	800	3	2320	16.5Feet	2
18. Nothern B (Vaunia)	31	534	2	828	16.5Feet	2
19. Eastern A (Batticoloa)	30	652	2	978	16.5Feet	2
20. Eastern B (Ampara)	42	712	2	1495	16.5Feet	2
21. Eastern C (Trinco)	22	540	1	594	16.5Feet	2
Nothern & Estern Total	183			6215		
		Trips	50			
		Total km	18385			
		Avg. km	368			
		Labour Days	245			
		Vehicles	20			

* Trip distance calculated based on assumptions and may vary according to actuals.

Section VII (2) , Scope of Works and Requirements

Tender Number : STC/PRO/TR/2024/001

Scope

1. There are 1000 smart boards needs to be given to the students in schools for the year 2024.

These boards have been packed in one size pieces per box. The total quantity of smart boards received in the said manner should be distributed within the given timeframe to the schools according to the list provided by the Ministry of Education.

The said smart boards should be properly unloaded and safely delivered as well as handed over to the schools. Also, the proof document required to certify and should be handed over to the STC.

2. Site Inspection by Client

Warehouses and the Schools to which the smart boards were delivered are to be inspected during the period of service delivery, through GPS tracking system and also physically and the payments will be made according to the recommendations given thereafter.

3. Experience in similar assignments (Last 3 Years)

The bidder shall also provide a list of distributions completed during the last 03 years together with the relevant supporting documents to evaluate.

4. Financial Capability

The Bidder shall submit a plan of delivery with details on how the storage, unloading and loading will be carried out. Further, the bio data sheets of the warehouse keepers and the number of employees expected to be employed and the time taken for the delivery shall also be presented.

5. Financial Standing

I. Certified and audited financial statements for a period of last 03 years.

II. Amount of loan expected to be given by banks and bank records.

6. Condition of Staff

I. A List of labors shall be provided before the commencement of the work.

II. Drivers who are deployed must be driving license holders.

7. Safety of Good Transport

I. All vehicles used for transportation of goods shall be fully covered (Full metal Body) vehicles.

II. Transport Provider shall provide Insurance coverage for vehicles including goods delivered.

III. The goods shall be transported to the list of schools given and unloaded safely.

8. Legal Matters

The agreement between the State Trading (General) Corporation Limited and the Service Provider shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka. (If any service is obtained from a third party, its full responsibility shall be borne by the service provider including damages to goods and lost in transit)

9. Daily reports

A daily report of distribution should be provided

10. Vehicle GPS Tracking Facility

Access to Vehicle GPS tracking needs to be given to the specific officer at STC for monitoring with history details up to 30 days.

11. Performance Security

If required as specified in the Contract Data, the Supplier shall, within ten (10) days of the notification of contract award, provide a performance security of Rs.1.9 Million for the performance of the Contract valid for 60 days.

Section VII(3), Terms of Contract

Tender Number : STC/PRO/TR/2024/001

1. Service Provider Shall submit proof of Insurance Coverage including delivering goods.
2. Service provider shall include all costs including labor, overnight stay charges, overtime charges, diver charges included in per km cost.
3. All Vehicles shall accommodate with a Driver and 2 Labors and capable of loading & unloading products delivered
4. All Vehicles shall have centrally monitored GPS Tracking System for STC to Monitor
5. Service provider shall accommodate one STC staff with the lorry for verification purpose as when required
6. All Product Deliveries needs confirmation from the school Principal Signed with Product Serial Number/Delivery time & date/ Vehicle Number/Driver Name (Delivery notes will be provided by STC)
7. Vehicle operating time schedule starts at 7.00AM Each Day and may differ according to customers' requirements.
8. Proof of ownership of vehicles required to be attached.
9. All Lorries should have water Proof Hard Metal Bodies with lockable Doors with padlocks
10. All Labors shall wear T- Shirt/Shirt and Full height Trouser/Denim Full height during their visit to schools.
11. Service Provider shall have Minimum of 20Fleet of Vehicles including 16.5Feet Lorries that shall accommodate minimum of 20nos of 65inch smart Board boxes with Stand
12. Single bundle of product has below items in detail and required to load minimum 20bundles per Lorry.
 - Smart Board Box Size - 1690mm x 450mm x 1180 mm (Handle with care)
 - Rolling Stand Size - 1390mm x 845mm x 180mm
 - OPS - 375mm x 365mm x 175mm
 - Access Point - 375mm x 225mmx 95mm
13. Payments will be done only after receiving original Delivery notes at STC Head office and after verification from the Authority and through GPS Tracking.
14. Service Provider required to furnish un-conditional performance security of Rs.1.9 Million for the performance of the Contract valid for 60 days. (After awarding the contract)
15. All products needs to be handled and delivered with care and unload carefully to avoid any damage to the products.

Agreed to above Terms of Contract.

Signature of Authorized officer

Name :

Date :

<Company Stamp>

Contract Agreement (Document Format)

THIS CONTRACT AGREEMENT is 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 or corporation 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:
 - a. This Contract Agreement
 - b. Contract Data
 - c. Conditions of Contract
 - d. Technical Requirements (including vii-1 Delivery Schedule vii-2 Scope of Work , vii-3 Terms of Contract)
 - e. The Supplier’s Bid and original Price Schedules
 - f. The Purchaser’s Notification of Award
 - g. Add have any other documents
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 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 Democratic Socialist Republic of Sri Lanka 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 identification of official witness)

For and on behalf of the Supplier

Signed: (insert signature of authorized representative (5) of the supplier)

in the capacity of (insert title or other appropriate designation)

in the presence of (insert identification of official witness)

Performance Security (Document Format)

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

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

-----[Issuing Agency's Name, and Address of Issuing Branch or Office] -----

* **Beneficiary:** -----[Name and Address of Employer] -----

Date: _____

PERFORMANCE GUARANTEE No.: _____

We have been informed that -----[name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- supply of [name of contract and brief description] (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 ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20..... [Insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[Signature(s)]