

**WP – PRDA – SBD – 03**  
**( For Works Contracts up to Rs.10 Million )**

Issued to

.....

.....

.....

.....

.....

Receipt ( No .....)

For Rs. ....../=

( non – refundable Tender Fee )

seen

.....

Signature of the Officer

Date .....

**BIDDING DOCUMENT**

**For**

( Project Name & Location ) .....

.....

(Project No ) .....

( Tender No : ) : PE / 2017/ /

(Page No :) : 01 -

**IMPORTANT**

**Bid Security**

The duly perfected Bidding Document should be submitted along with

**Either**

A Receipt ( Photocopy for Rs. ....../= as a refundable Tender Deposit for this particular “ work” in the name of the “ Chairman”

**Or**

A Bid Security for the value Rs. ....../=, which should be valid for a period of 119 Days form the date of close of bids. **(Bid Security issued by the Co-operative Insurance Company will not be accepted to this Tender).**

( The Bid Security should be “ On – demand & “ Un – conditional” and the format “given in Section – 9 – Standard Forms” in this document – annexed

**Provincial Road Development Authority**  
**Western Province**

## **CONTENTS**

|                         |  |  |
|-------------------------|--|--|
| <b>Page 3 &amp; 4</b>   | <b>Section – 1<br/>Section – 2<br/>Section – 3</b> | <b>Instructions to Bidders<br/>Standard Forms<br/>Condition of Contract</b>      |
| <b>Page 5</b>           | <b>Section – 4</b>                                 | <b>Form of Bid</b>   |
| <b>Page 6 to 8</b>      | <b>Section – 4</b>                                 | <b>Qualification Information</b>   |
| <b>Page 9 &amp; 12</b>  | <b>Section – 5</b>                                 | <b>Schedule</b>  |
| <b>Page 13 on words</b> | <b>Section – 6<br/>Section – 8<br/>Section – 9</b> | <b>Specifications<br/>Drawings<br/>Standard Forms<br/>(Form of Bid Security)</b> |
|                         | <b>Section - 7</b>                                 | <b>Bill(s) of Quantities (Annexed)</b>   |

### **General Instructions to**

#### **Issuing Officer**

- ❖ All blank spaces **Cover page** & in the “Section – 5 Schedule” to be filled by the issuing officer before issuing to the bidder
- ❖ Strike off what is not applicable to this work in “ **Section – 5 Schedule**”,
- ❖ List of Appropriate Drawings to be given in “ **Section – 8 – Drawings**”

#### **Bidder**

- ❖ Nothing to be filled, altered or added to the content of pages 1 to 4 of this bidding Documents by the Bidder
- ❖ All the information request in pages 5 to 14 on words with. Bill(s) of quantities and relevant annexes to be filled by the bidder
- ❖ Do not use any correction fluid ( such as Typex, pentel ect.) for any correction in Section – 4 (Form of Bid) and Section -7 (Bills of Quantities)
- ❖ To correct any mistake, please cut clearly, re – write and initial it.

#### **Notes**

The ICTAD publication referred to in this documents could be purchased from the Institute for Contraction, Training and Development, “ Sausiripaya”, No. 123, Wejerama road, Colombo

## **Section – 1 – INSTRUCTIONS TO BIDDER – ( ITB )**

**All Conditions and the content of ICTAD publication No' ICTAD / SBD/ 03**

( Second Edition – January, 2007 & amendments thereto ) **is valid for this bid.**

( Refer ICTAD publication No. ICTAD / SBD/ 03 - January 2007 pages 5 to 17)

### **Notes**

Instruction to bidders shall be read in conjunction with the Section 5 – Schedule of this document.

Instruction to bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

## **Section – 2 – STANDARD FORMS**

**The Standard formats given for following in ICTAD publication No. ICTAD / SBD/ 03 – ( Second Edition – January 2007 & amendments thereto )**

**Are valid for this bid and / of contract.**

- ❖ Letter of Acceptance
- ❖ Agreement
- ❖ Performance Security
- ❖ Advance payment security
- ❖ Retention Money Guarantee.

( Refer ICTAD Publication No. ICTAD / SBD/ 03 – Second Edition – January 2007 pages 19 to 27 (Performance Security)

## **Section – 3 – CONDITIONS OF CONTRACT – ( CoC)**

**All conditions and the content of ICTAD Publication No. ICTAD / SBD/ 03**

( Second Edition – January, 2007 & amendments thereto ) is valid for this Bid and/ or Contract.

( Refer ICTAD publication No. ICTAD/ SBD / 03 – Second Edition – January 2007 pages from 29 to 49 )

**Conditions of Contract** be read conjunction with the **Section – 5 – Schedule in this Document.**

**FORM OF PERFORMANCE SECURITY**

**(Unconditional)**

.....  
..... *[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 Contractor] (hereinafter called "the Contractor")* has entered into Contract No.  
..... *[reference number of the contractor]* dated .....  
with you, for the ..... *[insert*  
*"construction"]* of..... *[name of*  
*contract and brief description of works]* (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 Contractor, 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]*, 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 intended Completion Date]* and any demand for payment under it must be received by us at this office on or before that date.

-----  
*[signature(s)]*

**Section – 4 – FORM OF BID AND QUALIFICATION INFORMATION**  
**Form of Bid**

To. The Chairmen,  
Procurement Committee

Gentleman,

**Bid for the “ Work” as described in the cover page of this document.**

1. Having examined the Conditions of Contract given in the Standard Bidding Document Procurement of Works for Minor Contract (ICTAD/ SBD/ 03 – 2<sup>nd</sup> edition, January 2007 & amendments there to ) and all condition & the content of this Bidding Document including Schedule, Specification, Drawing and Bills of Quantities and Addenda for the execution of the above-named works, We/I the Undersigned, offer to execute and complete such Work and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specification, Drawings, Bills of Quantities and Addenda for the sum of Sri Lanka Rupees (LKR) (Excluding VAT )( in words )  
.....  
.....  
..... and Cents.....  
( LKR .....)  
or such other sum as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I Undertake, if our Bid is accepted, to commence the works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this Bid for the period of 91 Days form the date fixed for receiving or any extended period and it shall remain binding contract between as / me. and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed this bid, together with your written acceptance there of, shall constitute a binding contract between us/me
6. We/I accept the adjudicator proposed by you.
7. We/I understand that you not bound to accept the lowest or any bid you may receive Dated this.....day (month) ..... 20..... in the capacity of (designation) ..... duly authorized to sign tenders for and on behalf o(name of company )  
.....  
.....

Signature : ..... Name : .....

Address : .....

## QUALIFICATION INFORMATION

*(To be filled and submitted by the bidder, with the Bid)*

To establish its qualifications to perform the contract, the bidder shall provide the information requested in the corresponding information sheets included hereunder.

*Note: use additional sheets if required\**

### 1. Form ELI - 1: Bidder's Information

|  |   |    |
|--|---|----|
| <b>1.</b>  | <b>Name of the Company/ Firm/<br/>Manufacturing Organization*</b><br><i>(Bidder's legal name)</i> |    |
| <b>2</b>   | <b>Address</b><br><i>(Bidder's legal address)</i>   |    |
| <b>3</b>   | <b>Legal Status (Sole proprietor,<br/>Partnership, Company etc.)</b>                              |    |
| <b>4.1</b>   | <b>Bidder's authorized<br/>representative</b><br>Name<br>ID No.<br>Designation<br>Signature       |    |
| <b>4.2</b>   | Address   |    |
| <b>4.3</b>   | Telephone numbers<br>Office / mobile  |    |
| <b>4.4</b>   | Fax numbers   |    |
| <b>4.5</b>   | E-mail address  |    |
| <b>5</b>   | Power of Attorney<br>(in case of partnership or JV) *   |    |
| <b>6</b>   | <b>Business Registration No.</b><br><b>Date of Registration.</b>                                  |    |
| <b>8</b>   | <b>Name of Proprietor/Partners</b>  | 1. |
|  |   | 2. |
|  |   | 3. |
| Attach copies of the following original documents <ul style="list-style-type: none"> <li>➤ In case of single entity, articles of incorporation or constitution of the legal entity named above in accordance with ITB cl. 4</li> <li>➤ Authorization to represent the firm or Joint Venture named in above</li> <li>➤ In case of Joint Venture, letter of intent to form JV or JV agreement</li> </ul> |   |    |

|   | <b>Eligibility Requirement</b>                               | <b>Bidder's Qualification</b> |
|---|--|-------------------------------|
| <b>ICTAD Registration</b>   | (attach copies of relevant pages from the registration book) |                               |
| Registration number   |  |                               |
| Grade   |  |                               |
| Specialty   |  |                               |
| Expiry Date   |  |                               |
| <b>Blacklisted Contractors</b>  |  |                               |
| <b>Have you been declared as a defaulted contractor by NPA or any other Agency?</b> |  | <b>Yes/No</b>                 |
| <b>IF yes provide details</b>   |  |                               |
| <b>VAT Registration Number</b>  |  | <b>Date of Registration</b>   |
| <b>Construction Program</b>   | (attach as annex)  |                               |

| <b>Value of Similar works Completed in last 5 years (indicate only the three largest Projects)</b><br>(Attach completion certificates and letters of award issued by clients) |                            |                          |  |   |                          |
|---|----------------------------|--------------------------|--|---|--------------------------|
| <b>Eligibility Requirement</b>  |                            |                          | <b>Note :</b><br><b>Tenderable Amount up to 3 Million past experience not required.</b><br><b>3 Million to 5 Million Past experience should be &gt; 25% Tenderable amount</b><br><b>5 Million to 10 Million Past experience should be &gt; 50% Tenderable amount</b> |   |                          |
| <b>No</b>   | <b>Starting Month Year</b> | <b>Ending Month Year</b> | <b>Period - Years</b>  | <b>Contract No. and Name/<br/>Name and Address of Employer/ Brief Description of the Works Executed by the Bidder</b> | <b>Value of Work Rs.</b> |
| 1   |                            |                          |  |   |                          |
| 2   |                            |                          |  |   |                          |
| 3   |                            |                          |  |   |                          |
| 4   |                            |                          |  |   |                          |
| 5   |                            |                          |  |   |                          |
| <b>Equipment</b>  |                            |                          |  |   |                          |

| <b>Major Items of Construction equipment proposed to carry out the work</b> (attach copies of documentations to show the ownership of machinery and equipment proposed) |                 |  |   |                           |              |              |
|---|-----------------|--|---|---------------------------|--------------|--------------|
| <b>Type Capacity</b>  | <b>Required</b> |  |   | <b>Proposed by Bidder</b> |              |              |
|   | <b>Nos</b>      | <b>Hired</b>                                 | <b>Owned</b>  | <b>Nos</b>                | <b>Hired</b> | <b>Owned</b> |
| Asphalt Paver Fleet   |                 |  |   |                           |              |              |
| Motor Grader  |                 |  |   |                           |              |              |
| Water Bawser  |                 |  |   |                           |              |              |
| Road Roller V/SM  |                 |  |   |                           |              |              |
| Emulsion Sprayer  |                 |  |   |                           |              |              |
| If owned Provide proof for ownership (Attach)   |                 |  |   |                           |              |              |
| <b>Qualification an Experience of key Staff</b>   |                 |  |   |                           |              |              |
| <b>Category, Experience and Qualifications</b>  |                 | <b>Required Nos</b>                          | <b>Proposed By Bidder (Name, Experience and Qualifications)</b> |                           |              |              |
| <b>Technical Officer</b><br>(NDT /NDES/HNDE/NCT with 3 years Experience )   |                 |  |   |                           |              |              |
| <b>Work Supervisor (NVQ IV)</b>   |                 |  |   |                           |              |              |
| <b>Financial Capability</b>   |                 |  |   |                           |              |              |
| Liquid Assets > 10% of Tenderable Amount  |                 | Fixed Deposit                                |   |                           |              |              |
|   |                 | Credit Facility                              |   |                           |              |              |
|   |                 | Bank Account                                 |   |                           |              |              |
|   |                 | <b>* Please attached Documents for Proof</b> |   |                           |              |              |



**Section – 5 – SCHEDULE****Notes**

This section shall be read in conjunction with ‘ Section - 1 –Instruction to Bidders’ and Section – 3 – Conditions of Contract’, and is intended to provide specific information in relation to corresponding clauses in section 1& 3 Whenever there is an ambiguity, the provisions in Section – 05 – Schedule’ shall supersede these provided in the ‘ **Section 1 – instructions to bidders’ and section – 3 – Conditions of Contract.**

**BIDDING DATA**

| <b>ITB Clause No.</b> |   |  |
|-----------------------|---|--|
| 1.                    | The Employer’s Name   | Provincial Road Development Authority (W.P.)   |
|                       | Address   | No. 59, St. Sebastian Hill, Colombo 12   |
| 1&13                  | <b>Scope of Work</b>  | .....<br>.....   |
| 1.                    | <b>Construction Period</b>  | ..... <b>days</b>  |
|                       | Office for collection of bid forms  | (Procurement Unit),<br>Provincial Road Development Authority (W.P.),<br>No. 59, St. Sebastian Hill, Colombo 12                       |
|                       | Non-refundable fee  | Rs. ....../= + Vat ..... %   |
|                       | <b>Bid forms will be issued until</b>   | .....  |
| 2.                    | <b>Source of Funds</b>  | .....  |
|                       | The registration required   | ICTAD Registration/PRDA Registration   |
| 4.                    | <b>Field of Specialty</b>   | .....  |
|                       | <b>Grade</b>  | .....  |
| 4.                    | <b>The following information shall be provided in Section 4 under Qualification Information</b> |  |
|                       | <b>ICTAD Registration</b>   | <ul style="list-style-type: none"> <li>● Registration Number</li> <li>● Grade</li> <li>● Specialty</li> <li>● Expiry Date</li> </ul> |

|                       |  |
|-----------------------|--|
|                       | <ul style="list-style-type: none"> <li>• VAT Registration Number</li> <li>• Construction Programme</li> <li>• Legal Status (Sole proprietor, Partnership, Company etc.)</li> <li>• Authentication of signatory</li> <li>• Total monetary value of construction work performed for each of the last <b>Five</b> years</li> <li>• Experience in works of similar nature and size for each of the last <b>Five</b> years</li> <li>• Major items of construction equipment proposed to carry out the Contract</li> <li>• Qualification and experience of key site management and technical personnel Proposed for the Contract</li> </ul>                            |
| <b>ITB Clause No.</b> |  |
| 9.                    | <p>Employers address for the purpose of clarification is :</p> <p>Name : Head Quarter Engineer</p> <p>Address : Provincial Road Development Authority (WP)<br/>No 59, St Sebesthian Hill, Colombo 12</p> <p>Tele : 011 5 624560</p> <p>Fax : 011 2 321 988</p> <p>E-mail : procurementprda@gmail.com</p>   |
| 11.                   | The language of the bidding document shall be English.   |
| 12.                   | Any Other <input type="checkbox"/> None  |
| 13.                   | VAT component shall not be included in the rates or prices but shall be shown separately at the space provided in the BOQ. The amount written in the form of Bid shall be without VAT.   |
| 13.                   | The Contract price is not subjected to adjustment during the performance of the Contract in accordance with Clause 10.10 of the Conditions of Contract.  |
| 15.                   | The Bid shall be valid up to 91 days from the date of opening of bid   |
| 16.                   | <p><b>Bid Security shall be;</b></p> <ul style="list-style-type: none"> <li>• <b>Cash for an amount Rs:</b> ..... (Please attach the copy of the Receipt)</li> <li>• <b>for an amount* Rs.....(Insert amount, should be the same as provided in the Invitation to Bid)</b></li> <li>• Valid until 119 days from the closing date of the bid</li> </ul> <p>*Issued by a commercial Bank, Insurance company in Sri Lanka acceptable to the Employer using the form for bid security (unconditional guarantee) included in Section 9 - Standard Forms. <b>(Bid security issued by the Co-operative Insurance Company will not be accepted for this Tender).</b></p> |
|                       | <p>The Employer's address for the purpose of Bid submission:</p> <p>Chairman,<br/>Procurement Committee,<br/>Provincial Road Development Authority (WP)<br/>No 59, St Sebesthian Hill, Colombo 12</p>  |
| 1&13                  | <p><b>Name of Contract</b> : .....</p> <p><b>Identification Number</b> : .....</p>   |
| 1.                    | The <b>deadline for submission of Bids</b> shall be <b>10.30 am on .....</b><br><b>Bid opening soon after closing of bids at the Auditorium of PRDA – WP Head Office</b>   |
| 31.                   | The amount of performance Security is 5% of the Initial Contract price   |
| 33.                   | The Adjudicator proposed by the Employer is ICTAD / the Secretary to the Provincial Road Ministry<br>_Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.   |

## CONTRACT DATA

*(Please note that the Clause numbers given hereunder are that of Conditions of Contract)*

| CC<br>Clause<br>No. |  |
|---------------------|--|
| 1.1.8               | <p><b>Employer is: Chairman,</b><br/>Provincial Road Development Authority (WP)</p> <p><b>Address:</b> Provincial Road Development Authority (WP)<br/>No 59, St Sebesthian Hill, Colombo 12</p> <p><b>Name of authorized representative:</b> General Manager</p>   |
| 1.1.10              | <p><b>Engineer is: Executive Engineer</b> - .....</p> <p><b>Tele :</b> .....</p>   |
| 1.1.21              | <b>The site</b> is located in ..... <b>District</b>  |
| 1.1.14              | <b>The start date</b> shall be 7 days from the letter of acceptance  |
|                     | The following documents also form part of the Contract:  |
|                     | Schedule of other contractors:                      None   |
|                     | Schedule of Key personnel :<br>Minimum persons with qualifications and experience to satisfy the qualification criteria requirement.   |
| 13.19(c)            | <p>The minimum insurance covers shall be :</p> <p>(a) • The minimum cover for insurance of the Works and of Plant and Materials is 110% of the Initial Contract Price.</p> <p style="padding-left: 40px;">• The maximum deductible for insurance of the Works and of Plant and Materials is 5% of the Initial Contract Price.</p> <p>(b) • The minimum cover for loss or damage to Equipment is <u>The replacement Cost</u></p> <p style="padding-left: 40px;">• The maximum deductible for insurance of Equipment is 5% of the minimum cover for equipment.</p> <p>(c) • The minimum cover for insurance of other property (other than the Site) is Rs. 1,000,000.00</p> <p>(d) • The minimum cover for personal injury or death for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. 25,000.00 per event.</p> |
| 13.1                | <p>(a) The minimum cover for personal injury or death,</p> <p style="padding-left: 40px;">*           for the Contractor's workmen is Rs. 25,000.00 per event</p> <p style="padding-left: 40px;">*           for the Contractor's employees other than workmen is Rs. 25,000.00 per event</p>  |
|                     | The intended Completion date for the whole of works shall be ..... from the start date   |
|                     | The Site Possession date shall be within <u>07 days</u> from the date of Letter of Acceptance  |
|                     | The Contractor shall submit a Programme for the Works <u>within 07 days</u> of delivery of the Letter of Acceptance.   |
|                     | The period between Programme update is one Month   |
|                     | The amount to be withheld for late submission of a Programme is Rs. 2% of the Initial Contract Price.  |

|       |   |
|-------|---|
|       |   |
| 8.1   | The Defects Liability Period is 365 days from the completion date.  |
|       | All variations shall approved by the employer.  |
|       | Minimum amount of interim payment certificates shall not be the les than 50% initial Contract price divided by Contract duration in months.   |
| 10.10 | The Contract price is not subject to price adjustment   |
| 10.3  | The retention from each payment shall be 10% percent of the certified work done.  |
| 6.4   | The Liquidated damages for the whole of the work shall be 0.06% of the initial contract price per day.  |
| 6.4   | The maximum amount of liquidated damages for the whole of the works shall be 10% percent of the Final Contract price.   |
| 10.12 | The advance payment guarantee shall be an unconditional on demand bank guarantee from a commercial Bank acceptable to the employer  |
| 4.4   | The performance security shall be 05% of the Contract price.  |
|       | Three sets of as built drawings, warranties, operating and maintenance manual for Electrical, Plumbing and all other services shall be supplied by the contractor                     |
|       | The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is 25% of the Initial cost of the balance work. |

**Section – 6 – SPECIFICATIONS**

**Standard Specifications for Construction and Maintenance of Roads and Bridges.**

Bidders are hereby requested to refer and peruse the SPECIFICATIONS published by the Institute for Construction Training and Development (ICTAD) listed hereinafter.

- 01 Specification for BUILDING WORKS – Volume 1 – ICTAD Publication No. SCA/4 – (Volume 1) 3<sup>rd</sup> Revision – July 2004.
- 02 Specification for BUILDING WORKS – Volume 2 – ICTAD Publication No. SCA/4 – (Volume II)October 2001
- 03 Specification for WATER SUPPLY, SEWERAGE AND STORM WATER DRAINAGE WORK – ICTAD Publication No. SCA/3/2 Revised Edition – April 2002
- 04 Specification for ELECTRICAL AND MECHANICAL WORKS Associated with ICTAD Publication No. SCA/8 Second Edition (Revised) – August 2000
- 05 Specifications for Landscape Works – Volume 1 – SCA/7
- 06 Standard Specification for Construction and Maintenance of Roads and Bridges (2<sup>nd</sup> Edition – June 2009)

Copies of the above publication can be purchased from the Institute for Construction Training and Development (ICTAD) at “Sausiripaya”, No. 123, Wijerama Mawatha, Colombo 7.

The successful bidder shall purchase one copy of each of the above publications and make available at the Site of the works for reference at all times

**Section – 8-DRAWINGS**

The following Drawings are applied for this “work” and available for reference at the Engineer’s office.

- 1. ....
- 2. ....
- 3. ....

**Bid Evaluation Criteria**

1. The evaluation on of Bid will be done in accordance with the conditions laid down in the Procurement Guidelines 2006 Goods and work procurement manual and subsequent amendment there to ( Published by National procurement Agency and by Department of public & finance )
2. Bidder rates should be realistic and have to prove with rate analysis for specified items given in the annexure.
3. Evaluation will be carried out under following stages
  - I. Eligibility
  - II. Detailed of evaluation
  - III. Post qualification
4. Bidders eligibility to Bid for the particular project will be evaluated under the Bidders eligibility on Qualification information submitted by the bidder according to PRDA/SBD-3/QI form provided.

**Section – 9 –STANDARD FORMS (BID)****❖ Bid Security (Attached herewith)**

(Refer ICTAD Publication No. ICTAD / SBD/ 01 – Second Edition – January 2007 - Pages 71 – 75 Bid Security)

### FORM OF BID SECURITY

[This Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....[insert issuing agency's name and address of issuing branch or office]

**Beneficiary:** .....

[Insert (by PE) name<sup>21</sup> and address of Employer]

**Date :** ..... [Insert (by issuing agency) date]

**BID GUARANTEE No :** ..... [Insert (by issuing agency) number]

We have been informed that ..... [insert (by issuing agency) name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated ..... [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of [Insert name of Contract] under Invitation for Bids No ..... [insert IFB number] ("the IFB).

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we .....[insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... [insert amount in figures] ..... [insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire : (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and of the Performance Security issued to you by the Bidder, or (b) if the Bidder is not the successful bidder, upon the earlier of the successful bidder furnishing the performance security, otherwise it will remain in force up to ..... (insert date<sup>22</sup>)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

.....  
[Signature(s) and name(s) of authorized representative(s)]

---

21. Name of the Employer as given in Sub-Clause 1 of the instructions to Bidders  
22. Insert date in accordance with Sub-Clause 16 of Instruction to Bidders

**CHECK LIST FOR BIDDERS**

Bidders are advised to fill the following table

| <b>Item</b>  | <b>ITB Clause</b> | <b>Yes (tick)</b> | <b>Reference</b> |
|--|-------------------|-------------------|------------------|
| <b>Form of Bid</b>   |                   |                   |                  |
| Address to the <b>Employer</b> ?   | 18                |                   |                  |
| Completed ?  | 18                |                   |                  |
| Signed ?   | 18                |                   |                  |
| <b>Bid Securing Declaration Form (if required)</b>                           |                   |                   |                  |
| Properly filled and signed   | 16                |                   |                  |
| <b>Bid Security (if required)</b>  |                   |                   |                  |
| Addressed to the <b>Employer</b> ?   | 16                |                   |                  |
| Format as required ?   | 16                |                   |                  |
| Issuing Agency as specified ?  | 16                |                   |                  |
| Amount as requested ?  | 16                |                   |                  |
| Validity <b>28 days beyond</b> the validity of Bid?                          | 16                |                   |                  |
| <b>Qualification Information</b>   |                   |                   |                  |
| All relevant information completed ?   | 4                 |                   |                  |
| Signed ?   | 4                 |                   |                  |
| <b>Addendum</b>  |                   |                   |                  |
| Contents of the addendum (if any) taken in to account ?                      | 10                |                   |                  |
| <b>BID Package</b>   |                   |                   |                  |
| All the documents given in ITB Clause 12 enclosed in the original and copy ? | 12                |                   |                  |
| ITB Clause 19 followed before Sealing the Bid Package ?                      | 19                |                   |                  |



**Section - 7-BILL(S) OF QUANTITIES (ANNEXED)**