

STANDARD BIDDING DOCUMENTS

Procurement of Goods

(up to Nu. 0.500 Million)



Royal Government of Bhutan
Ministry of Finance

2019

STANDARD BIDDING DOCUMENT

Procurement of Goods

(For value up to Nu. 0.500 million)



**Royal Government of Bhutan
Ministry of Finance**

2019

PREFACE

This Standard Bidding Document for the Procurement of Goods have been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International 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 2019. This document will come into effect from 1st July, 2019.

For any comments or clarifications on this Standard Bidding Document contact:

Government Procurement and Property Management Division
Department of National Properties
Ministry of Finance
Royal Government of Bhutan

Request for Quotation for Supply of Goods

[Supply of Office stationaries for the year 2021]

Invitation for Quotation (IFQ)

Date:

Project title: _____

Source of Funding: _____

Contract Ref: _____

To:

Dear Sir/ Madam,

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

i) _____

ii) _____

iii) _____

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation¹. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
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

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.

be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address

Green Bhutan Corporation Limited, Simtokha, Above Nirmal Lauge, Thimphu.

Your quotation in the required format should be addressed and submitted to:

The Chief Executive Officer

Green Bhutan Corporation Limited

Thimphu

Telephone: 02-350643 or 17807223

Fax: _____

Email: kinleyt26@gmail.com

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is *17th March 2021 before 2 pm*

5. Bids must be accompanied by a bid securing declaration using the form 1.

- i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
- ii. Any bid not accompanied by a Bid-Securing Declaration
- iii. The Bid-Securing Declaration shall be executed:
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
 - b) If the Bidder does not accept the correction of the Bid price as Clause per 7 (b) (iii);
 - c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.

² This option is generally not encouraged which should be used only in urgent situation and before initiating any procurement of this sort, the agency initiating this method should seek approval from the concerned higher authority.

-
- iv. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of Nu. *[insert the amount between range of 1-2% of the departmental estimate to be forfeited]* within 14 days from date of notification by Employer.
 - v. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.

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 Green Bhutan Corporation Limited, Simtokha
- 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 price 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.
- 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-2 of contract and terms and conditions of supply.

-
- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 1 year (17th March 2022)
8. Further information can be obtained from: *[GBCL, OR contact 17807223]*
 9. The GBCL 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 **form- 5**.
 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 **form- 4** 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.

Schedule of Items and Priced Quotation (bid form)

#	Particulars	Specifications	Unit	Rate (Nu)
1	Arch File	Lever Arch Files ('AJS').	pcs	
2	Flat cover file	Plastic coated (good quality)	No	
3	Flat file	Plastic coated (good quality)	No	
4	Flat file	Laminated Cobra file , no. 4000	No	
5	Folding file cover, Ambassador	Plastic coated (good quality)	No	
6	Plastic file with side strips, best quality	Filex	No	
7	Plastic file	A4 size	No	
8	Ring binder file	2D, 25mm, A4Size (RB 400)	No	
9	Pilot pen all colours	V5 Luxoi	No	
10	Highlighter pen	5 colours in set	pkt	
11	Pen stand	no 1705 hexa pen satand	No	
12	Pencil	2H	No	
13	OHP pen set	9 pieces multicolored, Copic multiliner, B-2	Set	
14	Permanent marker pen 4 colours	U/V resistant ink	No	
15	Correction fluid	Pen type(12ml)	No	
16	Correction fluid	Pen type(7 ml)	No	
17	Sketch pen set	12 colours	Pkt.	
18	Board Marker Pen	Bright marking, Dry erasable ink, stain free, Non-toxic	No	
19	Book Binding Spiral Comb	6mm	No	
20	Book Binding Spiral Comb	8mm	No	
21	Book Binding Spiral Comb	10mm	No	
22	Book Binding Spiral Comb	12mm	No	
23	Book Binding Spiral Comb	14mm	No	
24	Book Binding Spiral Comb	16mm	No	
25	Book Binding Spiral Comb	18mm	No	
26	Book Binding Spiral Comb	20mm	No	
27	Book Binding Spiral Comb	22mm	No	
28	Book Binding Spiral Comb	30mm	No	
29	Book Binding Spiral Comb	40mm	No	
30	Book Binding Spiral Comb	50mm	No	
31	Book Binding tape(all color)	2"	No	
33	Envelope	A3 size,Cloth pasted envelope thick quality	Pkt	
34	Envelope	A4 size,Cloth pasted envelope thick quality	Pkt	
35	Envelope brown	11"x5"(50 Pcs in packet)	Pkt	
36	Envelope brown	9"x5" (50 Pcs in packet)	Pkt	

37	Envelope white	11"x5"(50 Pcs in packet)	Pkt	
38	Envelope white	9"x5" (50 Pcs in packet)	Pkt	
39	Envelope	40x30cm	Pcs	
40	Envelope	30x25cm	Pcs	
41	File size clothlined envelope	16"x12"	pcs	
43	Bhutanese photocopy paper	A3 size	pcs	
44	Bhutanese photocopy paper	A4 size	pcs	
45	Photocopy paper, A3 MX75	80 GSM 500 sheet	Ream	
46	Photocopy paper, A4	JK copier, 75 GSM 500 sheets	Ream	
47	Colour Photocopy paper, A4	75 GSM 500 sheets	Ream	
48	Lamination paper, A3	High grade Flim, 100 sheet	Pkt	
49	Lamination paper, A4	High grade Flim, 100 sheet	Pkt	
50	Napkin paper	soft, hygienic, Absorbent, Economical	Pkt	
51	Tissue paper	Virgin wood pulp-120gram	Roll	
52	Transparency paper	175 mocron A4 size, Heat Resistance	pkt	
53	Chart paper(all colors)	A0(841x1189mm), all colours	Sheet	
54	Chart paper(all colors)	A1(594x841mm), all colours	Sheet	
60	Paper Tray (Plastic)	2 Tier (A4 21x29.7cm)	No	
61	Paper tray (Plastic)	3 tray with risers(Best quality)	No	
62	Paper tray (Plastic)	4 tray with risers(Best quality)	No	
63	Paper weight	Glass round	No	
64	Calculator	Casio HL-122L	No	
65	Calculator Scientific casio	FX 82s	No	
66	Calculator Scientific casio 12 digit	FX 100	No	
67	Cello tape (Transparent)	1/2" width x 65 yards	No	
68	Cello tape (Brown)	1/2" width x 65 yards	No	
69	Cello tape (Transparent)	1/2" width x 9 yards	No	
70	Cello tape (Brown)	1/2" width x 9 yards	No	
71	Masking tape	1"	No	
72	Masking tape	2"	No	
73	Transparency masking tape	2" x65 meter	roll	
74	Thumb Drive	8GB	No	
75	Thumb Drive	16GB	No	
76	External hard drive	1 TB	No	
77	External hard drive	500GB	No	
78	Fixy pin	Needle pin	No	
79	Softboard pin	All colour(best quality)	Pkt	
80	Binder Clip	25mm	Pkt	
81	Binder Clip	32mm	Pkt	
82	Gems clip steel	26mm, 100 pieces	Pkt	
83	Gems clip steel	35mm, 100 pieces	Pkt	

84	Gems clip steel	50mm, 100 pieces	Pkt	
85	Gems clip rubber	26mm, 100 pieces	Pkt	
86	Gems clip rubber	35mm, 100 pieces	Pkt	
87	Gems clip rubber	50mm, 100 pieces	Pkt	
88	Glass cleaner	Colin 500ml	No	
89	Glue stick	36 gm	No	
90	Glue stick	28 gm	No	
91	Glue stick	15 gm	No	
92	Gum	700ml	Bottle	
93	Office Seal	Round, (as per letter size)	No	
94	Office Seal	Square, (as per letter size)	No	
95	Office Seal	Rectangle(as per letter size)	No	
96	Punching machine, Heavy duty, Kangaroo	No.800 DP	No	
97	Punching machine, Medium	No.600 DP	No	
98	Punching machine, Small	(DP 480)	No	
99	Note book	Wirebound hard cover ruled, 180 pages 90 gsm, A4 size	No	
100	Good Issued Note	FAM-8.4	No	
101	Good Received Note	FAM-8.3	No	
102	Attendance Register	50 pages	No	
103	DAK Despatch Register	no. 30	No	
104	DAK Receipt Register	no. 30	No	
105	Register (Ruled)	No.40	No	
106	Register (Ruled)	No.30	No	
107	Register(Ruled)	No.20	No	
108	Register(Ruled)	No.12	No	
109	Register(Ruled)	No.10	No	
110	Register(Ruled)	No.8	No	
111	Register(Ruled)	No.6	No	
112	Register(Ruled)	No.4	No	
113	Stock register	No.50L/B	No	
114	Stock transfer challan	Duplicate pages, 100 pages	No	
115	Vehicle movement order book	PMM-7	No	
116	Vehicle Log book	PMM-6	No	
117	Vehicle History book	PMM-5	No	
118	Sticky note pad	3"x3" of 100 sheets	Pkt	
119	Sticky note pad	3"x4"of 100 sheets	Pkt	
120	Post it Pad (3 colors)	1"x3" (25x75mm)	Pkt	
121	Rubber band	high quality 100% natural elastic	Pkt	
122	Scale	30 cm transperent(plastic)	No	
123	Scale	45 cm transperent(plastic)	No	
124	Scale	60 cm transperent(plastic)	No	
125	Scissors (Steel)	Medium-6inch	No	

127	Scissors (Steel)	Large-7inch	No	
128	Scissors	Rubber handle-6inch	No	
129	Scissors	Rubber handle-8inch	No	
130	Stamp pad	size 11.50x 6.5 cm, net qty. 1 N	No	
131	Stamp pad ink	Kores ,60 ml	Btl.	
132	Stapler (Heavy duty)	60 sheet capacity	No	
133	Stapler machine	no.10(10 sheet capacity)	No	
134	Stapler machine,	no. 24/6(20 sheet capacity)	No	
135	Stapler Pin	24/6	Pkt.	
136	Stapler Pin	No.10	Pkt	
137	Stapler Pin (Heavy duty)	23/17-H(17mm(5/8"))	No.	
138	Thumb Pin	Brass, size 13mm	Pkt	
139	Tashi Khadar	Large- printed	No	
140	Tashi khadar	Large- plain	No	
141	Tashi khadar	Medium- plain	No	
142	Tashi Khadar	Small- plain	No	
143	Mentsi Dhar	Rotto 36x44"	Sq.ft	
144	Mentsi Dhar	Silky 44"	Sq.ft	
145	Marking cloth	Poplin(all colours)	Sq.ft	
146	Table cloth	Blazer	Sq.ft	
147	Tent	(25x18) ft	Sq.ft	
148	Tent	(17x15) ft	Sq.ft	
149	Mentsi Yoli	(25x18) ft	Sq.ft	
151	Mentsi Yoli	(17x15) ft	Sq.ft	
152	Thrilkhep	Yellow	Sq.ft	
154	Thrilkhep	Leewang	Sq.ft	
155	Thrilkhep	Red	Sq.ft	
156	Chodrom khep	Yellow	Sq.ft	
157	Chodrom khep	Leewang	Sq.ft	
158	Chodrom khep	Red	Sq.ft	
159	Red carpet (Lamdhen)	Red	Sq.ft	
160	Pencil battery	AA-R6	Pair	
161	Pencil battery	AAA-R03	Pair	
162	Torch battery	Eveready-1050 D-size, 1.5volt	No	
163	White board duster	With 2 pen holding mould, High quality materials used, superior grip & finished (various colors)	No	
164	Hand washing soap (Liquid Dettol)	125 ml	No	
165	Hard Broom	Local	No	
166	Hard Broom	Rubber	No	
167	Soft Broom	Local made	No	
168	Baygon spray	600ml	Bottle	

169	Harpic Liquid	500ml	No	
170	Phenol	500ml	pcs	
171	Modi thread	900Mts	Roll	
172	Binding Machine (heavy duty)	Swingline GBC CombBind C210E Electric Binding Machine, Binds 330, Punches 20, Black	No.	

Name of Bidder [.....] Signature and Seal of Bidder [.....] Date [.....]

Total Amount in Nu. (in words)	.
Delivery period	<i>15 days from the date of issue of the Supply Order</i>
Warranty Provided	<i>12 Months from date of supply or commissioning of the Goods.</i>

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

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 License³;
- (c) A valid Tax Clearance Certificate;
- (d) Bid Security of 2% of the total amount of the quoted rate in the form of cash warrant, demand draft or unconditional bank guarantee in-favour of CEO, GBCL
- (e) Any other requirements specified in this document

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 Supplier shall be required to submit a performance security of Nu 10,000 Lump sum in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed within *[state number]* days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. 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.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
6. 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.
7. 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.

³ The non submission of historical (b & c) documents should not become rejection criteria and bidder should be allowed to submit again.

-
- 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
8. 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.
9. 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 realize the difference amount between the quoted price & market price from the security deposit.

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) 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]*, 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]

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:
in the capacity of.....
..... (designation)

in the presence of
.....
..... (Witness)

For and on behalf of the Supplier

Signed:.....
in the capacity of.....(designation)

in the presence of
.....(Witness).

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 date⁴]*. 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]

⁴ 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

[Purchaser to use normal Letter Head format]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Purchase Order No: From: <i>[name and address of Purchaser]</i>	Purchase Order Date: <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: Delivery terms:	Order Value (Nu.):

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:	For the Supplier:
--------------------	-------------------

Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date