

STANDARD BIDDING DOCUMENTS

# Procurement of Goods

(up to Nu. 0.500 Million)



Royal Government of Bhutan  
Ministry of Finance

2019

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(For value up to Nu. 0.500 million)



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## **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 1<sup>st</sup> 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

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**Request for Quotation for Supply of Goods**

**Bidding Documents for  
[Procurement of Office Stationery &  
Consumables FY 2020-2021]**

**Procuring Agency  
[Bhutan Standards Bureau]**

**NIT No.BSB/Proc-03/2019-2020/979**

**Date:14/05/2020**

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**Invitation for Quotation (IFQ)**

Date:

**STANDARD BIDDING DOCUMENT**  
**Procurement of Goods**



**Royal Government of Bhutan**  
**Bhutan Standards Bureau**  
**THIMPHU: BHUTAN**

<b>Name of Work</b>	<b>Procurement of Office Stationery &amp; Consumables (2020-2021 FY)</b>
<b>Duration of Contract</b>	<b>1<sup>st</sup> July, 2020-30<sup>th</sup> June 2021</b>
<b>Procurement/Bid Reference No</b>	<b>BSB/Proc-03/2019-2020/979</b>
<b>Date of Issue</b>	<b>15<sup>th</sup> May, 2020 (Kuensel)</b>
<b>Method of Procurement</b>	<b>Open Tender (30 days)-National Competitive Bidding</b>
<b>Concerned Department/Division</b>	<b>AFD, Bhutan Standards Bureau</b>
<b>Bidder's Name &amp; Address</b>	

Documents download date w.e.f.: 15<sup>th</sup> May, 2020 to 15<sup>th</sup> June, 2020

Bhutan Standards Bureau

Thimphu: Bhutan

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1. The bidder(s) may quote for any or all items under this invitation<sup>1</sup>. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
  
  2. 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

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<sup>1</sup> 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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be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address.

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

**Director General**

**Bhutan Standards Bureau**

**Rijug Lam, Thimphu**

Telephone: **02-325104/02-325401**

3. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **15<sup>th</sup> June, 2020**
4. 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 Declare
  - 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.

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<sup>2</sup> 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.

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- iv. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of **Nu. 15,000 in the favor of Director General, BSB 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.

5. Quotation by fax or by electronic means (**are not**) acceptable

6. 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 **Bhutan Standards Bureau, Thimphu**

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.



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- 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).
7. Further information can be obtained from: **[Procurement Unit, [Tel:02-325104](tel:02-325104) Ext:125 Mobile # 17631319]**
  8. The **[Bhutan Standards Bureau]** 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.
  9. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
  10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
  11. 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.
  12. 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**.
  13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
  14. 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.
  15. 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)**

SI	Item	Unit	Unit Rate (Nu.)	Total Amount (Nu.)
1	Best quality Bhutanese Paper in standard size	Shet		
2	Binder Clips (Metal) 40mm	Pkt		
3	Binder Clips (Metal) 12mm	Pkt		
4	Binder Clips (Metal) 25mm	Pkt		
5	Bucket (Plastic) 20 Ltrs	No		
6	Bucket (Plastic) 15 Ltrs	No		
7	Bucket (Plastic) 10 Ltrs	No		
8	Battery Dura cell (AAA)	Pair		
9	Cello-tape transparent ( 1/2 ")	Roll		
10	Cello-tape transparent ( 1 ")	Roll		
11	Colin Spray (500 ml)	Btl		
12	Branded Calculator non scientific 14Digit	No		
13	Branded Calculator Scientific (FX-991 ES) 100)	No		
14	Carbon Paper (blue/black) 210x330m)	Pkt		
15	Clip file (A4 size) (Executive Red Color for reporting file)	No		
16	Dust bin with lid Medium size (Plastic)	No		
17	Dust bin without lid medium size	No		
18	Dust bin without lid small size	No		
19	Duster Cloth (18"x18")	Pcs		
20	Dust Collector (Plastic)	No		
21	Dispatch Register No. 40 (printed)	No		
22	Dak Receipt Register No.40 (printed)	No		
23	Disposable Dust mask	each		
24	Envelope (white) 50 pcs a pkt 11" x 5"	Pkt		
25	Envelope (Brown) 50 pcs a pkt 11"x5"	Pkt		
26	Envelope (Brown) 50 pcs a pkt 9"x 5"4"	Pkt		
27	Envelope (Plastic coated) file size	No		
28	Envelope (Plastic coated) Brown A4 size	No		
29	Envelope Bhutanese paper made (A4 size)	No.		
30	Envelope Bhutanese paper made (9" x 4")	No		
31	Envelope A3 size made of Bhutanese paper	No		

32	Executive file A4 size (Ring binder)	No		
33	Flat File (Export quality)	No		
34	File board (Hard)	No		
35	Fax Paper Roll (30 meter)	Roll		
36	Four Folder File (Best Quality)	Pcs		
37	Plastic Jug (Best quality)	No		
38	Gems Clips 2" plastic coated	Pkt		
39	Gems Clips 1" plastic coated	Pkt		
40	Glue Stick (Fevistick) 20 gm	No		
41	Good Issue Note	No		
42	Hi Lighter Marker pen (5 colors in a pkt)	Pkt		
43	Heavy duty cutter Machine A3 size	No		
44	Safety Hand gloves (leather)	Per pair		
45	Marker Pen for white board different colors.	Pkt		
46	Marker Pen permanent in all colors	Pkt		
47	Marking Cloth (Packing file)	Mtr		
48	Measuring tape 30 mtr. (freeman)	No		
49	Measuring tape 15 mtr. (freeman)	No		
50	Measuring Tape 50 Mtrs (Plastic)	No		
51	Measuring tape 30 mtr. (steel)	No		
52	Movement Order book for Vehicle	Per Book		
53	National Flag Ribbon 1"	Roll		
54	National Flag Ribbon 1/2"	Roll		
55	OHP transparent sheet (A-4 size) 100 sheets a pkt.	Pkt		
56	Paper Pin (best quality)	Pkt		
57	Punching Machines (DP 800)	No		
58	Punching Machines (DP 700)	No		
59	Punching Machines (DP 600)	No		
60	Punching Machines (DP 480)	No		
61	Paper Tray 3 storied (best quality)	No		
62	Plastic File with Strip (Transparent)	Pcs		
63	Plastic pocket File A-4 size (transparent)	Pcs		
64	Plastic clip file board	each		
65	Paper cutter machine A4 size	No		
66	Packing Tape 2" (transparent)	Roll		
67	Packing Tape 2" (brown)	Roll		
68	Packing Tape 2" (SPARCO)	Roll		
69	Packing Tap 1" (SPARCO)	Roll		
70	Ring Binder (heavy duty) A4 size	No		
71	Register Rule (Leather binding) No.4	Booklet		
72	Register Rule (Leather binding) No.6	Booklet		
73	Register Rule (Leather binding) No.8	Booklet		

74	Register Rule (Leather binding) No.10	Booklet		
75	Register Rule (Leather binding) No.12	Booklet		
76	Register Rule (Leather binding) No.16	Booklet		
77	Register Rule (Leather binding) No.18	Booklet		
78	Register Rule (Leather binding) No.20	Booklet		
79	Register Rule (Leather binding) No.30	Booklet		
80	Register Rule (Leather binding) No.40	Booklet		
81	Rubber band	Kg		
82	Service book	No		
83	Stock register book	No		
84	Scale (Plastic) 12"	No		
85	Scale (Plastic) 18"	No		
86	Scale (Plastic) 24"	No		
87	Scale 18" (Steel):	No		
88	Scale 100 cm long (Steel)	No		
89	Self Adhesive Pad (stick me,100 sheets) 1.5 x 2	each		
90	Self Adhesive Pad (stick me,100 sheets) 2 x 3	each		
91	Self Adhesive Pad (stick me,100 sheets) 3 x 3	each		
92	Self Adhesive Pad (stick me,100 sheets) 4 x 3	each		
93	Self Adhesive Pad (stick me,80 sheets) 2 x 3	each		
94	Self Adhesive Pad (stick me,100 sheets) 3 x 3	each		
95	Self Adhesive Pad (page marker, 75 sheets, 5 colors) 1 x 2 x 3	each		
96	Self Adhesive Pad (page marker, 240 sheets, 5 colors) 1 x 2 x 3	each		
97	Scissor (Best quality)( auto spring 6")	No		
98	Stapler Machines 24/6 (best quality) HD 45N	No		
99	Network Cable (Cat5 UTP Cable)	No		
100	Network Cable (Cat 6 UTP Cable)	No		
101	Stapler Machines 23/17 (heavy duty)	Roll		
102	Spiral binder 6mm	Roll		

103	Spiral binder 8mm	No		
104	Spiral binder 10mm	No		
105	Spiral binder 12mm	No		
106	Spiral binder 14mm	No		
107	Spiral binder 16mm	No		
108	Spiral binder 18mm	No		
109	Spiral binder 20mm	No		
110	Spiral binder 25mm	No		
111	Spiral binder 30mm	No		
112	Thumb Pin 2"	No		
113	Thumb Pin 1"	No		
114	USB Cable for Printer	No		
115	Foot mate (Rubber)	Sft		
116	Foot mate (Jute)	Sft		
117	Vehicle History book	No		
118	Vehicle Log Book	No		
	<b>TOILET ITEMS</b>			
119	Toilet Paper (2 ply)	Roll		
120	Tissue Paper	box		
121	Hard Broom	No		
122	Soft Broom	No		
123	Harpic (500ml)	Botl		
124	Odonil	No		
125	Floor mob with handle	No		
126	Surf (1Kg)	Kg		
127	Dettol soap (Big one)	No		
128	Dettol Liquid hand wash (Push button for toilet)	Botl		
129	Steel Wool	No		
130	Toilet Brush	No		
131	Phenol	Botl		
132	Acid Power	Kg		
133	Hand sanitizer	Botl		

Total Amount in Nu. (in words)	
Delivery period	
Warranty Provided	
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]*

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**Technical Specification of the Goods Required**

SI	Item	Specification
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

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## 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 License<sup>3</sup>;
- (c) A valid Tax Clearance Certificate;
- (d) Bid- securing declaration
- (e) Technical Specification of the Goods to be supplied; and
- (f) 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 10% of the quoted price 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 [15] 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.

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



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- 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.

**Bid-Securing Declaration**

Date: \_\_\_\_\_

IFB No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or
- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ Corporate Seal (where appropriate)

Affix Legal Stamp

**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.

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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]*

**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 date<sup>4</sup>]*. 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]*

<sup>4</sup> *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

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

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

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:
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Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date