



CEYLON PETROLEUM CORPORATION

SUPPLY OF SAFETY SHOES, PUMP SHOES AND WORK BOOTS

B/37/2024

BIDDING DOCUMENT

2024

INVITATION FOR BIDS

CEYLON PETROLEUM CORPORATION

SUPPLY OF SAFETY SHOES, PUMP SHOES AND WORK BOOTS

B/ 37 /2024

The Chairman, Department Procurement Committee, Ceylon Petroleum Corporation will receive sealed Bids from reputed Suppliers for the supply of safety shoes, pump shoes and work boots.

Bidding Documents can be obtained on working days between 0900 hrs. to 1500 hrs. up to 12.06.2024 from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 or download from CPC website, i.e - <http://ceypetco.gov.lk/public-tenders/> after payment of non-refundable fee of Rs. 3,000.00 (Rs. 2,480.36 + 2.5% SSCL +18% VAT) to CPC.

The Bid will be **closed at 1400 hrs. on 15.07.2024** and opened at the Office of Manager (Procurement & Stores), at the address given below, immediately after closing of the Bid. Bidders or their authorized representatives may present at the opening of the bid.

Bids may be sent by post under registered cover or deposited in the Tender Box kept in the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No, 609, Dr. Danister De Silva Mawatha, Colombo 09.

Clarifications (if any) shall be sought from Manager (Procurement & Stores) over Tele No. 011 5455335 or e-mail supplies@ceypetco.gov.lk.

Chairman,
Department Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

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1. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction

1.1.1 The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation (CPC), is calling Bids from the reputed suppliers for the supply of following items on the basis of Ex-stock.

1.	131	Pairs	Safety Shoes
		Size	Quantity
		5	01
		6	11
		7	38
		8	46
		9	26
		10	09
2.	262	Pairs	Pump Shoes (Black)
		Size	Quantity
		5	01
		6	17
		7	55
		8	74
		9	68
		10	39
		11	05
		12	03
3.	316	Pairs	Work Boot – Black (Low Cut)
		Size	Quantity
		6	10
		7	44
		8	122
		9	76
		10	42
		11	19
		12	03

1.2 Basis of Bid

1.2.1 Bids are to be forwarded on the basis of Ex-stock for the Supply of Shoes to CPC.

1.2.2 Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to most stringent conditions of the Bidding document.

1.3 Consist of Bidding Documents

1.3.1 Bidding documents can be obtained on working days between 0900 hrs. to 1500 hrs. up to 12.07.2024 from the office of Manager (Procurement & Stores), Ceylon

Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha., Colombo 09, on a written request, after payment of non-refundable fee of Rs. 3,000.00 (Rs. 2,480.36 + 2.5% SSCL +18% VAT) or downloaded from CPC website, i.e - <http://ceypetco.gov.lk/public-tenders/>.

1.3.2 Bidding Document will consist of the following:

- a) Invitation to Bidders
- b) Instructions to Bidders (ITB)
- c) Conditions of Contract (COC)
- d) Schedule of Prices
- e) Form of Bid
- f) Format for Bid Security Guarantee
- g) Form of Agreement
- h) Format for Performance Guarantee

1.4 **Documents to accompany the Bid**

1.4.1 All Bids should contain adequate particulars in respect of the items offered.

1.4.2 Failure to furnish the following documents and details, before the closing of Bid, may result in the Bid being rejected. All documents shall be furnished in English language.

- (a) Schedule of Prices duly completed and signed.
- (b) Form of Bid (Annexure- A) duly completed and signed.
- (c) Bid Security Guarantee (as per Annexure B)
- (d) Delivery schedule
- (e) Samples
- (f) Bidders shall provide supportive technical literature along with the quotation to prove that terms are in compliance with relevant standards.
- (g) The brand name, model number, country of origin and date of manufacture shall be clearly marked against each items quoted.
- (h) Bidders shall provide test certificates for quoted item and size chart

1.4.3 Bidders shall be able to make available sample of quoted items for and inspection during the evolution process.

1.4.4 Details such as contact person name, telephone/fax, e-mail address shall be mentioned in the offer.

1.5 **Sealing and marking of Bids**

1.5.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding document. The original and the duplicate of the Bid should be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes should be enclosed in one securely sealed cover, which should be marked "Bid for the Supply of Shoes" (the Invitation to Bid title) on the top left hand corner and the statement, "DO NOT OPEN BEFORE 1400 hrs. on 15.07.2024 and shall be addressed to:

Chairman,
Procurement Committee,
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor,
No. 609, Dr. Danister De Silva Mwt.,
Colombo 09.
Tel: 5455335, Fax No. 5455424

- 1.5.2 If the outer envelope is not sealed and marked as requested above, the CPC will assume no responsibility for the Bid's being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission but this disclosure will not constitute grounds for Bid rejection.

1.6 Validity Period of Bids

- 1.6.1 All offers shall be valid for a minimum period of Sixty Three (63) days from the closing date of the Bid (i.e. 16.09.2024). Bidders should however, clearly indicate the maximum period that their offers would be valid. A Bid valid for a shorter period will be rejected as non-responsive.
- 1.6.2 Ex-stock prices indicated in the Schedule of Prices, (Clause 1.14 below) shall be firm and shall not be subject to any price variation within the period of validity stated in (1.6.1) above.

1.7 Format and Signing of Bids

- 1.7.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "Bid for the Supply of Shoes" – Original and Duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.7.2 The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.
- 1.7.3 Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bid.

1.8 Deadline for Submission of Bid

- 1.8.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified under ITB Clause 1.5 not later than the time and date stipulated in clause 1.11.
- 1.8.2 Chairman Procurement Committee, CPC may at his discretion, extend this deadline for submission of Bids, by amending the Bidding documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.9 Late Bids

- 1.9.1 Any Bid received by the Chairman, Procurement Committee CPC, after the deadline for submission of Bid, will be rejected and returned unopened to the Bidder.

1.10 Modification, Substitution & Withdrawal of Bid

- 1.10.1 The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission.
- 1.10.2 The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:
- 1.10.3 The Bidders shall provide an Original and a Duplicate, as specified in the ITB clause 1.7 of any modifications to his Bid, clearly identified as such in two envelopes, duly

marked "Bid for the Supply of Shoes". The envelopes shall be sealed in an outer envelope, duly marked "BID MODIFICATIONS".

- 1.10.4 A Bidder wishing to withdraw his Bid, shall notify the CPC in writing prior to the deadline prescribed for the submission of Bid. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bid. The notice of withdrawal shall be addressed given in clause 1.5, bearing the Bid name and the words "BID WITHDRAWAL NOTICE". Bid withdrawal notices received after the deadline for submission of Bid will be ignored, and the submitted Bid will deem to be valid.

1.11 Closing of Bids

- 1.11.1 Bid, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:
Chairman,
Procurement Committee,
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor,
No. 609, Dr. Danister De Silva Mwt.,
Colombo 09.

not later than 1400 hrs. Sri Lanka local time on 15.07.2024, If the Bidders or their representatives choose not to send their Bid under Registered Cover, they could deposit such Bids in the Tender Box provided for this purpose at the office of the above address.

1.12 Opening of Bids by CPC

- 1.12.1 Bids, will be opened immediately after the closing date and time fixed for receipt of Bid, at the above address or such other place as arranged if the Manager (Procurement & Stores)'s office is not available.
- 1.12.2 The Chairman Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.
- 1.12.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security Guarantee and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bid will not be entertained and will be returned unopened to the Bidder.
- 1.12.4 Bid (and modifications sent pursuant to ITB Sub Clause 1.10) that are not opened will not be considered for evaluation, regardless of the circumstances.

1.13 Bid Security Guarantee

- 1.13.1 Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be in the form of a Bank Guarantee issued & confirmed by a Licensed Commercial Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rupees Fourty Thousand only (Rs. 40,000.00).

- 1.13.2 The Bid Security Guarantee should be valid for Ninety One (91) days (i.e up to 14.10.2024) from the date of closing of Bid. A format of Bid Security Guarantee is attached in Annexure "B". Failure to submit the Bid Security Guarantee at the time, or before the closing of Bid, and in accordance with above said requirements, and in the format provided, will result in the Bid being rejected.
- 1.13.3 Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security Guarantee of the successful Bidder will be returned only after receipt of the Performance Guarantee.

1.14 Schedule of Prices

- 1.14.1 Bidders are also required to duly sign and return the Schedule of Prices indicating their offers in detail together with the Pro-forma Invoice.
- 1.14.2 Bidders are required to indicate the amount of VAT separately (if applicable) with VAT Registration No.
- 1.14.3 Prices not submitted on the prescribed form and in the manner required are liable for rejection.

1.15 Corrections of Errors

- 1.15.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
 - (c) If the total Bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the Bid price in consultation with the Bidder.
 - (d) If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the Bidder and shall be considered as binding upon the Bidder.
 - (e) If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

1.16 Procurement Committee's right to accept or reject any or all Bid

- 1.16.1 The Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- 1.16.2 The Procurement Committee reserves the right to reject any or all Bid or any part thereof, without adducing any reasons. The Procurement Committee may accept any or all items of an offer, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
- 1.16.3 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of the Procurement Committee.

1.17 Award Criteria

- 1.17.1 The Procurement Committee will award this contract for Supply of shoes to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid, under each category provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 1.17.2 The successful Bidder/s will be called upon to Supply to CPC, Shoes conforming to period of delivery as per clause 2.5 of COC. The successful Bidder will be called upon to enter into an Agreement with CPC. A specimen Form of Agreement is attached as Annexure- C.

1.18 Evaluation of Bids:

- 1.18.1 CPC will carry out a detailed evaluation of Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. During the evaluation CPC will consider similar experience of the Bidder and documentary evidences submitted under sub-clause 1.4 of ITB.

2. CONDITIONS OF CONTRACT (COC)

2.1 Performance Guarantee

- 2.1.1 The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a recognized Bank in Sri Lanka, in a sum equivalent to 10% of the value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure - D.
- 2.1.2 If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
- 2.1.3 The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
- 2.1.4 The Performance Guarantee shall be in favour of the CPC, and shall be valid for a period not less than Ninety (90) days from the date of anticipated final delivery.

2.2 Mode of Payment

- 2.2.1 Payment shall be made within 30 days after delivery and acceptance by CPC.

2.3 Testing of Shoes

- 2.3.1 The success bidder/s shall carry out relevant tests for the shoes in order to verify the proposed shoe has complied with the specifications adequately in Co-ordination with officers of CPC, before the delivery Shoes. The original of the test certificate should be submitted to CPC with shoes for acceptance of the goods delivered.

2.4 Defaults by Successful Bidder

- 2.4.1 If the successful Bidder, defaults in the supply or otherwise commits a breach of any of the provisions in the Contract with CPC for the supply of shoes according to the Technical Specifications the CPC has the right to forfeit the performance guarantee of the Supplier.
- 2.4.2 Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A form of Bid, as Annexure - 'A' is attached.

2.5 Delivery

- 2.5.1 Materials should be delivered to CPC within One (01) month from the date of Order Confirmation.

2.6 Liquidated Damages

- 2.6.1 Liquidated Damages amounts to Rs. 1/2000 of the contract price will be levied per each day delayed beyond the period of delivery specified in the contract up to a maximum of 10% of the Contract Value.

2.7 **Force Majeure**

2.7.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion, Revolution, Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the sale.

2.8 **Arbitration**

2.8.1 If during the continuance of this Contract or at any time after the termination thereof, any disputes or differences of opinion touching the interpretation of this contract were to arise between the parties hereto or their respective representatives, such differences or disputes shall be referred for Arbitration.

2.8.2 Arbitration shall be conducted under the rules of the Arbitration Centre of the Institute of the Development of Commercial Law & Practice (ICLP) in Sri Lanka & in accordance with the Arbitration Act No. 11 of 1995 of Sri Lanka. The Place of Arbitration shall be Colombo, Sri Lanka.

3. SPECIFICATIONS

All the shoes quoted by the Bidders has to be a model which already available in the market and should not be an outdated model.

1. Specifications for Safety Shoes (Black)

- Comply to the EN ISO 20345:2011 or equivalent
- Hard leather cover with good finish surface
- Oil & Heat Resistant/Waterproof
- Steel Toe Cap & Steel Mid Plate
- Anti-slip / Anti-vibration
- Comfortable Insole
- High cut
- Colour
- Warranty (01 year)

2. Specifications for Pump Shoes (Black)

- Natural leather upper
- Rubber sole
- Warranty (01 year)

3. Specifications for Work Boot – Black (Low Cut)

- Lacing shoes
- Natural Leather upper
- Rubber sole
- Warranty (01 year)

4. SCHEDULE OF PRICES

Note: Bidder should submit samples of each type with relevant identifications for Inspections.

No.	Qty. (Pairs)	Description	Unit Price (Rs.)	Total Price (Rs.)	
1	131	Safety Shoes (Black)			
		Size	Quantity		
		5	01
		6	11
		7	38
		8	46
		9	26
		10	09
Sub Total (1)					
2	262	Pump Shoes (Black)			
		Size	Quantity		
		5	01
		6	17
		7	55
		8	74
		9	68
		10	39
11	05		
12	03		
Sub Total (2)					
3	316	Work Boot – Black (Low Cut)			
		Size	Quantity		
		6	10
		7	44
		8	122
		9	76
		10	42
		11	19
12	03		
Sub Total (3)					

4	Total {Sub Total (1) + (2) + (3)}
5	Add 2.5% SSCL
6	Total
7	Add 18% VAT
6	Grand Total

Name of the Bidder :

Address :
.....
.....

Tele/Fax Nos. :

Signature of Bidder :

VAT Registration No. :

ANNEXURE-A; Form of Bid

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation
1st Floor,
No. 609, Dr. Danister De Silva Mwt.,
Colombo 09.
SRI LANKA

From:

.....

.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract, for the supply of Safety Shoes we offer to complete the whole of said items in conformity with the said document.
- A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.
- A-3 We understand you are not bound to accept the lowest or any Bid you may receive.
- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding document.
- A-5 We agree to abide by this Bid for the period of Sixty three (63) days from the date of opening of the same. Bid Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6 We agree to be bound by the Bid, Bid Conditions, and Performance Guarantee.
- A-7 We affirm that the said items will be delivered within two (02) months after we receive notice of acceptance of our Bid. (Order Confirmation)
- A-8 We offer the lump sum fixed price of (Sri Lanka Rupees
..... (in words)
Rs.for Supply of Shoes to CPC as detailed out in this Bidding document and details

of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of2024 in the capacity ofduly

(IN BLOCK LETTERS) authorized to sign Bid for and on behalf of :

Signature

Name

Address
.....
.....

Witnesses:

1. Signature: 2. Signature:

Name: Name:
.....

Address : Address:
.....
.....

ANNEXURE-B; Format for Bid Security Guarantee

[This Bank 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 and address of Employer/ Purchaser]

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; if a joint venture, list complete legal names of partners] (hereinafter called “ the Bidder”) has submitted to you its bid dated[insert (by issuing agency) date] (hereinafter called “the Bid”) for execution/ supply [select appropriately] 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”) of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/ Purchaser 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 (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to[insert date]

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

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

ANNEXURE-C; Form of Agreement

This Agreement made this _____ day of _____ 2024, by and between **CPC** established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No. 609, Dr. Danister De Silva Mwt., Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the "CPC" which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and _____ of _____ a Company duly incorporated & having its registered Office at _____ (hereinafter called the "Agent" which terms of expression as herein used shall where this context so requires and admits mean & include the _____ & its successors & assigns) of the other part.

Whereas the CPC is desirous that the Goods known as the Supply of Shoes should be supplied by the Supplier, and has accepted a Bid by the Contractor for the supply of such goods, and the remedying of any defects therein.

The CPC and the Agent agree, as follows: -

In the Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Agent's scope of work hereinafter referred to.

The following documents shall be deemed to form and be read and construed as a part of this Agreement.

- **Letter of Acceptance dated _____.**
- **The Technical Specifications**
- **The Bid dated _____.**
- **The Conditions of Contract**
- **The Completed Schedules and**
- **The Agent's Proposal**

In consideration of the payments to be made by the CPC to the Agent as hereinafter mentioned, the Agent hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

The CPC hereby covenants to pay the Agent in consideration of the Supply and the remedying of defects therein, the agreed Price or such other sum as may become payable under the provisions of the Agreement the times and in the manner prescribed by the Agreement.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the Chairman Of CPC		Authorized Signature of the Supplier	
<u>In the presence of</u>		<u>In the presence of</u>	
Name		Name	
Signature		Signature	
Address		Address	

ANNEXURE – D; FORMAT FOR PERFORMANCE GUARANTEE

.....[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/ Supplier] (hereinafter called “the Contractor”) has entered into Contract No.[reference number of the contract] datedwith you, for the [insert “ construction”/ “Supply”] 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], 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 theday of, 2024 [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....

[Signature(s)]