Section 9: Contract Forms

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Notice of Intention for Award of Contract

[*on letterhead paper of the Purchaser*]

[*date of notification*]

To: [*name of the Bidder*]
Attention: [*insert name of the Bidder's authorized representative*]
Address: [*insert address of the Bidder's authorized representative*]
Telephone/Fax numbers: [*insert telephone/fax numbers of the Bidder's authorized representative*]
E-mail Address: [*insert e-mail address of the Bidder's authorized representative*]

This is to notify you of our intention to award the contract [*insert name of the contract and identification number, as given in the Bid Data Sheet*]. You have [*insert number of days as specified in ITB 40.1 of the BDS*] days from the date of this notification to (i) request for a debriefing in relation to the evaluation of your Bid; and/or (ii) submit a bidding-related complaint in relation to the intention for award of contract, in accordance with the procedures specified in ITB 46.1.

The summary of the evaluation are as follows:

1. List of Bidders

Name of Bidder	Bid Price as Read Out at Opening	Evaluated Bid Price

2. Reason/s Why Your Bid Was Unsuccessful

……
……
……
……

3. The Successful Bidder

Name of Bidder:	
Address:	
Contract Price:	
Duration of Contract:	
Scope of the Contract Awarded:	
Amount Performance Security Required:	

Authorized Signature: ……

Name and Title of Signatory: ……

Name of Agency: ……

Notification of Award

[*on letterhead of the Purchaser*]

Letter of Acceptance

[*date*]

To: [*name and address of the supplier*]

Subject: Contract No. [*please specify*]

This is to notify you that your Bid dated [*date*] for execution of the [*name of the contract and identification number, as given in the Bid Data Sheet*] for the Accepted Contract Amount of the equivalent of [*amount in words and figures and name of currency*], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract and any additional security required as a result of the evaluation of your bid, using for that purpose the Performance Security Form included in Section 9 (Contract Forms) of the Bidding Document.

Authorized Signature: ……..

Name and Title of Signatory: ……..

Name of Agency: …….

Attachment: Contract Agreement

Contract Agreement

THIS AGREEMENT made on the *[insert date]* day of *[insert month]*, *[insert year]*, between *[insert complete name of the purchaser]* of *[insert complete address of the Purchaser]* (hereinafter "the Purchaser"), of the one part, and *[insert complete name of the supplier]* of *[insert complete address of the supplier]* (hereinafter "the Supplier"), of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and Related Services, viz., *[insert brief description of the goods and related services]* and has accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of *[insert currency or currencies and amount of contract price in words and figures]* (hereinafter "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 Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

   (a) Letter of Acceptance;
   (b) Bid Submission Sheet and the Price Schedules submitted by the Supplier;
   (c) Addenda Nos. [*insert addenda numbers if any*][1]
   (d) Special Conditions of Contract;
   (e) List of Eligible Countries that was specified in Section 5 of the Bidding Document;
   (f) General Conditions of Contract;
   (g) Schedule of Supply; and
   (h) any other documents shall be added here.

   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.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. 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.

[1] Information contained in the addenda and or addendum should preferably be included in the contract documents to avoid potential ambiguities during contract implementation. If however, unavoidable priority should be decided depending on the nature of information provided in the addenda/addendum.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[indicated name of country]* on the day, month, and year indicated above.

Signed by *[insert authorized signature for the Purchaser]* (for the Purchaser)

Signed by *[insert authorized signature for the supplier]* (for the Supplier)

Performance Security

[*Bank's name, and address of issuing branch or office*]

Beneficiary: .....[*Name and address of the Purchaser*] .....

Date: .....[*Insert date (as day, month, and year)*] **.....**

Performance Guarantee No.: .....

We have been informed that [*name of the supplier*] (hereinafter called "the Supplier") has entered into Contract No. [*reference number of the contract*] dated [*date*] with you, for the execution of [*name of contract and brief 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 [*name of the bank*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [*name of the currency and amount in words*][1] [*amount in figures*] 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 Supplier 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 [*date*] day of [*month*], [*year*],[2] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revisions, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded [3]

. . . . . .

[*Signature(s) and seal of bank (where appropriate)*]

-- Note to Bidder --

If the bank issuing performance security is located outside the Purchaser's country, it shall be counter-guaranteed or encashable by a bank in the Purchaser's country.

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1 The guarantor shall insert an amount representing the percentage of the contract price specified in the contract and denominated either in the currency(ies) of the contract or in any freely convertible currency acceptable to the Purchaser.

2 Insert the date 28 days after the expected completion date. The Purchaser should note that in the event of an extension of the time for completion of the contract, the Purchaser would need to request an extension of this guarantee from the guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees 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 the Guarantor before the expiry of the guarantee."

3 Or the purchaser may use "Uniform Rules for Demand Guarantees (URDG), ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded" as appropriate.

Advance Payment Security

[*insert complete name and number of contract*]

To: [*insert complete name of the Purchaser*]

In accordance with the payment provision included in the Contract, in relation to advance payments, [*insert complete name of the supplier*] (hereinafter called "the Supplier") shall deposit with the Purchaser a security consisting of [*indicate type of security*], to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of [*insert currency and amount of guarantee in words and figures*].

We, the undersigned [*insert complete name of the guarantor*], legally domiciled in [*insert full address of the guarantor*] (hereinafter "the Guarantor"), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [*insert currency and amount of guarantee in words and figures*].

This security shall remain valid and in full effect from the date of the advance payment being received by the Supplier under the Contract until [*insert date (as day, month, year)*].

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revisions, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.[1]

Name: [*insert complete name of person signing the Security*]

In the capacity of [*insert legal capacity of person signing the Security*]

Signed: [*insert signature of person whose name and capacity are shown above*]

Duly authorized to sign the security for and on behalf of [*insert seal (where appropriate) and complete name of the guarantor*]

Date: [*insert date of signing*]

-- Note to Bidder --

If the bank issuing advance payment security is located outside the Purchaser's country, it shall be counter-guaranteed or encashable by a bank in the Purchaser's country.

[1] Or the purchaser may use "Uniform Rules for Demand Guarantees (URDG), ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded" as appropriate.