



Procurement of Goods

Under

National Shopping Procedures

Invitation of Quotations

For

**Catering Service for the International Event of MGIEP  
Programme for South Asian Center for Teacher Development,  
Meepe.  
(Supply, Delivery & Installation)**

**Contract No: SACTD/05/S4/2024**

South Asian Center for Teacher Development

2024

## Section I. Instructions to Vendors (ITV)

A: General																											
1. Scope of Bid	<p>1.1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Programme Name</td> <td>MGIP</td> </tr> <tr> <td>Venue</td> <td>South Asian Centre for Teacher Development, Meepe</td> </tr> <tr> <td>Programme Duration</td> <td>3 days form 06<sup>th</sup> August 2024 to 08<sup>th</sup> August 2024</td> </tr> <tr> <td>Participants:</td> <td>65 participants of Education officers form South Asian Countries</td> </tr> <tr> <td>Menu</td> <td>Sri Lankan and Asian</td> </tr> <tr> <td>Procurement method</td> <td>Shopping</td> </tr> <tr> <td>Bid validity period</td> <td>3 months from 01.07.2024</td> </tr> <tr> <td>Bids opening date</td> <td>17.07.2024</td> </tr> <tr> <td>Bids closing date and time</td> <td>17.07.2024 - 2.00 PM</td> </tr> <tr> <td>Bids opening place</td> <td>SACTD</td> </tr> <tr> <td>Bid guarantee</td> <td>Nil</td> </tr> <tr> <td>Performance Guarantee</td> <td>Rs.50,000.00</td> </tr> <tr> <td>Experience</td> <td>2 years with International Guest.</td> </tr> </table>	Programme Name	MGIP	Venue	South Asian Centre for Teacher Development, Meepe	Programme Duration	3 days form 06 <sup>th</sup> August 2024 to 08 <sup>th</sup> August 2024	Participants:	65 participants of Education officers form South Asian Countries	Menu	Sri Lankan and Asian	Procurement method	Shopping	Bid validity period	3 months from 01.07.2024	Bids opening date	17.07.2024	Bids closing date and time	17.07.2024 - 2.00 PM	Bids opening place	SACTD	Bid guarantee	Nil	Performance Guarantee	Rs.50,000.00	Experience	2 years with International Guest.
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B: Contents of Documents																											
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>																										
C: Preparation of Quotation																											
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <p>(a) Quotation Submission Form and the Price Schedules;</p> <p>(b) Technical Specifications &amp; Compliance with Specifications</p>																										
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p>																										

	<p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	<p>6.1 The vendors shall quote only in Sri Lanka Rupees.</p>
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	<p>8.1 Quotations shall remain valid for the period of thirty (30) days after the quotation submission deadline date.</p>
9. Format and Signing of Quotation	<p>9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.</p>
10. Quality and hygienic condition	<p>i. The contractor shall procure and use fresh and quality guaranteed branded food articles including fresh vegetables, fresh meats, spices and other ingredients.</p>

	<ul style="list-style-type: none"> <li>ii. The contractor shall ensure that only fresh cooked and hot foods are served and unrefrigerated foods, stale food, or any food which are unfit for consumption shall not be served.</li> <li>iii. The food served shall not be too hot and spicy. The oil can be used but should not be too oily. The preservatives and artificial ingredients should not be used and maintain taste with natural ingredients.</li> <li>iv. The professional staff must have experienced professionally qualified chefs and supporting staff. The deployment of sufficient staff for entire 3 days to cook and serve is the responsibility of the contractor</li> <li>v. The contractor should ensure that cleaned sterilized cooking and serving utensils and other amenities are being used during the entire period.</li> </ul>
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**D: Submission and Opening of Quotation**

11. Submission of Quotation	<p>11.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>11.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
12. Deadline for Submission of Quotation	12.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
13. Late Quotation	13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
14. Opening of Quotations	<p>14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>14.2 A representative of the bidders may be present and mark its attendance.</p>

**E: Evaluation and Comparison of Quotation**

15. Clarifications	<p>15.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>15.2 The Purchaser's request for clarification and the response shall be in writing.</p>
16. Responsiveness of Quotations	<p>16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>16.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
17. Evaluation of quotation	<p>17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>17.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) Price adjustment due to discounts offered.</li> </ul> <p>17.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p> <p>17.4</p> <ul style="list-style-type: none"> <li>i. Late bids, incomplete bids and bids without specified documents will be rejected</li> <li>ii. Bids submitted by black listed, bankrupt, underage persons or without catering business registration will not be considered in the evaluation.</li> <li>iii. Bidder should submit evidence of experience in managing catering services at least last two years. The letters from previous clients can be submitted in this regard.</li> <li>iv. To prove the requirement of Minimum Rs 50 M turn over the bidders should submit last 2 years audited financial statements and sources for sufficient working capital.</li> <li>v. The proof documents to show that all required hygienic conditions have been fulfilled in the catering services done such as letters</li> </ul>

	<p>from previous customers, PHI Reports, national and international awards, quality standards obtained etc.</p> <p>vi. Submission of valid bank guaranties from accepted bank for the amount mentioned and for the period.</p>
18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	18.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.
<b>F: Award of Contract</b>	
19. Acceptance of the Quotation	19.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
20. Notification of acceptance	20.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
<b>G: Specific Candidate</b>	
21. General Conditions	<p>i. The Contractor must dispose all garbage at his own expenses form the SACTD premises every day to the designated places by the Pradeshiya Sabha.</p> <p>ii. Contractor must ensure that all employees deployed are free form infectious diseases or any kind of ... diseases</p> <p>iii. All employees must have clean and neat uniforms, aprons and hats during the cooking and serving foods to guests.</p>

	<ul style="list-style-type: none"> <li>iv. Contractor should ensure high level of hygienic conditions, cleanness, sanitation and keep all food items under covered boxes or showcases.</li> <li>v. All health-related safety measurements should be ensured by the contractor for his employees including first aid boxed.</li> <li>vi. All taxes, levies or penalties including VAT should be paid by the contractor promptly to the revenue authorities</li> </ul>
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## Section II: Data Sheet

### Procurement of Catering Service for the International Event of MGIEP Programme for South Asian Center for Teacher Development, Meepe. Contract No: SACTD/05/S4/2024

ITV Clause Reference	Details
1.1	The Purchaser is: <b>Director General South Asian Center for Teacher Development</b> Address : <b>‘Meepe’, Padukka.</b>
5.1	Bidders must quote for all items in the package. Also bidder shall quote for 100% quantity of the quoted item. All Items shall be complied with Technical Specifications. Bidder who does not quote for the complete package shall be treated as non-responsive and be rejected.
7.3	Manufacturer’s Authorization should be required for all items as a given format ( <b>Annexure – 06</b> )

11.1	<p>Address for submission of quotations is;  <b>Director General,  Procurement Division,  South Asian Center for Teacher Development,  ‘Meepe’,  Padukka.  Telephone No. : 011-7601353</b></p> <p><b>Fax No. : 011-7601352</b>  Deadline for submission of quotation is;  <b>On or before 11.30 a.m. 17<sup>th</sup> July 2024</b></p>
13	<p>The quotations shall be opened at the following address:  <b>Procurement Division,  South Asian Center for Teacher Development,  ‘Meepe’,  Padukka.</b></p> <p style="text-align: right;"><b>Date: 17<sup>th</sup> July 2024  Time: 11.30 a.m.</b></p>
Business Registration	Vender should provide the Business Registration for 03 consecutive years.
Experience	Bidder should be confirming the 3 years’ experience of similar field.
Factors considered for evaluation are;	<ul style="list-style-type: none"> <li>• Total Price of package will be considered for the evaluation. (Excluding VAT)</li> <li>• Bid - Securing Declaration should be submitted as per given format</li> </ul>

Please Reference: procurement Guideline; National shopping Procedure



### Section III: Schedule of Requirements

#### Procurement of Catering Service for the International Event of MGIEP Programme for South Asian Center for Teacher Development, Meepe.

Contract No: SACTD/05/S4/2024

No.	Description Of Goods	No of Participation	Days of Programme	Total	Final Destination	Delivery & Installation Date
<b>01</b>	<b>Breakfast</b> a) Fruit Juice - 2 or 3 varieties b) Salad Bar - 2 varieties c) Bread corner – bread toast Jam and butter d) Main (Sri Lankan or Asian) – 3 varieties e) Meat and fish – 2 or 3 varieties f) Veg. – 2 varieties g) Desert – 3 varieties h) Tea & Coffee <b>Morning Snacks</b>	<b>65</b>	<b>3</b>	<b>195</b>	SACTD, Meepe	Within 01 Week

	Sandwich and pastry Two item (Veg/non) Tea & Coffee					
<b>02</b>	<p style="text-align: center;"><b>Lunch</b></p> Soup – 3 varieties for 3 days Bread and butter Salad Corner – 2 varieties Sauces  Main (Sri Lankan and Asian) – 3 varieties Meat and Fish – 2 varieties Vegetable – 3 varieties  Desert – 3 varieties  <b>Evening Snacks</b> 2 Sweet varieties (For example, Cake & Pan Cake) -3 varieties for 3 days Tea and Coffee	<b>65</b>	<b>3</b>	<b>195</b>		
<b>03</b>	<p style="text-align: center;"><b>Dinner</b></p> Soup - 3 varieties for 3 days Bread & Butter	<b>65</b>	<b>3</b>	<b>195</b>		

Salad Corner – 2 varieties Sauces – 3 varieties  Main course (Sri Lankan and Asian) – 3 varieties Meat and fish – 2 varieties Vegetable – 3 varieties  Action Station only one  Desert – 2 or 3 varieties  <b>Special Sri Lankan food will be considered</b>					
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Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

## Price Schedule

### Procurement of Catering Service for the International Event of MGIEP Programme for South Asian Center for Teacher Development, Meepe. Contract No: SACTD/05/S4/2024

1	2	3	4	5	6	7	8	9	10	
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)							
Item No.	Description of Goods or related services	Qty.and units	Unit price Before VAT	Price per line item (Col.3×4×5)	Three days price	Total Price Before VAT (COL 5+6)	Discounted total price (if any) before VAT	VAT	Total Price after VAT (Col. 7 or 8+9)	
<b>01</b>	<b>Breakfast</b> a) Fruit Juice - 2 or 3 varieties b) Salad Bar - 2 varieties c) Bread corner – bread toast Jam and butter d) Main (Sri Lankan or Asian) – 3 varieties e) Meat and fish – 2 or 3 varieties f) Veg. – 2 varieties	65								

	<p>g) Desert – 3 varieties</p> <p>h) Tea &amp; Coffee</p> <p><b>Morning Snacks</b></p> <ul style="list-style-type: none"> <li>• Sandwich and pastry Two item (Veg/non)</li> <li>• Tea &amp; Coffee</li> </ul>								
<b>02</b>	<p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>• Soup – 3 varieties for 3 days</li> <li>• Bread and butter</li> <li>• Salad Corner – 2 varieties</li> <li>• Sauces</li> <li>• Main (Sri Lankan and Asian) – 3 varieties</li> <li>• Meat and Fish – 2 varieties</li> </ul>	65							

	<ul style="list-style-type: none"> <li>• Vegetable – 3 varieties</li> <li>• Desert – 3 varieties</li> </ul> <p><b>Evening Snacks</b></p> <ul style="list-style-type: none"> <li>• 2 Sweet varieties (For example Cake &amp; Pan Cake)</li> <li>• Tea and Coffee - 3 varieties for 3 days</li> </ul>								
<b>03</b>	<p><b>Dinner</b></p> <ul style="list-style-type: none"> <li>• Soup - 3 varieties for 3 days</li> <li>• Bread &amp; Butter</li> <li>• Salad Corner – 2 varieties</li> <li>• Sauces – 3 varieties</li> <li>• Main course (Sri Lankan and Asian) – 3 varieties</li> </ul>	65							

	<ul style="list-style-type: none"> <li>• Meat and fish – 2 varieties</li> <li>• Vegetable – 3 varieties</li> <li>• Action Station only</li> <li>• Desert – 2 or 3 varieties</li> </ul> <p><b>Special Sri Lankan food will be considered</b></p>								
	<b>Total Package</b>								

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - ..... Company Frank - .....  
*(Signature of person signing the Bid)*

## Section IV- Technical Specification & Compliance

### Catering Service for the International Event of MGIEP Programme for South Asian Center for Teacher Development, Meepe.

**Contract No: SACTD/05/S4/2024**

No.	Component Description	Minimum Specification	Bidder's Response (Yes/No)	If "No." comment/s on the offer
<b>01</b>	<b>Breakfast 3</b>	Annexure – 01		
<b>02</b>	<b>Lunch 3</b>	Annexure – 02		
<b>03</b>	<b>Dinner 3</b>	Annexure – 03		

Name of Bidder - .....  
(Insert complete name of Bidder)

Signature of Bidder - .....  
(Signature of person signing the Bid)

Company Frank - .....



### Technical Specifications for Breakfast 3 - Annexure - 01

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

Item	Minimum Requirement	Bidder's Response	
		Yes/No	If "No", Bidders Response
Breakfast	<ul style="list-style-type: none"> <li>a) Fruit Juice - 2 or 3 varieties</li> <li>b) Salad Bar - 2 varieties</li> <li>c) Bread corner – bread toast Jam and butter</li> <li>d) Main (Sri Lankan or Asian) – 3 varieties</li> <li>e) Meat and fish – 2 or 3 varieties</li> <li>f) Veg. – 2 varieties</li> <li>g) Desert – 3 varieties</li> <li>h) Tea &amp; Coffee</li> </ul>		
Morning Snacks	<ul style="list-style-type: none"> <li>• Sandwich and pastry Two item (Veg/non)</li> <li>• Tea &amp; Coffee</li> </ul>		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for Lunch 3 - Annexure - 02**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

Item	Minimum Requirement	Bidder's Response	
		Yes/No	If "No", Bidders Response
Lunch	<ul style="list-style-type: none"> <li>• Soup – 3 varieties for 3 days</li> <li>• Bread and butter</li> <li>• Salad Corner – 2 varieties</li> <li>• Sauces</li>   <li>• Main (Sri Lankan and Asian) – 3 varieties</li> <li>• Meat and Fish – 2 varieties</li> <li>• Vegetable – 3 varieties</li>   <li>• Desert – 3 varieties</li> </ul>		
Evening Snacks	<ul style="list-style-type: none"> <li>• 2 Sweet varieties (For example Cake &amp; Pan Cake)</li> <li>• Tea and Coffee - 3 varieties for 3 days</li> </ul>		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for Dinner 3 - Annexure - 03**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

Features	Required Minimum Specification	Bidder's Compliance	
		Yes/No	If "No", Bidder's Response
Dinner	<ul style="list-style-type: none"> <li>• Soup - 3 varieties for 3 days</li> <li>• Bread &amp; Butter</li> <li>• Salad Corner – 2 varieties</li> <li>• Sauces – 3 varieties</li>   <li>• Main course (Sri Lankan and Asian) – 3 varieties</li> <li>• Meat and fish – 2 varieties</li> <li>• Vegetable – 3 varieties</li>   <li>• Action Station only one</li>   <li>• Desert – 2 or 3 varieties</li> </ul> <p><b>Special Sri Lankan food will be considered</b></p>		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Section V-Quotation Submission Form**  
**Catering Service for the International Event of MGIEP Programme**  
**for South Asian Center for Teacher Development, Meepe.**  
**Contract No: SACTD/05/S4/2024**

Date:

To: **Director General, South Asian Center for Teacher Development, ‘Meepe’, Padukka.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods

**Procurement of Catering Service for South Asian Center for Teacher Development, Meepe.**  
**Contract No: SACTD/05/S4/2024**

(c)

No.	Description of Goods	Quantity
01	Breakfast 3	65
02	Lunch 3	65
03	Dinner 3	65

- (d) Total Price of our Bid before VAT, including any discounts offered is:  
.....  
..... *[Insert the total bid price in words and figures];*
- (e) Total price of our Bid after VAT, including any discounts offered is:  
.....  
..... *[Insert the total bid price in words and figures];*
- (f) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (g) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.
- (h) We hereby agree to submit a Bid-Securing Declaration. (**Annexure 07**)
- (i) Performance security shall be required Ten percent (5%) of the contract value. (Soon after contract is awarded) After delivery and acceptance of the Goods, the performance security shall be released. – (**Annexure 08**)
- (j) Payment will be done by SACTD, after the receive invoice and inspection report.

Signed:.....

*[Insert signature of person whose name and capacity are shown]*

Name.....

*[Insert complete name of person signing the Bid Submission Form]*

Company Frank:

Dated: .....

## Bid-Performance Declaration

*[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]*

*[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date: ----- *[insert date by bidder]*

\*Name of contract — *[insert name]*

\*Contract Identification N<sup>o</sup>: -----*[insert number]*

\*Invitation for Bid No.: ----- *insert number]*

**\*To: Director General, South Asian Center for Teacher Development**

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter "the ITB"), bids must be supported by a bid-performance declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid performance shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid performance Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid performance Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]* Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]* Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Performance Security

Annexure - 08

[Note: the Employer is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

**\*Beneficiary: Director General, South Asian Center for Teacher Development, "Meepe", Padukka.**

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Service Provider] (hereinafter called "the Service Provider") has entered into Contract No. ----- [reference number of the contract]

dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (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 Service Provider, 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 the .... day of ....., 20. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

.....  
[signature(s)]