

GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF URBAN DEVELOPMENT, CONSTRUCTION AND HOUSING

SRI LANKA LAND DEVELOPMENT CORPORATION

Procurement No: S/121/25

**BIDDING DOCUMENT FOR  
TOPOGRAPHICAL SURVEY  
WORK OF EXISTING ROAD AND  
STORM WATER DRAINAGE  
SYSTEM FOR THE HYDROLOGY  
STUDY OF**

**Improvement to Kelaniya Mudungoda Road Section  
from Ch. 11+000 to 16+000**

**Bid Closing Date & Time: 27.05.2025 at 13:30hr**

**Sri Lanka Land Development Corporation**

No. 03, Sri Jayawardenapura Mawatha

Welikada

Rajagiriya

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Tel. No. : 0112866832  
Email: prabodini@slrddc.lk

Fax. No. : 011-2871637

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# **VOLUME - 1**

## SECTION - 01

### INSTRUCTIONS TO BIDDERS

*Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works Minor Contracts - ICTAD/ SBD / 03 (Second Edition - January 2007), Section 1, Instructions to Bidders.*

*Instructions to Bidder shall be read in conjunction with the Section 5 – Schedule given in Volume 2, which shall take precedence over the Instructions to Bidders.*

*Instructions to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.*

## SECTION - 02

### STANDARD FORMS (CONTRACT)

- **Agreement (Refer to the attached format)**

*Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works  
Minor Contracts - ICTAD/ SBD / 03 (Second Edition – January 2007)  
Section – 2. Not attached to this document for the following forms.*

- **Letter of Acceptance**
- **Performance Security**
- **Advance Payment Security**

## **FORM OF AGREEMENT**

This **AGREEMENT** made the ..... (day) of ..... (month) 200..... (Year), between.....(name and address of Employer) (hereinafter called and referred to as “the Employer”), of the one part, and ..... (name and address of Contractor) (hereinafter called and referred to as “the Contractor” ), of the other part.

**WHEREAS** the Employer desires that the Contractor execute ..... (name and identification no of Contract) (hereinafter called and referred to as “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and remedying of any defects therein.

### **The Employer and the Contractor agrees 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 hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and constructed part of this agreement, viz,
  - a) Contract Agreement
  - b) Letter of Acceptance
  - c) Conditions of Contract
  - d) Contract Data
  - e) Specification
  - f) Bill of Quantities
  - g) Drawings
  - h) Addendum
  - i) Performance Security
  - j) Form of Bid
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein 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 the day and year aforementioned, in accordance with laws of Sri Lanka.

**General Manager,  
Sri Lanka Land Development Corporation**

Witness: 1. Name : \_\_\_\_\_  
2. Signature: \_\_\_\_\_

Witness: 1. Name : \_\_\_\_\_  
2. Signature: \_\_\_\_\_

## Contractors Common Seal

Witness: 1. Name & Address : \_\_\_\_\_  
 2. Signature : \_\_\_\_\_  
 3. National Identity Card No. : \_\_\_\_\_

Witness: 1. Name & Address : \_\_\_\_\_  
 2. Signature : \_\_\_\_\_  
 3. National Identity Card No. : \_\_\_\_\_

## SECTION - 03

# CONDITIONS OF CONTRACT

*Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works Minor Contracts - ICTAD/ SBD / 03 (Second Edition - January 2007), Section 3, Conditions of Contract.*

*Conditions of Contract shall be read in conjunction with the Section 5 - Schedule in Volume 2, which shall take precedence over the Conditions of Contract.*



# **VOLUME - 2**

# **REQUEST FOR BID (RFB)**

## **MINISTRY OF URBAN DEVELOPMENT AND HOUSING**

### **SRI LANKA LAND DEVELOPMENT CORPORATION**

#### **TOPOGRAPHICAL SURVEY WORK OF EXISTING ROAD AND STORM WATER DRAINAGE SYSTEM FOR THE HYDROLOGY STUDY OF IMPROVEMENT TO KELANIYA MUDUNGODA ROAD SECTION FROM CH. 11+000 TO 16+000**

**Contract (Bid) No: S/121/25**

- 1.0 The Chairman, DPC on behalf of the Sri Lanka Land Development Corporation now invites sealed bids from eligible and qualified bidders for the works of topographical survey of the existing road and storm water drainage system for the hydrology study of improvement to the Kelaniya Mudungoda road section from ch. 11+000 to 16+000 as described below.
- 2.0 The scope of work includes conducting a topographical survey and preparing survey plans in accordance with the provided specifications. This work covers the ground survey of existing road, canals, drains, cross drainage structures, preparation of survey plans including topo plans, longitudinal sections, cross sections and establishment of Bench Marks
- 3.0 The Project period is 28 Calendar days from the date of award of the Contract.
- 4.0 Bidding will be conducted through the Limited Competitive Bidding Procedure.
- 5.0 Interested eligible bidders may obtain further information from Deputy General Manager (Research & Design), via [keerthipbd@gmail.com](mailto:keerthipbd@gmail.com) and inspect the Procurement Documents at the address given below from 09:00 hrs to 15:30 hrs.  
Deputy General Manager (Supplies)  
Sri Lanka Land Development Corporation  
No. 03, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya.
- 6.0 Qualification requirements include:
  - Successful completion of topographical surveys for road segments, each not less than 5 km in length and or topographical surveys of stormwater drainage systems including canals, drains and cross drainage structures.
  - The key personnel involved in the project (Lead Surveyor) must possess with a annual practicing license for year 2025 issued by the Sri Lanka Land Survey Council at the time of bid submission.

Additional details are provided in the Procurement Documents.

7.0 A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written request to the address below and upon payment of a nonrefundable fee of Rs 2,000/-. The method of payment will be direct cash deposit or online account transfer to Account No 3271113, Account Name:- Sri Lanka Land Development Corporation, Bank & Branch:- Bank of Ceylon, Rajagiriya.

Deputy General Manager (Supplies & Store)  
Sri Lanka Land Development Corporation  
No. 03, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya.

8.0 Sealed bids must be delivered in duplicate to the address below at or before 13:30hrs on 27.05.2025. Late bids shall be rejected. Bids will be opened in the presence of the bidders or representatives who choose to attend in person or virtually at the address below at 13:30hrs on 27.05.2025. All bids must be accompanied by a Bid-Security of Rupees Thirty Thousand (Rs. 30,000/-) and valid up to 77 days from the closing date of bids (up to 12.08.2025).

The Chairman (Department procurement committee)  
Sri Lanka Land Development Corporation,  
No. 03, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya

9.0 Pre-Bid meeting will be held at 10:00 hrs on 21.05.2025 through the online method, where the meeting link will be sent in advance to the provided email by the bidder.

The Chairman (Department procurement committee)  
Sri Lanka Land Development Corporation,  
No. 03, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya.

## **SECTION - 4**

### **FORM OF BID AND QUALIFICATION INFORMATION**

## FORM OF BID

Name of Contract: Topographical Survey Work of Existing Road and Stormwater Drainage System for the Hydrology Study of Improvement to Kelaniya Mudungoda Road Section From Ch. 11+000 To 16+000

To: General Manager  
Sri Lanka Land Development Corporation  
No. 03, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya.

Gentleman,

1. Having examined the Standard Bidding Document – Procurement of Works – Minor Contracts [ICTAD/SBD/03-Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the Above-named Works, We/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees .....  
.....  
(LKR .....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if your Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this Tender for a period of forty-nine (49) days from the date fixed for the closing of Tenders (up to 15.07.2025), and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall continue a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ..... day of ..... 20..... in the capacity of ..... Duly  
authorized to sign tenders for on behalf of .....  
(IN BLOCK CAPITALS)

Signature : .....

Name : .....

Designation : .....

Address : .....

.....

.....

Witness : .....

Read Only

## QUALIFICATION INFORMATION

Backlisted Contractors	
Have you been declared as a defaulted contractor by NPC or any other Agency?	Yes/No
IF yes provide details	<i>(Attach as annex)</i>
VAT Registration Number	
Work Programme	<i>(Attach as annex)</i>
Legal Status	(public company/ private company/ partnership/ sole proprietor) (Attach relevant status copies, including company registration, as an annex)
Power of attorney for the bidder's authorized signatory	<i>(Attach as annex)</i>
Value of works performed in the last 5 years	<i>(Attach copies of the audited financial statements)</i>
Year 2024/2023 Rs.	
Year 2023/2022 Rs.	
Year 2022/2021 Rs.	
Year 2021/2020 Rs.	
Year 2020/2019 Rs.	
Successful completion of topographical surveys for road segments, each not less than 5 km in length or topographical surveys of stormwater drainage systems, including canals, drains, cross drainage structures, etc.	1. Project ..... Value ..... Year ..... 2. Project..... Value..... Year..... 3. Project..... Value..... Year..... 4. Project..... Value..... Year..... 5. Project..... Value..... Year..... <i>(Attach copies of Certificates of Completion etc. as annex)</i>
List of assets (instruments and equipment) planned to be deployed to the project	<i>(Attached as annex)</i>
Key personals qualifications and experience to be defined	<p style="text-align: center;"><b>Managerial/ Technical</b></p> <p><b>Lead Surveyor:</b>  -B.Sc. degree in surveying sciences or equivalent to diploma in advance level survey technician, with</p>

	<p>minimum experience in the relevant field of more than 10 years.</p> <p>and</p> <p>-Registered licensed surveyor in the Sri Lanka Land Survey Council with an annual practicing license for the year 2025.</p> <p><b>Surveyors</b></p> <p>- B.Sc. degree in surveying sciences or equivalent to a diploma in advance level survey technician.</p> <p><i>(Attach original of curriculum vitae with certified copies of certificates of the technical and managerial staff planned to be involved in the project.)</i></p>
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Signature of the Bidder : .....



## SECTION - 5

### SCHEDULE

*Notes: This section shall be read in conjunction with Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract, and is intended to provide specific information in relation to corresponding Clauses in Sections 1 & 3. Whenever there is an ambiguity, the provisions in Section 5 – Schedule shall supersede those provided in Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract.*

## Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is:	Name : General Manager Address: Sri Lanka Land Development Corporation, No. 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya.
1 & 13	1.1.21	Summary of Works	The Works consist of: Topographical survey of the existing road and storm water drainage system for the hydrology study of improvement to the Kelaniya Mudungoda road section from ch. 11+000 to 16+000. This work covers the ground survey of existing road, canals, drains, cross drainage structures, preparation of survey plans, including flat plans, longitudinal sections, cross sections and establishment of Bench Marks
1.	1.1.14	Intended Completion Date	Intended Completion Date is 28 Days from the start Date
2.		Source of Funds	The source of funds is GOSL
16.		Bid Security	Bid shall include a bid Security: <ul style="list-style-type: none"> <li>For an amount of Rs. 30,000.00 (Thirty thousand rupees only).</li> <li>The Bid Security shall be irrevocable and unconditionally cashable upon the first written Demand from the Employer.</li> <li>Issued by the commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka, using the form for bid security (unconditional guarantee) included in Section 9, Standard Forms.</li> <li>Remain valid till 12.08.2025 (77 days)</li> </ul>
31.	4.4	Performance Security	Amount of Performance Security required is 5% of the Initial Contract Price. The form acceptable is an unconditional guarantee. The guarantee should be from a

commercial bank operating in Sri Lanka  
approved by the Central Bank of Sri Lanka

ITB Clause	Conditions of Contract Clause	Item	Data
	6.4	Late Completion	The amount to be paid is 0.05% of Initial Contract Price per Day, subjected to maximum of 10% of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is 60 Days from Taking Over.
	10.4	Retention	The amount of retention is 10% of certified Work done The maximum amount of retention is 5% of Initial Contract Price.
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
	13.1 (c)	Insurance, third Party	Minimum amount for the third party insurance is Rupees 100,000.00 per event
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is Rupees 100,000.00 per event
33.	1.1.11	Adjudicator	<i>Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.</i>
	14.0	Resolution of Disputes	

### Appendix to the Conditions of Contract

	Conditions of Contract Clause	
Time within which payment is to be made	10(1)	On handing over the completed survey plans/ drawings (soft copy .dwg format), 60% of the contract sum will be paid, after the drawings and documents submitted are scrutinised within three weeks if no major errors are encountered. Balance 40%

payment will be made after submitting the complete set of licensed surveyor certified drawings/ plans in compliance with the requirements stipulated in the specification.

## **SECTION - 6**

### **SPECIFICATIONS**

## SPECIFICATIONS FOR TOPOGRAPHICAL SURVEY WORK

The selected road section for the survey is demarcated in the attached map (B214 road from P1 to P2). The coordinates of the reference locations are as follows.

Location	N (WGS1984)	E (WGS1984)	Remarks
P1	6°56'20.52"	79°58'19.54"	Expressway interchange at Kaduwela
P2	6°57'45.92"N	79°59'48.14"E	Near Siyambalape Junction

The selected cross drainage structures and lead-away canals/drains for the survey are demarcated in the attached map.

The following details are to be obtained at the survey work.

### Topo plan

- A 5m passage on either side from the road edge is required to be shown on a plat plan, including details of the road, roadside drains, pavement, boundary walls, existing buildings, utility posts, and any other significant features.
- A 3m passage on either side from the banks of lead-away canals of existing culverts, up to the outlet (main stream or marshland), is required to be shown on a flat plan, including details of bank type, boundary walls, existing buildings, utility posts, and any other significant features.

### Longitudinal sections

- The Longitudinal Sections (LS) of the road sections demarcated in the attached map should be obtained along the centreline.
- The Longitudinal Sections (LS) of the lead-away canals/ drains demarcated in the attached map should be obtained along the centreline.
- Levels want to be taken at 10m intervals.

### Cross sections

- Cross Sections (CS) of road sections are required to be obtained at 30m intervals.
- Levels of the cross-section are to be taken up to 5m on either side from the road edge covering the roadside drain information (if exists)

- All important details such as the width & depth of the drain, bed level of the drain, drain type, etc. should be indicated clearly in roadside drains.
- Cross Sections (CS) of lead away canals/ drains are required to be obtained at 30m intervals.

#### **Crossing drainage structures survey**

- All existing bridges and culverts are required to be surveyed within the road section demarcated in the attached map
- The dimensions such as length (L), width (W), height (H), inverts (Inv1 & Inv2) and road top levels (P1, P2 & P3) as shown in figure-2 of culverts, bridges and any other structures across the selected drainage paths should be taken with an accuracy of (+ or -) 5 mm.

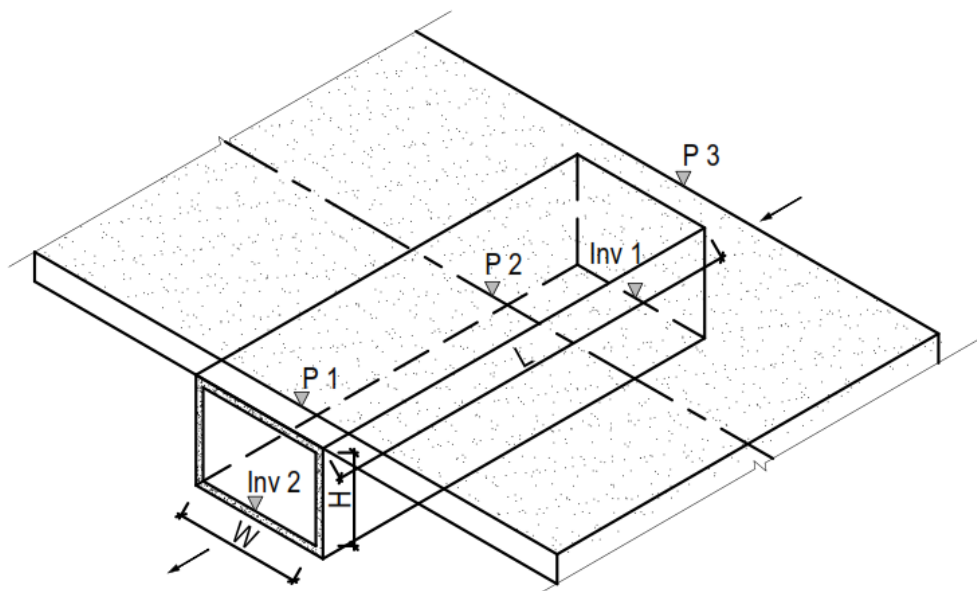


Figure 1: Sketch of a typical culvert

- Lead in and Lead away canal details of culverts, such as cross section, canal type, want to be obtained.

#### **Flood hearing survey**

A Flood hearing survey is conducted to acquire historical inundation data of the study area, crucial for the calibration process of rainfall runoff and inundation models. The required inundation information can be gleaned by actively engaging nearby residents. The following information is required to be collected during this survey.

- Inundated depth (depth can be converted to level during the survey) of the known locations such as culverts, bridges, boundary wall, electricity posts, etc.

- The corresponding depth must refer to known recent rainfall events. June 2024 and October 2024 events are preferred to obtain the inundation information.
- Inundated extent (up to which location got inundated) of the road for the same events.

### **Horizontal control**

- Entire survey shall be connected to the National Grid System (SLD-99) of the Survey Department, Sri Lanka.
- The Contractor shall run the necessary control traverses in and around the entire survey area to ensure the required accuracy for the survey.

#### **FOR CONTROL TRAVERSES**

- AZIMUTH check should be made for every 25 lines.
- AZIMUTH closure at azimuth check point should not exceed  $10''$  per station or  $\sqrt{80'' N}$  (N= number of lines)
- Position closure  $0.8\sqrt{D}$  meters, where D is the total length in Km.

### **Vertical control**

- Temporary Bench Marks with respect to the mean sea level (MSL) datum shall be established along the survey route approximately 500m apart.
- All benchmarks shall be established with a 10mm diameter steel pin embedded in concrete and fixed onto the permanent features and so positioned to be readily accessible but clear of vehicular traffic or waterlogged areas.
- It shall be the contractor's responsibility to establish temporary benchmarks and hand over to SLLDC in writing the location and value of the benchmark after completion of work.
- The Contractor should establish vertical control points around the survey area. The Contractor shall also establish additional TBM required for his work. Allowable error of the detail levelling should not exceed  $\pm 24 \sqrt{k}$  mm where k is the distance between bench marks measured along levelling route in km.

### **Drawings and data to be produced**

- The survey drawings of all topographical, longitudinal, cross-sectional and cross-drainage structure works were produced according to the scope of work in metric units drafting using AutoCAD software. The scale drawing sheets want to be prepared in Layouts as described below.
  - a. Topographical Plan  
Scale 1:500
  - b. Longitudinal Sections  
Horizontal 1:1000

	Vertical	1:100
c. Cross Sections		
	Horizontal	1:200
	Vertical	1:200

Drawings should be produced on standard A3 size white papers, and with soft copies (.dwg format) by the contractor. With reference to the given specimen,

The following items are to be included in drawings if required,

- Bar scales shall be marked
  - Leave a 75mm x 85mm space for the cage at the bottom right corner.
  - A legend shall be provided.
  - Mark the topographical plan underneath the longitudinal section on one paper.
  - Images showing both the inlet and outlet views of the culvert must be included in the culvert survey drawings.
  - Letter type shall be Arial, and letter sizes are 2mm,3mm and 4mm for notes, subheadings and headings
- Benchmark drawings with tie measurements should be produced in compliance with the survey department format on standard A4-size white paper and with soft copies (.dwg format)
  - All XYZ point files of the topography survey need to be submitted.



**SECTION - 7**  
**BILL OF QUANTITIES**

**Estimate of Topographical survey work of the existing road and storm water drainage system for the hydrology study of improvement to Kelaniya Mudungoda road section from ch. 11+000 to 16+000**

<b>BILL OF QUANTITIES</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
<b>1.</b>	<b>Surveying work and preparation of topo plan</b>				
1.1.	Road Section (P1-P2)	m	4500		
1.2.	Lead away canals/ drains	m	800		
<b>2.</b>	<b>Surveying and drawing work of longitudinal sections</b>				
2.1.	Road Section (P1-P2)	m	4500		
2.1.	Lead away canals/ drains	m	800		
<b>3.</b>	<b>Surveying and drawing work of cross-sections</b>				
3.1.	Road Section (P1-P2)	m	4500		
3.2.	Lead away canals/ drains	m	800		
<b>4.</b>	<b>Surveying and drawing work of cross-drainage structures</b>	NOS	7		
<b>5.</b>	<b>Flood hearing survey</b> Acquiring the required inundation information of past flood events as per the survey specification	L.Sum			
<b>6.</b>	<b>Provision for the establishment of benchmarks</b>	NOS			
	<b>Sub Total 1</b>				
	Add 10% for Contingencies				
	<b>Total Bidding Price</b>				
	VAT 18% (Reg No.....)				
	<b>Grand Total</b>				

**Notes**

- The bidder shall read the entire technical specification together with this Bill of Quantities (BOQ) before pricing.
- Any preliminary items which are not specified in this BOQ shall be included in the rates of items in the BOQ.
- Any other associated works, such as site clearing, required devices/software/accessories, etc., in order to complete the given scope of works under the given specifications, shall be included in the rates of items in the BOQ.
- Do not carry the VAT component to the Form of Bid.

Total (To be carried to Form of Bid) in words:

Sri Lankan Rupees

.....  
.....  
.....  
.....

**Authorized person of the Bidder**

Signature : .....

Name : .....

Adress : .....

NIC No : .....

Date : .....

Common Seal

Read Only

**SECTION - 8**  
**DRAWINGS**

Read Only

## SECTION - 9

### STANDARD FORMS (BID)

*Notes: Bidders shall submit the completed Form of Bid Security as appropriate in compliance with the requirements of the bidding documents.*

*Bidders shall submit a duly completed Declaration (Affidavit) of Non-Collusion along with the procurement documents, in compliance with the requirements of the Procurement Guidelines – 2024 for Goods, Works, and Non-Consultancy Services issued by the NPA.*

*Bidders should not complete the Form of Agreement at the time of preparation of bids*

*The successful bidder will be required to sign the Form of Agreement after the award of the contract.*

*Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of the bidding documents should be incorporated into the Agreement*

*The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the bidders at the time of bids.*

*The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.*

## FORM OF BID SECURITY

*[This Guarantee form shall be filled in accordance with the instructions indicated in brackets]*

.....  
*[insert issuing agency's name, address of issuing branch or office]-*

**Beneficiary:** .....  
*[insert (by PE) name<sup>21</sup> and address of Employer]*

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]* (hereinafter called "the bidder") has submitted to you its bid dated ..... *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the execution 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"); or
- c) having been notified of the acceptance of its Bid by the Employer 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 the successful bidder furnishing the performance security, otherwise it will remain in force up to ..... *(insert date<sup>22</sup>)*

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)]*

---

<sup>21</sup> Name of the Employer as given in Clause 1 of the Instructions to Bidders

<sup>22</sup> Insert date in accordance with Sub-Clause 16 of Instructions to Bidders

## NON-COLLUSION AFFIDAVIT

### (Procurement Guideline (2024) Reference – 5.6.4)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this .... day of ... at .....

BEFORE ME,



Read Only

## Check List for Bidders

Bidders are advised to fill in the following table:

ITEM	ITB Clause	YES (tick)	REFERENCE
<b>Form of Bid</b>			
Addressed to the Employer	18		
Completed?	18		
Signed?	18		
<b>Bid Securing Declaration Form (if required)</b>			
Properly filled and signed	16		
<b>Bid Security (if required)</b>			
Address to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
<b>Declaration of Non-Collusion and Multiple Bids</b>			
Affidavit with required signatures	NPC 5.6.4		
<b>Qualification Information</b>			
All relevant information completed?	4		
Signed?	4		
<b>Addendum</b>			
Contents of the addendum (if any) taken into account?	10		
<b>BID package</b>			
All the documents given in ITB Clause 12 are enclosed in the original and the copy?	12		
ITB Clause 19 followed before sealing the Bid package?	19		