



BIDDING DOCUMENT
for
The Procurement, Supply, and
Delivery of CIT, Operational and
Executive Motor Vehicles.

**BIDDING DOCUMENT FOR THE PROCUREMENT, SUPPLY AND DELIVERY OF CIT,
OPERATIONAL AND EXECUTIVE MOTOR VEHICLES
PROCUREMENT REFERENCE – COMPETITIVE BIDDING NUMBER POSB-18-2024-
RETENDER**

Bidding Document for the Procurement of:	CIT , Operational and Executive motor vehicles
Procurement Reference No:	POSB-18-2024 -Retender
Procuring Entity:	People’s Own Savings Bank (POSB)
ISSUE DATE	24 May 2024
CLOSING DATE	12 June 2024

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PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to procure motor vehicles for cash in transit and operational purposes. Accordingly, the bank extends its invitation to registered reputable motor dealers to participate in this tendering process.

Procurement Reference – Competitive Tender Number: POSB-18-2024 - Retender.

Preparation of Bids

You are requested to bid for the supply of motor vehicles specified in the Statement of requirements below, by completing and returning the following documentation: -

1. Fully signed bid submission sheet as guided by the template provided in the bid document.
2. The Statement of Requirements in Part 2.
3. **A bid security of USD\$5,000.00.**
4. The bidder **MUST** attach the following **MANDATORY** documents: -
 - a. Legal Documents - Certificate of Incorporation,
 - b. CR6 Form or CR14 form
 - c. Tax clearance certificate.
 - d. Company Profile
 - e. Valid VAT certificate (ITF 263)
 - f. Valid NSSA Clearance Certificate
 - g. At least 3 x **signed and authentic** reference letters from previous corporate customers indicating supplies of similar nature. Reference letters should not be more than three (3) months old and should indicate business conducted **within the past 2 years only. Supplies made to POSB will not be included among the references.**
 - h. Bidders must have been in operation for a period of at least 5 years in the business of supplying similar motor vehicles.
 - i. Bidders must state the validity period (minimum of 120 days)
 - j. Bidders must state the delivery period.
 - k. **Bidders must submit valid signed and authentic proof of dealership from Original Equipment Manufacturer (OEM). Proof of dealership from Original Equipment manufacturer should not be more than 12 months old. Proof of dealership from agents will not be considered.**
 - l. **Bidders must be valid members of the Zimbabwean Motor traders Association or equivalent motoring Association in Zimbabwe. Valid proof of membership must be included with the bid document.**

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- m. Bidders should have workshops for repairing and servicing the purchased motor vehicles. POSB evaluation team may make site visits to establish availability and suitability of workshop and facilities for repairs and service.
- n. **Bidders with outstanding vehicle deliveries outside contracted delivery timelines and those who have failed to deliver within contracted timelines in the past will not be considered.**

You are advised to carefully read the complete bidding document before preparing the bid proposal.

The standard forms in this document may be retyped for completion but the bidder is responsible for their accurate reproduction. All pages of the bid must be clearly marked with the procurement reference number.

Lots and Packages

The requirement is divided into 5 lots. Bidders are free to bid for all lots or any preferred lots from the RFP.

Number of bids allowed.

No Bidder may submit more than one bid per lot either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any bidder on or before the 8 June 2024 and should be sent to procurement@posb.co.zw to the attention of Kennedy Taonangoro or Gibson Sibanda.

Pre-bid meeting.

There will not be a pre-bid meeting for this tender since specifications are clearly spelt out in the statement of requirements.

Validity of Bids

The minimum period for which the bidder's bid must remain valid is 120 days from the deadline for the submission of bids. The bid validity must be clearly stated. Bids that do not clearly indicate the bid validity will be disqualified.

Submission of Bids

The technical and financial proposals should be provided as one set of tender documents.

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Bids must be submitted electronically in PDF format to the email address below, no later than the date and time of the deadline provided. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the bidder and the number of the Bid.

The Bidder must mark the subject line with the bidder's name and address and the Procurement Reference Number.

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify all potential bidders through its website address www.posb.co.zw of the any amended bid submission deadlines.

Date of deadline: **12 June 2024** **Deadline Time: 10.00Hrs**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line

Bid opening.

Due to Covid-19 No bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Withdrawal, amendment, or modification of Bids

A bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in the Statement of Requirements. In quoting prices, the bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods

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- (i) the price of the Goods and the cost of delivery to the destination including the relevant INCOTERMS, as stated in the Delivery Schedule.
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included.
 - (iii) Any other applicable import taxes.
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included.
 - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their destination), whenever such Related Services are specified in the Schedule of Requirement.

Bid Security

The Bidder must attach their refundable Bid Security of **US\$5,000,00** or equivalent valid for 120 days together with their bid.

The following options are available for payment of refundable bid bond security.

First Option: - The bid security shall be deposited into a POSB bank accounts with the following details.

This account is strictly for US\$ only.

NAME OF BANK: People's Own Savings Bank (POSB)

ACCOUNT NAME: RTGS SUSPENCE USD FINANCE

ACCOUNT NUMBER: 700000012331

Currency US\$

For ZiG equivalence payments the following account details will apply: -

Account Number : 400380000004

Account Name : RTGS SUSPENCE

Currency : ZiG

Proof of deposit should be included in the bid document. The bid sum will be refunded to unsuccessful bidders as soon as performance bond is received, or contract signed with the winning bidder.

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SECOND OPTION: - A bank guarantee from any **Registered Commercial Bank**. **Bid bond guarantees from deposit taking micro-finance banks/institutions will not be accepted.** Documentary proof of bid bond guarantee must be included in the tender documents.

Any bid not accompanied by a Bid bond Security will be rejected by the Procuring Entity as non-responsive.

The Bid Security of a Joint Venture (JV) 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 Security must be in the names of all intended partners.

Performance Security

A 10% performance security shall be required from the winning bidder within 7 working days calculated from the date of notice of tender award. **Bid bonds will be released upon receipt of performance bond from the winning bidder or as soon as contract is concluded with winning bidder.**

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of bidders in terms of this document and to confirm that the Bid is administratively compliant.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements.
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated compliant bid.

Evaluation criteria

Bids will be examined to confirm that all terms, conditions, and requirements of the bidding document have been complied with by the bidder. The assessment of responsiveness shall be determined in accordance with the criteria set out in the preparation of bids section of this tender document.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out in the Preparation of Bids section of this tender document to be able to participate and to be qualified for the proposed contract. Bidders must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet.

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To be eligible, Bidders must: -

1. have the legal capacity to enter a contract.
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances.
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe.
4. not have a conflict of interest in relation to this procurement requirement.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the motor vehicles required. The motor vehicles offered must meet this specification, but no credit will be given for exceeding the specification.

Bid Currency:

Bids should be priced in United States Dollars (US\$) Nostro for both the foreign component and local components. Bidders should indicate foreign component and local component separately.

Payment Currency:

Payment will be processed in United States Dollars (US\$) Nostro for both the foreign and local components.

Award of Contract

The lowest evaluated bid, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award which will be effective until signature of the contract documents. Unsuccessful bidders will be advised of the successful bidder/s and details of the proposed prices by the successful bidder/s.

Right to Reject

POSB reserves the right to accept or reject any Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The People's Own Savings Bank requires that bidders and contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy: -


1. POSB will reject a recommendation for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract or been declared ineligible to be awarded a procurement contract.

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- 2. POSB may impose sanctions on fraudulent or collusive bidders in terms of its procurement policy.
- 3. Any conflict of interest on the part of the bidder must be declared.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

Signed  Date.....
GARAINASHE CHANGUNDA

DESIGNATION: CHIEF EXECUTIVE OFFICER
Signed on 27 May 2024, 11:25 AM CAT

Date Stamp

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Bid Submission Sheet

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it **will be rejected**. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference
Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to supply the vehicles listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: {days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation, or adjustment within the bid validity period.

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Bid Authorised by:

Signature	Name
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	
.....	

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PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Vehicles and Price Schedule

Currency of Bid US\$.....

LOT	Description of Goods	Quantity	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
Lot 1	Single cab pickup trucks: - (CIT X 2) (as specified in the technical sheet)	2		
Lot 2	Sports & Utility Vehicles SUVs: - (Audit x 1, Merchant x 1, Esteem x 1, Sales x 1, Micro Finance x 1) (as specified in the technical sheet)	5		
Lot 3	Double Cabs: - (Investigations x 1, Corporate banking x 2, Admin pool x 1) (as specified in the technical sheet)	4		
Lot 4	Sedans: - (Security x 2, Corporate banking x 1) as specified in the technical sheet)	3		
Lot 5	Toyota Fortuner 2.8L GD6 4X4 Automatic Executive	4		
Total		18		

Note 1: Lots and packages should be shown as separate items.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

LOT	Description of Motor vehicles	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					<i>{to be provided by the Bidder}</i>
Lot 1	Single cab pick-up trucks	2	each	8 Weeks, DAP	
Lot 2	Sports & Utility Vehicles	5	each	8 Weeks, DAP	
Lot 3	Double Cabs	4	each	8 Weeks, DAP	
Lot 4	Sedans	3	each	8 Weeks, DAP	

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The place for delivery of the motor vehicles.

People's Own Savings Bank Head Office
6th Floor Causeway Building Harare
Corner Third Street/Central Avenue Harare

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Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards:

[Columns A and B are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

A	B	C
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b} Compliant/Non – compliant
Lot 1	<p>Single cab trucks 4x2</p> <p>ENGINE</p> <p>Fuel Type: – Diesel</p> <p>Engine Capacity: 2400cc</p> <p>Power: (kw @r/min) 110 @ 3400</p> <p>Torque: (Nm @ r/min) 400@/1600-2000</p> <p>4 cylinder in-line</p> <p>Transmission: 6 Speed Manual</p> <p>Radio (AM/FM/RDBS, 1CD, USB/ IPOD/AUX/BT AUDIO, Handsfree): Standard</p> <p>Wheelbase:2600mm</p> <p>Vehicle Dimensions (LxWxH):5330x1800x1690</p> <p>Ground clearance: 182mm</p> <p>Towing Capacity: 2500kg (with brakes)</p> <p>Seat: 40/60 Split seat</p> <p>Tyre size: 215/65R/16C Steel</p> <p>Halogen Headlamp: Standard</p> <p>SRS Airbags: Driver, Passenger</p> <p>Air conditioning: Standard</p> <p>Warranty</p>	

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	3 years/ 100,000 km whichever comes first.	
Lot 2	<p>Sports & Utility Vehicles (SUV)</p> <p>ENGINE</p> <p>Fuel Type: – petrol</p> <p>Engine Capacity: 1.500cc</p> <p>Power: (hp @r/min) 102 @ 6000</p> <p>Torque: (Nm @ r/min) 134@/4200</p> <p>4 cylinder in-line</p> <p>Transmission: Automatic</p> <p>Radio (AM/FM/RDBS, 1CD, USB/ IPOD/AUX/BT AUDIO, Handsfree): Standard</p> <p>Wheelbase:2685mm</p> <p>Ground clearance: 220mm</p> <p>Seating Capacity: 7-seater</p> <p>Tyre size: 215/60R17 Alloy</p> <p>Reverse Camera: Standard</p> <p>SRS Airbags: Driver, Passenger, Front side and Curtain Airbags</p> <p>Warranty</p> <p>3 years/ 100,000 km whichever comes first.</p>	
Lot 3	<p>Double Cabs</p> <p>ENGINE</p> <p>Fuel Type: – Diesel</p> <p>Engine Capacity: 2400cc</p> <p>Power: (kw @r/min) 110 @ 3400</p> <p>Torque: (Nm @ r/min) 400@/1600-2000</p> <p>4 cylinder in-line</p> <p>Transmission: 6 Speed Manual</p> <p>Radio (AM/FM/RDBS, 1CD, USB/ IPOD/AUX/BT AUDIO, Handsfree): Standard</p> <p>Wheelbase:3085mm</p> <p>Interior dimensions</p>	

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	<p>Interior length (mm) 1,697 Interior width (mm) 1,480 (front) 1,410 (rear) Interior height (mm) 1,170 couple distance (mm) 841 Headroom (mm) 997(front) 969 (rear) Deck Dimensions Length (mm) 1,525 Max. Width (mm) 1,540 Height (mm) - 480 Ground clearance: 182mm Towing Capacity: 3500kg (with brakes) Tyre size: 215/65R/17C Steel Halogen Headlamp: Standard SRS Airbags: Driver, Passenger Air conditioning: Standard Warranty 3 years/ 100,000 km whichever comes first.</p>	
<p>Lot 4</p>	<p>Sedans ENGINE Fuel Type: – petrol Engine Capacity: 1.500cc Power: (kw @r/min) 73 @ 6000 Torque: (Nm @ r/min) 134@/4000 4 cylinder in-line Transmission: Automatic Radio (AM/FM/RDBS, 1CD, USB/ IPOD/AUX/BT AUDIO, Handsfree): Standard Wheelbase:2600mm Emission Category: Euro 4 Ground clearance: 160mm</p>	

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	Seating Capacity: 5-seater Tyre size: 15inch Alloy Halogen Headlamp: Standard SRS Airbags: Driver, Passenger Air conditioning: Standard Warranty 3 years/ 100,000 km whichever comes first.	
Lot 5	Toyota Fortuner 2.8L GD6 4X4 Automatic Executive	

The detailed technical evaluation will examine the technical specification of the items offered in column C and determine whether this meets the minimum specification in column B. Bidders must complete column C, or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column C.**

Bank Guarantee for Performance Security

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[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe.

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

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