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**Government of Jamaica**

PUBLIC PROCUREMENT STANDARD BIDDING DOCUMENT

**ANNEX W 11**

**Procurement of a**

**Works Framework** **Agreement**

**April 2019Foreword**

This standard bidding document (SBD) for Procurement of a Works Framework has been prepared by the Ministry of Finance (MOF). Its use is mandatory for the procurement of a Works framework.

Further edits to ensure compliance with the Act and its regulations may be required by the procuring entity.

Those wishing to submit comments or questions on this document or to obtain additional information are encouraged to contact:

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BIDDING DOCUMENTS

Issued on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**for**

**Procurement of**

*[insert identification of the works]* Framework\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ref No:** *[insert Ref number]*

**Procuring entity:** *[insert name of procuring entity]*

**Abbreviations and Acronyms**

Act Public Procurement Act, 2015

BDS Bid Data Sheet

Commission Public Procurement Commission

DB Dispute Board

e-GP electronic Government Procurement System

GC General Conditions

GoJ Government of Jamaica

ITB Instructions to bidders

JV Joint Venture

MOF Ministry of Finance

NCB National Competitive Bidding

Office Office of Public Procurement Policy

PC Particular Conditions

regulations The Public Procurement Regulations

SBD Standard Bidding Document

TAJ Tax Administration of Jamaica

TCL Tax Compliance Letter

UNCITRAL United Nations Commission on International Trade Law

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PART 1 – Bidding Procedures

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| Section I. Instructions to Bidders |

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| **Section I. Instructions to Bidders** |
| **A. General** |
| 1. Scope of Bid    1. The procuring entity **specified in the Bidding Data Sheet (BDS),** issues these standard bidding documents (SBD) for the procurement of works under a framework thereto as specified in Section V, Works Requirements. The name and identification number of this national competitive bidding (NCB) procurement are **specified in the BDS.** The name, identification, and number of lots are **provided in the BDS.**    2. This is a closed framework agreement unless otherwise stated in the **BDS.**    3. The type of framework agreement to be awarded by the procuring entity is specified in the BDS. Please note this is not an open framework as defined under the Act.    4. The duration of the framework agreement shall be defined in the BDS and shall be binding on the successful contractor(s) for that period.    5. Throughout these bidding documents:  the term “in writing” means a communication in hand or machine written type and includes messages by facsimile, e-mail and other electronic forms of communications with proof of receipt.“Electronic communications” means the transfer of information using electronic or similar media and the recording of information using electronic media.if the context so requires, “singular” means “plural” and vice versa; and“day” means calendar day.  * 1. Bidding will be conducted either in hard copy or using the electronic Government Procurement (e-GP) System as specified in the BDS. |
| 1. Source of Funds   2.1 The procuring entity has received public funds toward the cost of the project named in the **BDS** for the execution of this procurement. |
| |  | | --- | | 3.  Fraud, Corruption and Other Prohibited Practices   * 1. The Government of Jamaica requires that all parties involved in the procurement proceedings and execution of such contracts observe the highest standard of ethics.   2. For the purposes of this provision, offences of fraud and corruption are defined in Part VII of the Public Procurement Act, 2015 (Act) and any other Act relating to corrupt activities in Jamaica.   3. A person who commits an offence under the Act or any other Act relating to corrupt activities in Jamaica shall ---      1. be liable for conviction under the provisions of the Act or any other Act relating to corrupt activities in Jamaica;      2. have their bid rejected if it is determined that the bidder is not in compliance with the provisions of the Act, the regulations or any other Act relating to corrupt activities in Jamaica;      3. risk other sanctions provided for in the Act or the regulations. | | 1. Eligible bidders   4.1 In accordance with the Public Procurement Regulations, 2018, Section 17, bidders shall have to demonstrate that they have paid all taxes, duties, fees and other impositions as may be levied in Jamaica at the time of bid submission.  4.2 In accordance with the Public Procurement Regulations, 2018, Section 17, bidders shall have to demonstrate compliance with Section 15 of the Act at the time of bid submission.  4.3 Bidders shall provide such evidence of their continued eligibility as the procuring entity may reasonably request.     1. **Disqualified Bidders**    1. Failure to directly **obtain** the bidding documents from the procuring entity will result in d**isqualification from the procurement proceedings.**    2. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or that has been hired (or is proposed to be hired) by the procuring entity as Project Manager for the Contract.    3. A bidder that is ineligible in accordance with ITB Clause 3, at the date of contract award, shall be disqualified.    4. A Bidder falling in any of the disqualification grounds in sections 18 and 19 of The Public Procurement Regulations 2018 shall be disqualified. 2. Eligible goods and related services    1. The term “goods” means (a) things of every kind and description, whether tangible or intangible, including (i) commodities, agricultural crops, raw materials, products and equipment; (ii) matter in solid, liquid or gaseous form; and (b) services incidental to the supply of such things.   7.2 For the purpose of this Clause, origin means, but is not limited to, the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. | |
| 1. Eligible bidders    1. A bidder may be a firm that is a private entity or the combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the entire framework agreement and contract in accordance with their terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the framework agreement and during contract execution. Unless specified in the BDS, there is no limit on the number of members in a JV.    2. A bidder shall be deemed to have the nationality of a country if the bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed Subcontractors or suppliers for any part of the framework agreement including related services.    3. An eligible bidder (regardless of its country of registration) shall not 2. have been convicted of an offence involving dishonesty, within five years immediately preceding the commencement of the procurement proceedings; 3. be an undischarged bankrupt; 4. be insolvent or is the subject of winding-up proceedings; 5. in the case of the supplier that is a body corporate, any of its directors, general managers, secretary or any other similar officer, has been convicted of an offence involving dishonesty, or have been the subject of legal or disciplinary proceedings for any breach of duty or professional misconduct, within five years immediately preceding the commencement of the procurement proceedings; 6. have a record of participation in public procurement or the supplier’s business practices which gives the procuring entity reasonable cause to believe that the supplier carried out any act involving impropriety in the handling of moneys; 7. have its affairs being managed or administered by a court; 8. in the opinion of the procuring entity, be a person –    * 1. who is not of sound probity; or      2. who is unable to exercise competence, diligence and sound judgment in fulfilling the supplier’s responsibilities in relation to a public procurement.    1. Except as provided in ITB Sub-Clauses 4.5 and 4.6, this bidding process is open to:   (a) if a pre-qualification process has been undertaken for the framework agreement(s) for which these bidding documents have been issued, those firms - in case of JV with the same partner(s) and JV - that have been pre-qualified. The BDS specifies whether pre-qualified bidders may submit joint bids; or  (b) if a pre-qualification process has not been undertaken for the framework agreement(s) for which these bidding documents have been issued, then the provision of ITB Sub-Clauses 4.6 through 4.10 below apply.   * 1. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of works to be purchased under these bidding documents; or that has been hired (or is proposed to be hired) by the procuring entity as Engineer for the contract; they have controlling partners in common; they receive or have received any direct or indirect subsidy from any of them; they have the same legal representative for purposes of this bid; they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the procuring entity regarding this bidding process; a bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the party is involved. However, this does not limit the inclusion of the same Subcontractor in more than one bid.   2. Bidders shall not submit more than one bid in this bidding process, except for alternative bids permitted under ITB Clause 14. This does not limit the participation of Subcontractors in more than one bid.   3. A bidder that is ineligible in accordance with ITB Clause 3, at the date of framework agreement award, shall be disqualified.   4. In accordance with the regulations, the bidder and any named Subcontractors shall have to demonstrate that they have paid all taxes, duties, fees and other impositions as may be levied in Jamaica as part of their bid. Proof of tax compliance is a copy of the Tax Compliance letter (TCL) or a copy of the Tax Compliance Certificate (TCC), if current/not expired.   5. Bidders must be registered with the Public Procurement Commission (Commission) (<http://www.ocg.gov.jm>) as an approved unregistered contractor.   6. Failure to directly purchase the bidding documents from the procuring entity will result in ineligibility of that bidder from participating in the procurement process.   7. This bidding is open only to prequalified bidders, unless otherwise stated in the BDS.   8. An eligible bidder has the right to a reconsideration or review of an action or decision of the procuring entity in accordance with the reconsideration and review procedures described in the Public Procurement Manual. |
| 1. Eligible Materials, Equipment, and Services   5.1 The materials, equipment and services to be supplied under the framework agreement may have their origin in any country. At the procuring entity’s request, bidders may be required to provide evidence of the origin of materials, equipment and services.  5.2 For the purpose of this Clause, origin means, but not limited to the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. |
| **B. Contents of Bidding Document** |
| 1. Sections of Bidding Document   6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 9.  **PART 1 Bidding Procedures**   * Section I. Instructions to Bidders (ITB) * Section II. Bid Data Sheet (BDS) * Section III. Evaluation Criteria and Qualification Criteria * Section IV. Bidding Forms   **PART 2 Works Requirements**   * Section V. Works Requirements   **PART 3 Conditions of Contract and Contract Forms**   * Section VI. General Conditions (GC) * Section VII. Particular Conditions (PC) * Section VIII. Annex to the Particular Conditions - Contract Forms |
| 6.2 The Invitation for Bids issued by the procuring entity is not part of the bidding document.  6.3 Unless obtained directly from the procuring entity, the procuring entity is not responsible for the completeness of the bidding documents and their addenda.  6.4 The bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document. Failure to furnish all mandatory information or documentation required by the bidding documents may result in the rejection of the bid. |
| 1. Clarification of Bidding Document    1. A prospective bidder requiring any clarification of the bidding documents shall contact the procuring entity in writing at the procuring entity’s address specified in the BDS. The procuring entity will respond in writing to any request for clarification, provided that such request is received prior to the period specified in the BDS. In the case of electronic bidding clarifications should be submitted through the GOJEP System. The procuring entity shall forward copies of its response to all those who have acquired the bidding documents directly from it, including a description of the inquiry but without identifying its source.    2. Should the procuring entity deem it necessary to amend the bidding documents as a result of a clarification or the pre-bid meeting, it shall do so following the procedure under ITB Clause 9.    3. If the clarification results in the ITB being materially inaccurate the procuring entity shall withdraw and reissue the ITB. Bidders who obtained these original documents will be permitted to participate without penalty. |
| 1. Pre-bid Meeting and Site Visit    1. The bidder may wish to visit and examine the site(s) of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the framework agreement and any contract. The costs of visiting the site(s) shall be at the bidder’s own expense.    2. The procuring entity will arrange for the bidder and any of its personnel or agents to gain access to the relevant site(s), provided that the bidder gives the procuring entity adequate notice of a proposed visit of at least fourteen (14) days. Alternatively, the procuring entity may organize a site visit or visits concurrently with a pre-bid meeting, if one is required. Failure of a bidder to make a site visit will not be a cause for its disqualification.    3. No site visits shall be arranged or scheduled after the deadline for the submission of the bids and prior to the award of the framework agreement.    4. The bidder and any of its personnel or agents will be granted permission by the procuring entity to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel, and agents will release and indemnify the procuring entity and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.    5. The bidder’s designated representative is invited to attend a pre-bid meeting, if provided for in the BDS. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Nonattendance at the pre-bid meeting will not be a cause for disqualification of a bidder.    6. The bidder is requested, as far as possible, to submit any questions in writing, to reach the procuring entity not later than the number of days before the pre-bid meeting, as indicated in the BDS.    7. Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all bidders who have bought the bidding documents in accordance with ITB Sub-Clause 4.9. |
| 1. Amendment of Bidding Document    1. At any time prior to the deadline for submission of bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the bidding documents. Later amendments on the same subject modify or replace earlier ones.    2. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective bidders that received the bidding documents from the procuring entity. Addenda will be binding on bidders. bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed by the procuring entity that the amendments contained in such Addenda will have been taken into account by the bidder in its bid. In the case of electronic bidding any amendments to the bidding documents will be issued through the GOJEP System.    3. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the procuring entity may, at its discretion, extend the deadline for the submission of bids, in which case, the procuring entity will notify all bidders in writing of the extended deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2. |
| **C. Preparation of Bids** |
| 1. Cost of Bidding    1. The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring entity shall not be responsible or liable for those costs.    2. The procuring entity shall incur no liability by virtue of it exercising its power to cancel a procurement in accordance with Sections 41 and 44 of the Act.    3. Notwithstanding sections 10.1 and 10.2, should the Procurement Review Board, following an application for reconsideration decide that the actions of the procuring entity were not in compliance with the provisions of the Act or the regulations, the Procurement Review Board may require the payment of compensation for any reasonable costs incurred by the bidder. Any payment shall be limited to the costs of the preparation of the bid or the costs relating to the application, or both. |
| 1. Language of Bid    1. The bid, as well as, all correspondence and documents relating to the bid exchanged by the bidder and the procuring entity, shall be written in the English language. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the bid, such translation shall govern. |
| 1. Documents Comprising the Bid    1. The bid shall comprise the following: 2. Letter of Bid 3. completed schedules as required, including priced Bill of Quantities, in accordance with ITB Clauses 13 and 15; 4. Bid security, in accordance with ITB Clause 20; 5. alternative bids, if permissible, in accordance with ITB Clause 14; 6. written confirmation authorizing the signatory of the bid to commit the bidder, in accordance with ITB Sub-Clause 21.2; 7. documentary evidence in accordance with ITB Clause 18 establishing the bidder’s qualifications to perform the framework agreement and contract if its bid is accepted; 8. Technical Proposal in accordance with ITB Clause 17; and 9. any other document required in the BDS.    1. In addition to the requirements under ITB Sub-Clause 12.1, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement. |
| 1. Letter of Bid, and Schedules    1. The Letter of Bid and Schedules, including the Bill of Quantities, furnished in Section IV, Bidding Forms must be completed without any alterations, amendments or modifications to its format with the information requested. |
| 1. Alternative Bids    1. Unless otherwise indicated in the BDS, alternative bids shall not be considered.    2. When alternative times for completion are explicitly invited, a statement to that effect **will be included in the BDS**, as will the method of evaluating different times for completion.    3. When specified in the BDS, bidders are permitted to submit alternative technical solutions for specified parts of the works, and such parts will be identified in the BDS, as will the method for their evaluating, and described in Section V, Work’s Requirements. |
| 1. Bid Prices and Discounts    1. The prices and discounts quoted by the bidder in the Letter of Bid and in the Bill of Quantities shall conform to the requirements specified below.    2. Items against which no rate or price is entered by the bidder will not be paid for by the procuring entity when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.    3. The price to be quoted in the Letter of Bid shall be the total price of the bid including all applicable taxes, and excluding any discounts offered.    4. The bidder shall quote any unconditional discounts and indicate the method for their application in the Letter of Bid in accordance with ITB Sub-Clause 13.1.    5. **Unless otherwise provided in the BDS** and the contract, the rates and prices quoted by the bidder are subject to adjustment during the performance of the contract in accordance with the provisions of the Conditions of contract. In such a case, the bidder shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the procuring entity may require the bidder to justify its proposed indices and weightings. These adjustments shall not be considered in the evaluation of bids.    6. If so indicated in ITB Sub-Clause 1.1, bids are invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one framework agreement shall specify the applicable price reduction in accordance with ITB Sub-Clause 13.1 provided the bids for all lots are submitted and opened at the same time.    7. All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid Price submitted by the bidder. |
| 1. Currencies of Bid and Payment    1. The currency(ies) of the bid and the currency(ies) of payments shall be the same. The bidder shall quote in Jamaican Dollars the portion of the bid price that corresponds to expenditures incurred in Jamaica, unless otherwise specified **in the BDS.**    2. The bidder may express the bid price for expenditure outside of Jamaica in any freely convertible currency. If the bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three freely convertible international currencies in addition to Jamaican Dollars. Bidders may be required by the procuring entity to justify, to the procuring entity’s satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Summary of Payment Currency Schedule, in which case a detailed breakdown of the foreign currency requirements shall be provided by bidders. |
| 1. Documents Comprising the Technical Proposal    1. The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, in sufficient detail to demonstrate the adequacy of the bidders’ proposal to meet the work requirements and the completion time. |
| 1. Documents Establishing the Qualifications of the Bidder    1. The documentary evidence of the bidder’s qualifications to perform the framework agreement and contract if its bid is accepted shall establish to the procuring entity’s satisfaction:       1. that it has the financial and technical capability necessary to perform the contract, meets the qualification criteria specified in the **BDS,** and has a successful performance history. If a pre-qualification process has been undertaken for which these bidding documents have been issued, the bidder shall, as part of its bid, update any information submitted with its application for pre-qualification. For the purposes of establishing a bidder’s qualifications, and unless stated to the contrary in the **BDS**, the experience and / or resources of any Subcontractor will not contribute to the bidder’s qualifications; only those of a Joint Venture partner will be considered.       2. that the bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria. |
| 1. Period of Validity of Bids    1. Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the procuring entity. A bid valid for a shorter period shall be rejected by the procuring entity as non responsive.    2. In exceptional circumstances, prior to the expiration of the bid validity period, the procuring entity may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid security is requested in accordance with ITB Clause 20, it shall also be extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid. |
| 1. Bid Security    1. The bidder shall furnish as part of its bid a bid security, if required, as specified in the BDS.    2. The bid security shall be in the amount specified in the BDS and denominated in the currency of the bid, and shall:  at the bidder’s option, be in the form of either an irrevocable letter of credit, or a bank guarantee from a banking institution, or a bond issued by a Surety which is incorporated and domiciled in Jamaica, or a bid securing declaration, or a certified managers cheque, or an insurance certificate;be issued by a reputable financial institution selected by the bidder and located in any eligible country. If the institution issuing the bid security is located outside Jamaica, it shall have a correspondent financial institution located in the Jamaica to make it enforceable;be in accordance with one of the forms of bid security included in Section IV, Bidding Forms;be payable promptly upon written demand by the procuring entity in case the conditions listed in ITB Sub-Clause 20.5 are invoked;be submitted in its original form with the bid (copies shall not be considered compliant with the requirement). In the case of the electronic submission of bids, an electronic copy of the bid security shall be sent and uploaded by the bidder, the original must be submitted to the address provided at ITB Sub-Clause 23.1 not later than the time and date of bid submission deadline.remain valid for a period of 28 days beyond the validity period of the bids, or 28 days beyond the extended validity period, if applicable in accordance with ITB Sub-Clause 19.2.be stamped by the Stamp Office of Jamaica, in keeping with the Stamp Duty Act, as proof of payment for the relevant Stamp Duty. The Stamp Duty Division within the Tax Administration of Jamaica (TAJ) issues a Vermillion seal on the bond and a validation barcode, which is placed on the reverse of the consideration (first) page.  * 1. If a bid security is required in accordance with ITB Sub-Clause 20.1, any bid not accompanied by a substantially responsive bid security in accordance with ITB Sub-Clause 20.1 and 20.2, shall be rejected by the procuring entity as non-responsive.   2. The bid security of unsuccessful bidders shall be returned as promptly as possible upon the procuring entity’s receipt of a signed framework agreement.   3. The bid security may be forfeited:  if a bidder withdraws or materially modifies its bid during the period of bid validity specified by the bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; orif a bidder does not accept a correction of errors in accordance with ITB Clause 30.4; orif the successful bidder fails to sign the framework agreement in accordance with ITB Clause 44.  * 1. The bid security of a 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 or the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned in Section IV “Bidding Forms,” Bidder Information Form Item 7. |
| 1. Format and Signing of Bid    1. The bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 12 and clearly mark it “ORIGINAL” In the case of electronic bidding the bid uploaded on the GOJEP system shall be the “ORIGINAL”. Alternative bids, if permitted in accordance with ITB Clause 14, shall be clearly marked “ALTERNATIVE”. In addition for hard copy bids, the bidder shall submit copies of the bid, in the number specified in the BDS and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.    2. The original and all copies of the bid shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the bidder. This authorization shall consist of a power of attorney and shall be attached to the bid.    3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid. |
| **D. Submission and Opening of Bids** |
| 1. Sealing and Marking of Bids    1. Bids shall be submitted by hand in hard copy or electronically as specified in the BDS.       1. Bidders submitting bids by mail or by hand shall enclose the original and each copy of the bid, including alternative bids, if permitted, in accordance with ITB Clause 14, in separate sealed envelopes, duly marking the envelopes as **“ORIGINAL”** and **“COPY.”** These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB Sub-Clauses 22.2, 22.3 and 22.4.       2. Bidders submitting bids electronically shall follow the GOJEP procedures as described in the System: Quick Guide for Suppliers.    2. For hard copy bids the inner and outer envelopes shall: 2. bear the name and address of the bidder; 3. be addressed to the procuring entity in accordance with ITB Sub-Clause 23.1; 4. bear the specific identification of this bidding process indicated in the BDS Sub-Clause 1.1 and any additional identification marks as specified in the BDS; and 5. bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 26.1.    1. If all envelopes are not sealed and marked as required, the procuring entity will assume no responsibility for the misplacement or premature opening of the bid.    2. The proposals shall be deposited in the BID BOX provided in the address stated in ITB Sub-Clause 23.1. |
| 1. Deadline for Submission of Bids    1. Bids must be received by the procuring entity at the address or through the GOJEP System and no later than the date and time **indicated in the BDS**.    2. The procuring entity may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB Clause 9, in which case all rights and obligations of the procuring entity and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 1. Late Bids    1. The procuring entity shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. All late bids shall be declared late and rejected. The bidder will be notified and must collect their bid within 30 days. It the bid is not collected within this period it shall be destroyed.    2. In the case of electronic bidding bidders will be unable to upload their bid once the bid submission deadline has passed.   Bidders **are therefore urged to commence bid upload at least two (2) hours prior to the submission time. The Procuring Entity will not be held liable for bids not submitted on time due to late commencement of bid upload. At the FIRST SIGN of any technical difficulties, Bidders must make contact with the Office of Public Procurement Policy: (876) 932-5220,932~~-~~5253,932-5246.** |
| 1. Withdrawal and Modification of Bids    1. A bidder may withdraw or modify its bid after it has been submitted in accordance with ITB Clause 22 but only prior to the deadline for submission of bids.    2. In the case of hard copy bids bidders must send a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The modification of the bid must accompany the respective written notice. All notices must be:       1. submitted in accordance with ITB Clause 21 and ITB 22, and in addition, the respective envelopes shall be clearly marked “Withdrawal” or “Modification” and       2. received by the procuring entity prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.    3. Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned unopened to the bidders.    4. In the case of electronic bids the submitted bid must be removed in accordance with the GOJEP System: Quick Guide for Suppliers and a new bid uploaded.    5. After the bid submission deadline the withdrawal or modification of a bid will result in, forfeiture of any bid security and rejection of the bid. |
| 1. Bid Opening    1. Bid Opening       1. For hard copy bids the procuring entity shall conduct the bid opening in public at the address, date and time **specified in the** **BDS** and in accordance with ITB Sub-Clauses 26.2 to 26.6.       2. For electronic bidding the GOJEP System shall prepare a bid opening report that shall include, as a minimum: the name of the bidder; the Bid Price, per lot if applicable, and, if required, the presence or absence of a bid security. A copy of the report will be distributed to all bidders who submitted a bid.    2. Envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening.    3. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening. Only envelopes that are opened and read out at bid opening shall be considered further.    4. All other envelopes shall be opened one at a time, reading out: the name of the bidder and whether there is a modification; the Bid Prices, including any discounts and alternative bids; the presence of a bid security, if required; and any other details as the procuring entity may consider appropriate. Only discounts and alternative bids read out at bid opening shall be considered for evaluation. Bids shall be rejected at the bid opening in accordance with ITB Sub-Clause 24.1 and 25.3.    5. The procuring entity shall prepare a record of the bid opening that shall include, as a minimum:    * the name of the bidder and whether there is a withdrawal or modification;    * the Bid Price, per lot if applicable, including any discounts, and alternative bids if they were permitted;    * and the presence or absence of a bid security, if one was required.    * The bidders’ representatives who are present shall be requested to sign the attendance sheet.    * A copy of the record shall be distributed to all bidders who submitted bids in time and posted online when electronic bidding is permitted. |
| **E. Evaluation and Comparison of Bids** |
| 1. Confidentiality    1. Information relating to the examination, evaluation, comparison and post-qualification of bids and recommendation of framework agreement award shall not be disclosed to bidders or any other persons not officially concerned with such process until publications of the framework agreement award.    2. Any attempt by a bidder or any person to influence the procuring entity in the examination, evaluation, comparison and post-qualification of the bids or framework agreement award decisions, pursuant to Section 56 of the Act, shall result in the rejection of its bid.    3. Notwithstanding ITB Sub-Clause 27.2, from the time of bid opening to the time of framework agreement award, if any bidder wishes to contact the procuring entity on any matter related to the bidding process, it should do so in writing. |
| 1. Clarification of Bids    1. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bids, the procuring entity may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder in respect to its bid and that is not in response to a request by the procuring entity shall not be considered. The procuring entity’s request for clarification and the response shall be in writing. In the case of electronic bidding this will be managed through the GOJEP System. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the procuring entity in the evaluation of the bids, in accordance with ITB Clause 32.    2. If a bidder does not provide clarifications of its bid by the date and time set in the procuring entity’s request for clarification, its bid shall be rejected. |
| 1. Deviations, Reservations, and Omissions    1. During the evaluation of bids, the following definitions apply: 2. “Deviation” is a departure from the requirements specified in the bidding document; 3. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and 4. “Omission” is the failure to submit part or all of the information or documentation required in the bidding document. |
| 1. Determination of Responsiveness    1. The procuring entity’s determination of a bid’s responsiveness is to be based on the contents of the bid itself.    2. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviation, reservation or omission.    3. A material deviation, reservation or omission is one that:   (a) affects in any substantial way the scope, quality, or performance of the works specified; or  (b) limits in any substantial way, inconsistent with the bidding documents, the procuring entity’s rights or the bidder’s obligations under the framework agreement or contract; or  (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.   * 1. If a bid is not substantially responsive to the bidding documents, it shall be rejected by the procuring entity and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission. |
| 1. Nonmaterial Nonconformities    1. Provided that a bid is substantially responsive, the procuring entity may waive any non-conformities in the bid that do not constitute a material deviation, reservation or omission. Provided that a bid is substantially responsive, the procuring entity may request that the bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid. Provided that a bid is substantially responsive, the procuring entity shall rectify nonmaterial nonconformities related to the bid price. To this effect, the bid price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component. The adjustment shall be made using the method indicated in the BDS. |
| 1. Correction of Arithmetical Errors    1. Provided that the bid is substantially responsive, the procuring entity shall correct arithmetical errors on the following basis:   (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of theprocuring entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;  (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and  (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.   * 1. If the bidder that submitted the lowest evaluated or most advantageous bid does not accept the correction of errors, its bid shall be rejected. |
| 1. Conversion to Single Currency    1. For evaluation and comparison purposes, the procuring entity shall convert all bid prices expressed in amounts in various currencies into an amount in a single currency specified in the BDS, using the selling exchange rates established by the source and on the date specified in the BDS. |
| 1. Subcontractors    1. Unless otherwise stated in the BDS, the procuring entity does not intend to execute any specific elements of the works by Subcontractors selected in advance by the procuring entity.    2. Bidders may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the BDS. Subcontractors proposed by the bidder shall be fully qualified for their parts of the works. |
| 1. Evaluation of Bids    1. The procuring entity shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.    2. To evaluate a bid, the procuring entity shall consider the following:   (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities, but including Daywork items, where priced competitively;  (b) price adjustment for correction of arithmetic errors in accordance with ITB Clause 32.1;  (c) price adjustment due to discounts offered in accordance with ITB Clause 15.4;  (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB Clause 33;  (e) adjustment for non-conformities in accordance with ITB Clause 31;  (f) the non-price evaluation factors indicated in Section III, Evaluation and Qualification Criteria.   * 1. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the contract, shall not be taken into account in bid evaluation.   2. If these bidding documents allow bidders to quote separate prices for different lots (contracts), and the award to a single bidder of multiple lots (contracts), the methodology to determine the lowest evaluated price of the lot combinations, including any discounts offered in the Letter of Bid, is specified in Section III, Evaluation and Qualification Criteria. |
| 1. Comparison of Bids    1. The procuring entity shall compare all substantially responsive bids in accordance with ITB Clause 36 to determine the bid that has the lowest bid price or is the most advantageous.    2. In the case of a multi-contractor framework agreement the basis for determination will be specified in Section III Evaluation and Qualification Criteria. |
| 1. Abnormally Low Bids    1. An Abnormally Low Bid is one where the bid price, in combination with other elements of the bid, appears so low that it raises material concerns as to the capability of the bidder in regards to the bidder’s ability to perform the contract for the offered bid price.    2. In the event of identification of a potentially Abnormally Low Bid, the procuring entity shall seek written clarifications from the bidder, including detailed price analyses of its bid price in relation to the subject matter of the framework agreement, contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document.    3. After evaluation of the price analyses, in the event that the procuring entity determines that the bidder has failed to demonstrate its capability to perform the bid for the offered bid price, the procuring entity shall reject the Bid. |
| 1. Unbalanced or Front Loaded Bids    1. If the bid that is evaluated as the lowest bid price or most advantageous is, in the procuring entity’s opinion, seriously unbalanced or front loaded, the procuring entity may require the bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the bid prices with the scope of works, proposed methodology, schedule and any other requirements of the bidding document.    2. After the evaluation of the information and detailed price analyses presented by the bidder, the procuring entity may as appropriate: 2. accept the bid; or 3. require that the total amount of the performance security be increased at the expense of the bidder to a level not exceeding 20 % of the Framework Price; or 4. reject the Bid. |
| 1. Qualification of the Bidder    1. The procuring entity will determine at its own cost and to its satisfaction whether the bidder (including JV Partners, and any Subcontractors for which ITB Sub-Clause 18.1 (a) permits that their qualifications count towards the required bidder qualifications but other than Specialized Subcontractors if permitted in the bidding document)) that is selected as having submitted the lowest bid price or most advantageous bid is qualified to perform the framework agreement and contract satisfactorily, in accordance with ITB Clause 18.    2. Meeting the qualification criteria as specified in Section III shall be a prerequisite for award of the framework agreement to the bidder. Failure to meet the qualification criteria shall result in disqualification of the bid, in which event the procuring entity shall proceed to the next ranked bid to make a similar determination of that bidder’s qualifications to perform satisfactorily. If the second ranked bidder does not meet the qualification requirements, this bid too shall be disqualified and the qualifications of the next ranked bidder shall be examined and so on in succession until the determination of the lowest bid price or most advantageous bid. |
| 1. Procuring entity’s Right to Accept Any Bid, and to Reject Any or All Bids    1. The procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids without thereby incurring any liability to bidders:   (a) at any time prior to the acceptance of the successful bid; or  (b) after the successful bid is accepted if:   * + - 1. the bidder presenting the successful bid is disqualified under the Act or the regulations;       2. the procurement is cancelled;       3. the bidder presenting the successful bid is excluded on the grounds of an unfair competitive advantage or a conflict of interest that is likely to impair the integrity of those procurement proceedings;       4. the procurement, the bid or the bidder contravenes or is otherwise not compliant with the provisions of Act or the regulations. |
| **F. Award of Contract** |
| 1. Award Criteria    1. The procuring entity shall award the framework agreement to the bidder(s) whose bid(s) has been determined to be the lowest priced or the most advantageous, as defined in ITB Sub-Clause 37.1.    2. Once the procuring entity has awarded the framework agreement there is no obligation on the procuring entity to use that framework agreement. |
| 1. Notification of Award and Standstill Period    1. Prior to the expiration of the period of bid validity, the procuring entity shall notify all bidders, in writing, of the determination of the successful bid including all the information required by Section 44(2) of the Act.    2. The date of the notification under ITB Sub-Clause 43.1 establishes the commencement of the standstill period specified in the BDS. During this time bidders may query, apply for reconsideration or otherwise challenge the decision of the procuring entity. This may include a request for debriefing seeking explanations for the grounds on which their bids were not selected. |
| 1. Signing of Framework Agreement    1. On the expiry of the standstill period the procuring entity shall send the successful bidder the Letter of Acceptance.    2. The successful bidder(s) shall return the signed framework agreement within 28 days from the date of the Letter of Acceptance and shall sign, date, and return to the procuring entity the signed framework Agreement.    3. On receipt of the signed framework agreement the procuring entity will immediately notify in writing all unsuccessful bidders, of the final results of the bidding process. This notice will discharge their bid securities pursuant to ITB Clause 20.4.    4. Following signature of the framework Agreement, the procuring entity shall publish, in the manner prescribed by the Office, the results, identifying the name of the contractor, the contract price and the contract number. |
| 44. Signing of Calldown Contract   * 1. The procuring entity may issue a Calldown Contract at any stage within the term of the framework agreement.   2. The contractor shall sign, date and return the Calldown Contract within 14 days of receipt.   3. A performance security may be required for performance of the Calldown Contract. This must be provided within 28 days of receipt of the Calldown Contract and in the format provided in Section IV Bidding Forms. |
| 45. Performance Security   * 1. Within 28 days of receipt of the Letter of Acceptance the successful framework holder, if required, shall furnish the performance security in accordance with the GCC, using for that purpose the performance security Form included in Section VIII, Contract forms.   2. In the case of a single contractor framework agreement failure of the framework holder to provide the required security will result in the procuring entity awarding the framework agreement to the next ranked bidder, whose bid is substantially responsive and is determined by the procuring entity to be the lowest priced or most advantageous bid. |

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| Section II. Bid Data Sheet | |
| **A. Introduction** | |
| **ITB 1.1** | The procuring entity is: *[insert name of procuring entity]. In the case of a multiple procuring entities participating this shall be the name of the lead and contracting procuring entity.*  *[In the case of multiple procuring entities participating in the framework must also be named here.]* |
| **ITB 1.1** | The name and identification number of the Ref are: *[insert name and identification number]*  The number, identification and names of the lots comprising this Ref are: *[insert number; list the lots of works]* |
| **ITB 1.2** | [Procuring entity to insert the following statement if this is an open framework.  This is an open framework agreement.  Suppliers may apply to become a party to this framework agreement at any time during the period of its operation by presenting its bid subject to a maximum number of suppliers and any declaration made pursuant to S41(3) of the Act.  The procuring entity will evaluate any subsequent bid in accordance with the terms of this ITB.] |
| **ITB 1.3** | As a result of this bidding process the procuring entity shall award:  *[A single provider framework agreement.*  *A multi-contractor framework agreement (consisting of a minimum of two suppliers.*  *Contracts under a multi-contractor framework agreement will be awarded on the following basis: [procuring to select one choice]*  *[direct award without reopening competition.*  *mini- competitions.*  *a mixture of direct award and mini competitions]]* |
| **ITB 1.3** | The duration of the framework agreement shall be *[insert term].* |
| **ITB 1.5** | Bidding will be conducted in accordance with *[hard copy procedures or GOJEP procedures as further defined in the System: Quick Guide for Suppliers].* |
| **ITB 2.1** | The name of the Project is: |
| ITB 4.1 | Maximum number of members in the JV shall be: *[insert a number or state no maximum]* |
| ITB 4.4 | Prequalified bidders [may/may not] submit joint bids. |
| ITB 4.8 | Bidders must be registered with the Commission under the following classification: *[insert classification or state no classification]*  For more information: <http://www.ocg.gov.jm> |
| ITB 4.10 | *[This bid is open to all bidders.]* |
| **B. Bidding Document** | |
| **ITB 7.1** | *[For hard copy bids:*  *For* ***Clarification of bid purposes*** *only, the procuring entity’s address is:*  *Attention: [insert name and room number of Project Officer]*  *Address: [insert street name and number]*  *[insert floor and room number, if applicable]*  City: *[insert name of city or town]*  *Postal Code: [insert postal code, if applicable]*  *Country : Jamaica*  *Facsimile number: [insert fax number**including country and city codes]*  *Electronic mail address: [insert e-mail address of Project Officer]]*  *[For electronic bids:*  *All clarifications must be submitted through the GOJEP System. Copies of all clarifications received will be available through the GOJEP System.]*  Requests for clarification should be received by the procuring entity no later than: ***[insert no. of days]*** before the deadline for submission of bids stated at ITB 23.1. |
| **ITB 8.5** | A site visit *[will/will not]* be organized as part of the pre-bid meeting. |
| **ITB 8.5** | A pre-bid meeting *[shall/shall not]* take place.  *[The pre-bid meeting shall take place at the following date, time and place:*  *Date:*  *Time:*  *Place:* ] |
| **ITB 8.6** | Any questions must be submitted *[insert number]* days before the date of the pre-bid meeting. |
| **C. Preparation of Bids** | |
| **ITB 12.1 (g)** | The bidder shall submit the following additional documents: *[insert list of documents, if any, particularly pursuant to any administrative guidance issued by the Office]* |
| **ITB 14.1** | Alternative bids *[shall/shall not] be considered.* |
| ITB 14.2 | Alternative times for completion *[are/are not]* permitted.  If alternative times for completion are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria. |
| ITB 14.3 | Alternative technical solutions shall be permitted for the following parts of the works: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria. |
| ITB 15.5 | Price adjustments shall be permitted Y\_\_\_ N \_\_\_ |
| ITB 15.6 | Prices quoted for each lot shall correspond at least to *[insert figure*] percent of the items specified for each lot.  Prices quoted for each item of a lot shall correspond at least to *[insert figure]* percent of the quantities specified for this item of a lot. |
| ITB 16.1 | *[The bidder is not required to quote in Jamaican dollars the portion of the bid price that corresponds to expenditures incurred in that currency].* |
| **ITB 18.1(a)** | The bidder shall submit, with its bid, the following documentary evidence to prove that it has the financial and technical and capability to perform the framework agreement and contract.  *[List hereunder the requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*  The Subcontractor(s) experience and/or resources [*will/will not*] contribute to the bidder’s qualifications. |
| **ITB 19.1** | The bid validity period shall be *[insert number]* days. |
| **ITB 20.1** | *[insert one of the following options]:*  [*No bid security is required. or*  *The bid shall include a bid security (issued by a bank or Surety) included in Section IV Bidding Forms.*] |
| **ITB 20.2** | The amount of the bid security shall be: *[insert amount]* |
| **ITB 21.1** | In addition to the original bid, the required number of copies is: *[insert number]*  *[In the case of an electronic bid only one bid will be submitted (uploaded) and this shall be the ORIGINAL.]* |
| **D. Submission and Opening of Bids** | |
| **ITB 22.1** | Bids will be submitted in *[hard copy or electronically (e-GP procedures are defined in the GOJEP System: Quick Guide for Suppliers)].* |
| **ITB 22.2 (c)** | The inner and outer envelopes shall bear the following additional identification marks: *[insert the name and/or number that must appear on the bid envelope to identify this specific bidding process].* |
| **ITB 23.1** | For bid submission purposes, the procuring entity’s address is:  Attention: *[insert full name of person, if applicable, or insert name of the Project Officer]*  Address: *[insert street name and number]*  Floor-Room number: *[insert floor and room number, if applicable] [important to avoid delays or misplacement of bids]*  City: *[insert name of city or town]*  Jamaica  The deadline for the submission of bids is:  Date: *[insert day, month, and year, i.e. 15 June, 2016]*  Time: *[insert time, and identify if a.m. or p.m., i.e. 10:30 a.m.]* |
| **ITB 26.1** | The bid opening shall take place at:  Street Address: *[insert street address and number]*  City: *[insert name of city or town]*  Jamaica  Date: *[insert day, month, and year, i.e. 15 June, 2016]*  Time: *[insert time, and identify if a.m. or p.m. i.e. 10:30 a.m.]* |
| **E. Evaluation, and Comparison of Bids** | |
| **ITB 31.1** | The adjustment shall be based on the*[insert “average” or “highest”]*price of the item or component as quoted in other substantially responsive bids. If the price of the item or component cannot be derived from the price of other substantially responsive bids, the procuring entity shall use its best estimate. |
| **ITB 33.1** | Bid prices expressed in different currencies shall be converted to: *[insert the name of the currency]*  The source of exchange rate shall be: Bank of Jamaica  The date for the exchange rate shall be *[insert date of deadline for bid submission]* |
| **ITB 35.1** | At this time the procuring entity *[insert “intends” or “does not intend”****]*** to execute certain specific parts of the works by Subcontractors selected in advance. |
| **ITB 35.2** | Contractor’s proposed subcontracting: Maximum percentage of subcontracting permitted is: *\_\_\_\_\_\_\_% of the total framework agreement amount or \_\_\_\_\_\_\_% of the volume of work.*  Bidders planning to subcontract more than 10% of total volume of work shall specify, in the Letter of Bid, the activity (ies) or parts of the works to be subcontracted along with complete details of the subcontractors and their qualification and experience. |
| **ITB 41.2** | The number of days for standstill shall be [\_\_\_\_\_\_\_] days.  *[Note: the maximum allowed by the Act is ten (10) days.]* |

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| Section III. Evaluation and Qualification Criteria  *(Following Prequalification)* |

This Section contains all the criteria that the procuring entity shall use to evaluate bids and qualify bidders. In accordance with ITB Clauses 36, 37 and 38, no other factors, methods or criteria shall be used. The bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

[The procuring entity shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

**Contents**

1. Alternative Bids (ITB Clause 14)

2. Multiple Contracts (ITB Sub-Clause 36.4)

3. Evaluation Criteria (ITB Clause 36)

4. Qualification Requirements (ITB Clause 40)

5. Multi-contractor Framework Agreements (ITB Sub-Clause 37.2)

**1. Alternative Bids (ITB Clause 14)**

An alternative if permitted under ITB Sub-Clause 14.1, will be evaluated as follows:

*[insert one of the following]*

“A bidder may submit an alternative bid only with a bid for the base case. The procuring entity shall only consider the alternative bid as specified in the works requirements of Section V, works Requirements offered by the bidder whose bid for the base case was determined to be the lowest priced bid or the most advantageous bid.”

**or**

“A bidder may submit an alternative bid with or without a bid for the base case. The procuring entity shall consider bids offered for alternatives as specified in the works requirements of Section V, Works Requirements. All bids received, for the base case, as well as alternative bids meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITB Clause 35.”

**Alternative Completion Times**, if permitted under ITB Sub-Clause 14.2, will be evaluated as follows: ………………………………………………………………………………………………………..

**Technical alternatives for specified parts of works**, if permitted under ITB Sub-Clause 14.3, will be evaluated as follows: …………………………………………………………………..

**2. Multiple Contracts (ITB Sub-Clause 36.4)**

The procuring entity may award multiple contracts to the bidder that offers the lowest priced or most advantageous combination of bids (one framework agreement per bid) and meets the post-qualification criteria (this Section III, Sub-Section ITB Clause 40 Qualification Requirements).

The procuring entity shall:

* + 1. evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 15.6.
    2. take into account:
       1. the lowest responsive bid for each lot and

(ii) the price reduction per lot and the methodology for its application as offered by the bidder in its bid.

**3. Evaluation Criteria (ITB Clause 36)**

In addition to the criteria listed in ITB Sub-Clause 36.2 (a) – (g) the following criteria shall apply:

* + - * 1. **Assessment of adequacy of Technical Proposal with Requirements**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + - * 1. **Specific additional Criteria**

Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in **BDS** Sub-Clause 35.3(d). *[If specific****sustainable procurement technical requirements****have been specified in Section V works Requirements,****either****state that (i) those requirements will be evaluated on a pass/fail (compliance basis)****or****otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments  to be applied to Bid Prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

**4. Qualification Requirements (ITB Clause 40)**

After determining the lowest responsive bid in accordance with ITB Sub-Clause 37.1, the procuring entity shall carry out the qualification of the bidder in accordance with ITB Clause 40, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the bidder’s qualifications.

* + - * 1. Update of Information

The bidder shall continue to meet the eligibility and qualification criteria used at the time of prequalification.

* + - * 1. Specialized Subcontractors

If permitted under ITB Clause 35, only the specific experience of Subcontractors for specialized works permitted by the procuring entity will be considered. The general experience and financial resources of the Specialized Subcontractors shall not be added to those of the bidder for purposes of qualification of the bidder.

* + - * 1. Financial Resources

Using the relevant forms in Section IV, Bidding Forms, the bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual mobilization payments to meet:

(i) the following cash-flow requirement:…………………………………………………………………, and

(ii) the overall cash flow requirements for this framework agreement and its current works commitment.

The bidder will also be required to furnish a valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) as part of their bid.

* + - * 1. Personnel

The bidder must demonstrate that it has the personnel for the key positions that meet the following requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Total Work Similar Experience (years)** | **In Similar Works Experience**  **(years)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  |  |  |

The bidder shall provide details of the proposed personnel and their experience records in the relevant forms included in Section IV, Bidding Forms.

* + - * 1. Equipment

The bidder must demonstrate that it has the key equipment listed hereafter:

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **Minimum Number required** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  |  |  |
|  |  |  |

The bidder shall provide further details of proposed items of equipment using the relevant form in Section IV, Bidding Forms.

**5. Multi-contractor framework agreements (ITB Sub-Clause 37.2)**

This evaluation criteria will not be modified or amended for the duration of the framework agreement.

[*In the case of a multi-contractor framework the procuring entity must determine the basis on which bidders will be ranked and framework agreements awarded. For example, the three lowest priced bids based on the evaluation criteria in Section III.*

*They must also determine the basis on which contracts will be awarded under the framework i.e.*

*Direct Award without reopening competition*

*Mini-competition*

*Mixture of Direct Award and Mini-competition*

*If an element of mini-competition is used the procuring entity must describe what elements will be retendered and how that will be managed.]*

|  |
| --- |
| Section III. *Evaluation and Qualification Criteria*  *(Without Prequalification)* |

This Section contains all the criteria that the procuring entity shall use to evaluate bids and qualify bidders. In accordance with ITB Clauses 36, 37 and 38, no other factors, methods or criteria shall be used. The bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

[The procuring entity shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

**Contents**

1. Alternative Bids (ITB Clause 14)

2. Multiple Contracts (ITB Sub-Clause 36.4)

3. Evaluation Criteria (ITB Clause 36)

4. Qualification Requirements (ITB Clause 40)

5. Multi-contractor Framework Agreements (ITB Sub-Clause 36.2)

**1. Alternative Bids (ITB Clause 14)**

An alternative if permitted under ITB Sub-Clause 14.1, will be evaluated as follows:

*[insert one of the following]*

“A bidder may submit an alternative bid only with a bid for the base case. The procuring entity shall only consider the alternative bid as specified in the works requirements of Section V, works Requirements offered by the bidder whose bid for the base case was determined to be the lowest priced bid or the most advantageous bid.”

**or**

“A bidder may submit an alternative bid with or without a bid for the base case. The procuring entity shall consider bids offered for alternatives as specified in the works requirements of Section V, Works Requirements. All bids received, for the base case, as well as alternative bids meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITB Clause 35.”

**Alternative Completion Times**, if permitted under ITB Sub-Clause 14.2, will be evaluated as follows: …………………………………………………………………………..

**Technical alternatives for specified parts of works**, if permitted under ITB Sub-Clause 14.3, will be evaluated as follows: …………………………………………………………………………………..

**2. Multiple Contracts (ITB Sub-Clause 36.4)**

The procuring entity may award multiple contracts to the bidder that offers the lowest priced or most advantageous combination of bids (one framework agreement per bid) and meets the post-qualification criteria (this Section III, Sub-Section ITB Clause 40 Qualification Requirements)

The procuring entity shall:

* + 1. evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 15.6.
    2. take into account:
       1. the lowest responsive bid for each lot and

(ii) the price reduction per lot and the methodology for its application as offered by the bidder in its bid.

**3. Evaluation Criteria (ITB Sub-Clause 36)**

In addition to the criteria listed in ITB Sub-Clause 36.2 (a) – (g) the following criteria shall apply:

* + - * 1. **Assessment of adequacy of Technical Proposal with Requirements**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + - * 1. **Specific additional Criteria**

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in **BDS** Sub-Clause 35.3(d). *[If specific****sustainable procurement technical requirements****have been specified in Section V Works Requirements,****either****state that (i) those requirements will be evaluated on a pass/fail (compliance basis)****or****otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments  to be applied to Bid Prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

**4. Qualification Requirements (ITB Clause 40)**

After determining the lowest responsive bid in accordance with ITB Sub-Clause 37.1, the procuring entity shall carry out the qualification of the bidder in accordance with ITB Clause 40, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the bidder’s qualifications.

* + - * 1. Eligibility and Qualification Table

The bidder shall meet the eligibility and qualification criteria and provide the required evidence stipulated in the table as follows;

* + 1. **Eligibility**
* Conflict of Interest
* Government Owned Entity
  + 1. **Historical Contract Non Performance**
* History of Non Performing Contracts
* Pending Litigation
  + 1. **Financial Situation**
* Historical Financial Performance
* Average Annual Construction Turnover
* Financial Resources

Using forms in Section IV, Bidding Forms, the bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual mobilization payments to meet:

(i) the following cash-flow requirement: …………………………………………………………………………

and

* + - 1. the overall cash flow requirements for this framework agreement and its current works commitment.

The bidder will also be required to furnish a valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) as part of their bid.

* + 1. **Experience**
* General Construction Experience
* Specific Construction Experience
  + 1. **Personnel**

The bidder must demonstrate that it has the personnel for the key positions that meet the following requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Total Work Similar Experience (years)** | **In Similar Works Experience**  **(years)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  |  |  |

The bidder shall provide details of the proposed personnel and their experience records in the relevant Information Forms included in Section IV, Bidding Forms.

* + 1. **Equipment**

The bidder must demonstrate that it has the key equipment listed hereafter:

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **Minimum Number required** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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|  |  |  |
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The bidder shall provide further details of proposed items of equipment using the relevant Form in Section IV, Bidding Forms.

* + - * 1. Specialized Subcontractors

If permitted under ITB Clause 35, only the specific experience of Subcontractors for specialized works permitted by the procuring entity will be considered. The general experience and financial resources of the Specialized Subcontractors shall not be added to those of the Bidder for purposes of qualification of the Bidder.

**5. Multi-contractor framework agreements (ITB Sub-Clause 37.2)**

This evaluation criteria will not be modified or amended for the duration of the framework agreement.

[*In the case of a multi-contractor framework the procuring entity must determine the basis on which bidders will be ranked and framework agreements awarded. For example, the three lowest priced bids based on the evaluation criteria in Section III.*

*They must also determine the basis on which contracts will be awarded under the framework i.e.*

*Direct Award without reopening competition*

*Mini-competition*

*Mixture of Direct Award and Mini-competition*

*If an element of mini-competition is used the procuring entity must describe what elements will be retendered and how that will be managed.]*

**Eligibility and Qualification Table**

| **Eligibility and Qualification Criteria** | | | **Compliance Requirements** | | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** | **Single Entity** | **Joint Venture (existing or intended)** | | | **Submission Requirements** |
| **All Members Combined** | **Each Member** | **One Member** |
| **1. Eligibility** | | | | | | | |
| **1.1** | **Nationality** | Nationality in accordance with ITB 4.2 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| **1.2** | **Conflict of Interest** | No conflicts of interest in accordance with ITB 4.4 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Letter of Bid |
| **1.3** | **Law of Jamaica** | Eligible in accordance with ITB 4.7 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| **1.4** | **Tax compliance** | Compliance in accordance with ITB 4.8 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| **1.5** | **Registration with the Commission** | Registered in accordance with ITB 4.9 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| **2. Historical contract Non-Performance** | | | | | | | |
| **2.1** | **History of Non-Performing Contracts** | Non-performance of a contract[[1]](#footnote-1) did not occur as a result of contractor default since 1st January [*insert year]*. | Must meet requirement | Must meet requirements | Must meet requirement[[2]](#footnote-2) | N/A | Form CON-2 |
| **2.2** | **Pending Litigation** | Bidder’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Bidder | Must meet requirement | N/A | Must meet requirement | N/A | Form CON – 2 |
| **2.3** | **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder[[3]](#footnote-3) since 1st January *[insert year]* | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON – 2 |
| **3. Financial Situation and Performance** | | | | | | | |
| **3.1** | **Financial Capabilities** | (i) The bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual mobilization payment) sufficient to meet the construction cash flow requirements estimated as USD $ *[insert amount]* for the subject contract(s) net of the bidder’s other commitments  (ii) The bidders shall also demonstrate, to the satisfaction of the procuring entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of the bidder’s country, other financial statements acceptable to the procuring entity, for the last *[insert number of years]* years shall be submitted and must demonstrate the current soundness of the bidder’s financial position and indicate its prospective long-term profitability. | Must meet requirement  Must meet requirement  Must meet requirement | Must meet requirement  Must meet requirement  N/A | N/A  N/A  Must meet requirement | N/A  N/A  N/A | Form FIN – 3.1 with attachments |
| **3.2** | **Average Annual Construction Turnover** | Minimum average annual construction turnover of US$ *[insert amount]*, calculated as total certified payments received for contracts in progress and/or completed within the last *[insert of year]* years, divided by *[insert number of years]* years | Must meet requirement | Must meet requirement | Must meet *[insert number]* %, *[insert percentage in words]* of the requirement | Must meet *[insert number]* %, *[insert percentage in words]* of the requirement | Form FIN – 3.2 |
| **4. Experience** | | | | | | | |
| **4.1 (a)** | **General Construction Experience** | Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last *[insert number of years]* years, starting 1st January *[insert year]*. | Must meet requirement | N/A | Must meet requirement | N/A | Form EXP – 4.1 |
| **4.2 (a)** | **Specific Construction & contract Management Experience** | (i) A minimum number of *[state the number]* similar contracts specified below that have been satisfactorily and substantially[[4]](#footnote-4) completed as a prime contractor, joint venture member[[5]](#footnote-5), management contractor or sub-contractor between 1st January [insert year] and bid submission deadline:  (i) N contracts, each of minimum value V;  Or  (ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V; [insert values of N & V, delete (ii) above if not applicable].  [*In case the works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITB 36]*  The similarity of the contracts shall be based on the following: [*Based on Section V, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITB 35]* | Must meet requirement | Must meet requirement[[6]](#footnote-6) | N/A | Must meet the following requirements for the key activities listed below [list key activities and the corresponding minimum requirements to be met by one member otherwise state:”N/A”] | Form EXP 4.2(a) |
| **4.2 (b)** |  | For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January *[insert year]* and Application submission deadline, a minimum construction experience in the following key activities successfully completed[[7]](#footnote-7): *[list key activities indicating volume, number or rate of production as applicable.*  *Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12 month period in the specified period.]*[[8]](#footnote-8) | Must meet requirements  *[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITB 35]* | Must meet requirements [*Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITB 35****]*** | N/A | Must meet the following requirements for key activities listed below *[****if applicable, out of the key activities in the first column of this 4.2 b),*** *list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member,* ***otherwise this cell should state: “N/A”.]*** | Form EXP – 4.2 (b) |

***Note: [For Multiple lots (contracts) specify financial and experience criteria for each lot under Sub-Factors 3.1, 3.2, 4.2(a) and 4.2(b)]***

|  |
| --- |
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|  |
| --- |
| Letter of Bid |

Date:

Ref No.:

Alternative No: [insert identification no if this a bid for an alternative]

To: [insert complete name of the procuring entity]

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document, including Addenda No \_\_ ;
2. We offer to execute in conformity with the bidding document the following works:

;

1. We attach evidence of our fulfilment of the non-price criteria of award set out in Section III, Evaluation and Qualification Criteria;
2. The total price of our bid, excluding any discounts offered in item (d) below is:

;

1. The discounts offered and the methodology for their application are:

**Discounts.** If our bid is accepted, the following discounts shall apply.\_\_\_\_\_\_\_*[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies or state none] ;*

**Methodology of Application of the Discounts.** The discounts shall be applied using the following method:\_\_\_\_\_\_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts or state not applicable];*

1. Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1 from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 45 and GC Clause Sub-Clause 4.2 for the due performance of the framework agreement;
3. We, including any subcontractors or suppliers for any part of the framework agreement, have or will have nationalities from eligible countries, in accordance with ITB-Sub-Clause 4.2;
4. We, including any subcontractors or suppliers for any part of the framework agreement, do not have any conflict of interest in accordance with ITB-Sub-Clause 4.4;
5. Weare not participating, as a bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB-Sub-Clause 4.6, other than alternative offers submitted in accordance with ITB-Clause 14;
6. We, including any of our subcontractors or suppliers for any part of the framework agreement ,have not been declared ineligible in accordance with ITB Sub-Clause 4.7;
7. We hereby agree that in competing for (and, if the award is made to us, in executing) the framework agreement, we undertake to observe the laws against fraud and corruption, including bribery, in force in Jamaica;
8. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the framework agreement: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
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|  |  |  |  |
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(If none has been paid or is to be paid, indicate “none.”)

1. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding framework agreement between us, until a formal contract is prepared and executed; and
2. We understand that you are not bound to accept the lowest price or the most advantageous bid or any other bid that you may receive. Furthermore, we understand that the procuring entity may cancel a procurement at any time prior to the acceptance of the successful bid or after the successful bid is accepted if
   * + 1. the bidder presenting the bid is disqualified under the Act or the regulations of the Public Procurement Act, 2015;
       2. the procurement is cancelled;
       3. the bidder presenting the successful bid is excluded on the grounds of corruption, unfair competition and a conflict of interest; or
       4. the procurement, the bid or the bidder contravenes or is otherwise not compliant with the provisions of the Public Procurement Act, 2015.

Name In the capacity of \_

Signed

Duly authorized to sign the bid for and on behalf of

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_

|  |
| --- |
| Appendix to Bid |

**Schedule of Adjustment Data**

[In Tables A, B, and C, below, the bidder shall (a) indicate its amount of local currency payment, (b) indicate its proposed source and base values of indices for the different foreign currency elements of cost, (c) derive its proposed weightings for local and foreign currency payment, and (d) list the exchange rates used in the currency conversion. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved.]

**Table A. Local Currency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Index code\*** | **Index description\*** | **Source of index\*** | **Base value**  **and date\*** | **Bidder’s**  **related currency amount** | **Bidder’s**  **proposed**  **weighting** |
|  | Nonadjustable | — | — | — | A: \*  B:  C:  D:  E: |
|  |  |  | **Total** |  | **1.00** |

[\* To be entered by the procuring entity]

**Table B. Foreign Currency**

**State type:** ....................... [If the bidder wishes to quote in more than one foreign currency, this table should be repeated for each foreign currency.]

| **Index code** | **Index description** | **Source of index** | **Base value and date** | **Bidder’s related source currency in type/amount** | **Equivalent in FC1** | **Bidder’s proposed weighting** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Nonadjustable | **—** | **—** | **—** |  | **A: \***  **B:**  **C:**  **D:**  **E:** |
|  |  |  |  | **Total** |  | **1.00** |

[\* To be entered by the procuring entity]

**Table C. Summary of Payment Currencies**

For ………………………..[insert name of Section of the works]

[Separate tables may be required if the various sections of the works (or of the Bill of Quantities) will have substantially different foreign and local currency requirements. The procuring entity should insert the names of each Section of the works.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of payment currency** | **A**  **Amount of currency** | **B**  **Rate of exchange**  **(local currency per unit of foreign)** | **C**  **Local currency equivalent**  **C = A x B** | **D**  **Percentage of  Net Bid Price (NBP)**  **100xC**  **NBP** |
| **Local currency** |  | **1.00** |  |  |
| **Foreign currency #1** |  |  |  |  |
| **Foreign currency #2** |  |  |  |  |
| **Foreign currency #** |  |  |  |  |
| **Net Bid Price** |  |  |  | **100.00** |
| **Provisional sums expressed in local currency** | [To be entered by the procuring entity] |  | [To be entered by the procuring entity] |  |
| **BID PRICE** |  |  |  |  |

|  |
| --- |
| Bill of Quantities |

Bill No. 1: General Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
|  |  |  |  |  |  |
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| Total for Bill No. 1  (carried forward to Summary, p. ) | | | | |  |

Bill No. 2: Earthworks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
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| Total for Bill No. 2  (carried forward to Summary, p. ) | | | | |  |

Bill No. 3: Culverts and Bridges

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
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| Total for Bill No. 3  (carried forward to Summary, p. ) | | | | |  |

Schedule of Daywork Rates: 1. Labour

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Nominal quantity* | *Rate* | *Extended amount* |
|  |  |  |  |  |  |
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|  | Subtotal | | | |  |
| D122 | Allow percenta of Subtotal for contractor’s overhead, profit, etc., in accordance with paragraph 3 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Labour  (carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the Bidder. | | | | | |

Schedule of Daywork Rates: 2. Materials

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Nominal quantity* | *Rate* | *Extended amount* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | Subtotal | | | |  |
|  | Allow percent of Subtotal for contractor’s overhead, profit, etc., in accordance with paragraph 4 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Materials  (carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the Bidder. | | | | | |

Schedule of Daywork Rates: 3. Contractor’s Equipment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Nominal quantity (hours)* | *Basic hourly rental rate* | *Extended amount* | |
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|  |  |  |  |  |
|  | Allow percenta of Subtotal for contractor’s overhead, profit, etc., in accordance with paragraph 7 above. |  |  |  |
|  |  |  |  |  |
| Total for Daywork: contractor’s Equipment  (carried forward to Daywork Summary, p. ) | | | |  | |

a. To be entered by the Bidder.

Daywork Summary

|  |  |  |
| --- | --- | --- |
|  | *Amount*a  *( )* | *% Foreign* |
| 1. Total for Daywork: Labour |  |  |
| 2. Total for Daywork: Materials |  |  |
| 3. Total for Daywork: contractor’s Equipment |  |  |
| Total for Daywork (Provisional Sum)  (carried forward to Bid Summary, p. ) |  |  |
| a. The procuring entity should insert local currency unit. | | |

Summary of Specified Provisional Sums

|  |  |  |  |
| --- | --- | --- | --- |
| *Bill no.* | *Item no.* | *Description* | *Amount* |
| 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
| etc. |  |  |  |
|  |  |  |  |
| Total for Specified Provisional Sums  (carried forward to Grand Summary (B), p. ) | | |  |

Grand Summary

Contract Name:

Contract No.:

|  |  |  |
| --- | --- | --- |
| *General Summary* | *Page* | *Amount* |
| Bill No. 1: |  |  |
| Bill No. 2: |  |  |
| Bill No. 3: |  |  |
| *—etc.—* |  |  |
| *Subtotal of Bills* | *(A)* |  |
| *Total for Daywork (Provisional Sum)\** | *(B)* |  |
| *Specified Provisional Sums not included in subtotal of billsii* | *(C)* | *[sum]* |
| *Total of Bills Plus Provisional Sums (A + B + C) i* | *(D)* |  |
| *Add Provisional Sum for Contingency Allowance (if any) ii* | *(E)* | *[sum]* |
| *Bid Price (D + E) (Carried forward to Letter of Bid)* | *(F)* |  |
|  |  |  |
| i) All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer in accordance with Clause 13.5 of the Conditions of Contract.  ii) To be entered by the procuring entity.  \* For evaluation purposes, Provisional Sum, other than Daywork will be excluded | | |

|  |
| --- |
| Technical Proposal |

* **Site Organization**
* **Method Statement**
* **Mobilization Schedule**
* **Construction Schedule**
* **Equipment**
* **Personnel**
* **Others**

**Site Organization**

**Method Statement**

**Mobilization Schedule**

**Construction ScheduleEquipment**

**Form EQU**

The bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the bidder.

|  |  |  |
| --- | --- | --- |
| Item of equipment | | |
| Equipment information | Name of manufacturer | Model and power rating |
|  | Capacity | Year of manufacture |
| Current status | Current location | |
|  | Details of current commitments | |
|  |  | |
| Source | Indicate source of the equipment  o Owned o Rented o Leased o Specially manufactured | |

Omit the following information for equipment owned by the bidder.

|  |  |  |
| --- | --- | --- |
| Owner | Name of owner | |
|  | Address of owner | |
|  |  | |
|  | Telephone | Contact name and title |
|  | Fax | Telex |
| Agreements | Details of rental / lease / manufacture agreements specific to the project | |
|  |  | |
|  |  | |

|  |
| --- |
| Personnel |

**Form PER -1**

Proposed Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements stated in Section III. The data on their experience should be supplied using the Form below for each candidate.

|  |  |
| --- | --- |
| **1.** | **Title of position\*** |
|  | **Name** |
| **2.** | **Title of position\*** |
|  | **Name** |
| **3.** | **Title of position\*** |
|  | **Name** |
| **4.** | **Title of position\*** |
|  | **Name** |

\*As listed in Section III.

**Form PER-2**

Resume of Proposed Personnel

|  |  |  |
| --- | --- | --- |
| **Name of bidder** | | |
| **Position** | | |
| **Personnel information** | **Name** | **Date of birth** |
|  | **Professional qualifications** | |
| **Present employment** | **Name of Employer** | |
|  | **Address of Employer** | |
|  | **Telephone** | **Contact (manager / personnel officer)** |
|  | **Fax** | **E-mail** |
|  | **Job title** | **Years with present procuring entity** |

Summarize professional experience over the last [*procuring entity to insert number of years up to a maximum of* 20] years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Bidders Qualification following prequalification |

*[please delete this section if prequalification has* ***not*** *been undertaken before issuing this bidding document]*

The Bidder shall update the information given during the corresponding prequalification exercise to demonstrate that he continues to meet the criteria used at the time of prequalification regarding:

**(a) Eligibility**

**(b) Pending Litigation**

**(c) Financial Situation**

For this purpose, the Bidder shall use the relevant forms included in this Section*.*

Form ELI -1.1

Bidder Information Form

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
Page *\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |
| --- |
| Bidder's name |
| In case of Joint Venture (JV), name of each member: |
| Bidder's actual or intended country of registration:  *[indicate country of Constitution]* |
| Bidder's actual or intended year of incorporation: |
| Bidder's legal address [in country of registration]: |
| Bidder's authorized representative information  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Telephone/Fax numbers: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  E-mail address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB Sub-Clause 4.4.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.  🞎 A copy of the TCC or TCL  🞎 A copy of the Certificate of Registration with the Commission.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form ELI -1.2

Bidder's JV Information Form  
(to be completed for each member of Bidder’s JV)

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* of *\_\_\_\_\_\_\_\_\_\_\_\_* pages

|  |
| --- |
| Bidder’s JV name: |
| JV member’s name: |
| JV member’s country of registration: |
| JV member’s year of constitution: |
| JV member’s legal address in country of constitution: |
| JV member’s authorized representative information  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone/Fax numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB Sub-Clause 4.4.  🞎 A copy of the TCC or TCL  🞎 A copy of the Certificate of Registration with the Commission.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form CON – 2

Historical Contract Non-Performance, and Pending Litigation

***This form should be used only if the information submitted at the time of prequalification requires updating***

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]*  🞎 Contract(s) not performed since 1st January *[insert year]* | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Reason(s) for nonperformance: *[indicate main reason(s)]* | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria | | | |
| 🞎 No pending litigation | | | |
| 🞎 Pending litigation | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
|  |  | Contract Identification: \_\_\_\_\_\_\_\_\_  Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_  Address of Employer: \_\_\_\_\_\_\_\_\_\_  Matter in dispute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Party who initiated the dispute: \_\_\_\_  Status of dispute: *\_\_\_\_\_\_\_\_\_\_\_* |  |

Form FIN – 3.1

Financial Situation and Performance

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

* + - 1. **Financial data**

***(This form should be used only if the information submitted at the time of prequalification requires updating)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Financial information in**  **(currency)** | **Historic information for previous** *\_\_\_\_\_\_\_\_\_years,*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **(amount in currency, currency, exchange rate, USD equivalent)** | | | | |
|  | Year 1 | Year 2 | Year 3 | Year4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| Information from Income Statement | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

* + - 1. **Sources of Finance**

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

* + - 1. **Financial documents**

The Bidder and its parties shall provide copies of financial statements to demonstrate that they continue to meet the financial requirements at the time of prequalification.

The financial statements shall:

(a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

🞎 Attached are copies of financial statements[[9]](#footnote-9) for the *\_\_\_\_\_\_\_\_\_\_\_\_*years required above; and complying with the requirements

**Form FIN - 3.2**

Average Annual Construction Turnover

***(This form should be used only if the information submitted at the time of prequalification requires updating)***

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Annual turnover data (construction only)** | | |
| **Year** | **Amount**  **Currency** | | **Exchange rate** | **USD equivalent** |
| *[indicate year]* | *[insert amount and indicate currency]* | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| Average Annual Construction Turnover |  | |  |  |

Form FIN – 3.3:

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

|  |  |  |
| --- | --- | --- |
| **Financial Resources** | | |
| **No.** | **Source of financing** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

Form FIN – 3.4:

**Current Contract Commitments / Works in Progress**

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Bidders Qualification without prequalification |

***[please delete this section if prequalification has been undertaken before issuing this bidding document]***

To establish its qualifications to perform the framework agreement and contract in accordance with Section III, Evaluation and Qualification Criteria the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

Form ELI -1.1

Bidder Information Form

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
Page *\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |
| --- |
| Bidder's name |
| In case of Joint Venture (JV), name of each member: |
| Bidder's actual or intended country of registration:  *[indicate country of Constitution]* |
| Bidder's actual or intended year of incorporation: |
| Bidder's legal address [in country of registration]: |
| Bidder's authorized representative information  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Telephone/Fax numbers: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  E-mail address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB Sub-Clause 4.4  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1  🞎 A copy of the TCC or TCL  🞎 A copy of the Certificate of Registration with the Commission.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form ELI -1.2

Bidder's JV Information Form  
(to be completed for each member of Bidder’s JV)

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* of *\_\_\_\_\_\_\_\_\_\_\_\_* pages

|  |
| --- |
| Bidder’s JV name: |
| JV member’s name: |
| JV member’s country of registration: |
| JV member’s year of constitution: |
| JV member’s legal address in country of constitution: |
| JV member’s authorized representative information  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone/Fax numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB Sub-Clause 4.4.  🞎 A copy of the TCC or TCL  🞎 A copy of the Certificate of Registration with the Commission.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria | | | | | | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria.  🞎 Contract(s) not performed since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria | | | | | | | | |
| **Year** | **Non- performed portion of contract** | | | **Contract Identification** | | | | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | | | Contract Identification: *[indicate complete contract name/ number, and any other identification]*  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Reason(s) for nonperformance: *[indicate main reason(s)]* | | | | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria | | | | | | | | |
| 🞎 No pending litigation in accordance with Section III, Evaluation and Qualification Criteria | | | | | | | | |
| 🞎 Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 | | | | | | | | |
| **Year of dispute** | | | | **Amount in dispute (currency)** | | | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** | | |
|  | | | |  | | | Contract Identification: \_\_\_\_\_\_\_  Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_  Address of Employer: \_\_\_\_\_\_\_\_\_\_  Matter in dispute: \_\_\_\_\_\_\_\_\_\_\_\_\_  Party who initiated the dispute: \_\_  Status of dispute: *\_\_\_\_\_\_\_\_\_\_\_* |  | | |
|  | | | |  | | | Contract Identification:  Name of Employer:  Address of Employer:  Matter in dispute:  Party who initiated the dispute:  Status of dispute: |  | | |
| Litigation History in accordance with Section III, Evaluation and Qualification Criteria | | | | | | | | | | |
| 🞎 No Litigation History in accordance with Section III, Evaluation and Qualification  🞎 Litigation History in accordance with Section III, Evaluation and Qualification. | | | | | | | | | | |
| **Year of award** | | | **Outcome as percentage of Net Worth** | | | **Contract Identification** | | **Total Contract Amount (currency), USD Equivalent (exchange rate)** | | |
| *[insert year]* | | | *[insert percentage]* | | | Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Employer” or “contractor”]*  Reason(s) for Litigation and award decision *[indicate main reason(s)]* | | *[insert amount]* | | |

Form FIN – 3.1:

**Financial Situation and Performance**

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

**1. Financial data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Financial information in**  **(currency)** | **Historic information for previous** *\_\_\_\_\_\_\_\_\_years,*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **(amount in currency, currency, exchange rate\*, USD equivalent)** | | | | |
|  | Year 1 | Year 2 | Year 3 | Year4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| Information from Income Statement | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

\*Refer to ITB Clause 16 for the exchange rate

**2. Sources of Finance**

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements for *\_\_\_\_\_\_\_\_\_\_\_*years pursuant Section III, Evaluation and Qualifications Criteria. The financial statements shall:

(a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

🞎 Attached are copies of financial statements[[10]](#footnote-10) for the *\_\_\_\_\_\_\_\_\_\_\_\_*years required above; and complying with the requirements

Form FIN – 3.2:

**Average Annual Construction Turnover**

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Annual turnover data (construction only)** | | |
| **Year** | **Amount**  **Currency** | | **Exchange rate** | **USD equivalent** |
| *[indicate year]* | *[insert amount and indicate currency]* | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| Average Annual Construction Turnover \* |  | |  |  |

\* See Section III, Evaluation and Qualification Criteria.

Form FIN – 3.3:

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

|  |  |  |
| --- | --- | --- |
| **Financial Resources** | | |
| **No.** | **Source of financing** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

Form FIN – 3.4:

**Current Contract Commitments / Works in Progress**

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

Form EXP - 4.1

General Construction Experience

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |
| --- | --- | --- | --- |
| Starting  Year | Ending  Year | Contract Identification | Role of  Bidder |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Brief Description of the works performed by the  Bidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Amount of contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Brief Description of the works performed by the  Bidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Amount of contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Brief Description of the works performed by the  Bidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Amount of contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |

Form EXP - 4.2(a)

**Specific Construction and Contract Management Experience**

Bidder’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*JV Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Similar Contract No.** | **Information** | | | | |
| Contract Identification |  | | | | |
| Award date |  | | | | |
| Completion date |  | | | | |
| Role in Contract | Prime contractor 🞎 | | Member in  JV  🞎 | Management contractor  🞎 | Sub-contractor 🞎 |
| Total Contract Amount |  | | | US$ | |
| If member in a JV or sub-contractor, specify participation in total Contract amount |  |  | |  | |
| Employer's Name: |  | | | | |
| Address:  Telephone/fax number  E-mail: |  | | | | |

**Form EXP - 4.2(a) (cont.)**

**Specific Construction and Contract Management Experience (cont.)**

|  |  |
| --- | --- |
| **Similar Contract No.** | **Information** |
| Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III: |  |
| 1. Amount |  |
| 2. Physical size of required works items |  |
| 3. Complexity |  |
| 4. Methods/Technology |  |
| 5. Construction rate for key activities |  |
| 6. Other Characteristics |  |

Form EXP - 4.2(b)

Construction Experience in Key Activities

Bidder's Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Bidder's JV Member Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Sub-contractor's Name[[11]](#footnote-11) (as per ITB Clause 35): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Ref No. and title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Page *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pages

All Sub-contractors for key activities must complete the information in this form as per ITB Clause 35 and Section III, Evaluation and Qualification Criteria.

1. Key Activity No One: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  | **Information** | | | | |
| --- | --- | --- | --- | --- | --- |
| Contract Identification |  | | | | |
| Award date |  | | | | |
| Completion date |  | | | | |
| Role in Contract | Prime contractor  🞎 | Member in  JV  🞎 | | Management contractor  🞎 | Sub-contractor  🞎 |
| Total Contract Amount |  | | | US$ | |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract  (i) | | Percentage  participation  (ii) | | Actual Quantity Performed  (i) x (ii) |
| Year 1 |  | |  | |  |
| Year 2 |  | |  | |  |
| Year 3 |  | |  | |  |
| Year 4 |  | |  | |  |
| Employer’s Name: |  | | | | | |
| Address:  Telephone/fax number  E-mail: |  | | | | | |

|  |  |
| --- | --- |
|  | **Information** |
| Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

2. Activity No. Two

3. …………………

|  |
| --- |
| Form of Bid Security |

**(Bank Guarantee)**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of procuring entity]*

**[*Indicate here if this guarantee is for an alternative bid and, if so, identify the details of the alternative bid, if applicable.]***

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[name of the bidder or Joint Venture, showing also the names of all the members thereof]* (hereinafter called "the bidder") has submitted to you its bid dated (hereinafter called "the bid") for the execution of *[name of framework agreement]* under National Competitive Bid No. *[Ref number]* (“the NCB”).

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 Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* *[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:

* + - * 1. has materially modified or withdrawn its bid during the period of bid validity specified by the bidder in the Letter of Bid; or
        2. does not accept a correction of errors; or
        3. having been notified of the acceptance of its bid by the procuring entity during the period of bid validity, (i) fails or refuses to execute the framework agreement.

This guarantee will expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the framework agreement signed by the bidder issued to you upon the instruction of the bidder; and (b) if the bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy your notification to the bidder that the framework agreement with the successful bidder has been executed; or (ii) twenty-eight days after the expiration of the bidder’s bid.

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

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***[signature(s)]*

Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY THIS BOND *[name of bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety],* **authorized to transact business in** *[name of country of procuring entity],* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of procuring entity]* as Obligee (hereinafter called “the procuring entity”) in the sum of *[amount of Bond]*[[12]](#footnote-12) *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written bid to the procuring entity dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the construction of *[name of framework agreement]* (hereinafter called the “bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

1. materially modifies or withdraws its bid during the period of bid validity specified in the Letter of Bid; or
2. does not accept a correction of errors; or
3. having been notified of the acceptance of its bid by the procuring entity during the period of bid validity or any extension provided by the Principal; (i) fails or refuses to execute the framework agreement.

then the Surety undertakes to immediately pay to the procuring entity up to the above amount upon receipt of the procuring entity’s first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the bid validity as stated in the Invitation to Bid or extended by the Principal at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Corporate Seal (where appropriate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature) (Signature)  
(Printed name and title) (Printed name and title)*

**Bid-Securing Declaration**

*[The bidder shall fill in this Form in accordance with the instructions indicated.]*

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

Ref No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a bid for an alternative]*

To: *[complete name of procuring entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any framework agreement with the procuring entity for the period of time of *[number of months or years]* starting on *[date],* if we are in breach of our obligation(s) under the bid conditions, because we:

1. have materially modified or withdrawn our bid during the period of bid validity specified in the Letter of Bid; or
2. does not accept a correction of errors; or
3. having been notified of the acceptance of our bid by the procuring entity during the period of bid validity, fail or refuse to execute the framework agreement.

We understand this Bid Securing Declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us advising the execution of the framework agreement with of the name of the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of bidder]*

Dated *[date of signing]*

Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

PART 2 –Works Requirements

|  |
| --- |
| Section V. Works Requirements |

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|  |
| --- |
| Scope of Works |

*[This section should include an outline of the works required and the objective to be achieved.]*

|  |
| --- |
| Specification |

*In drafting of the Specification, care must be taken to ensure that the requirements are not restrictive. Recognized international standards should be used as much as possible for the description of goods, materials and workmanship. Where other particular standards are specified, whether national standards or other standards, it should be stated that goods, materials and workmanship meeting other authoritative standards and which promise to ensure equal or higher quality than the standards specified, will also be acceptable. Where a brand name of a product is specified it should always be qualified with the terms “or equivalent”.*

*Any sustainable procurement technical requirements for the works shall be clearly specified. The requirements to be specified shall be specific enough to not demand evaluation based on rated criteria/merit point system. The sustainable procurement requirements shall be specified to enable evaluation of such a requirement on a pass/fail basis. To encourage bidders’ innovation in addressing sustainable procurement requirements, as long as the bid evaluation criteria specify the mechanism for monetary adjustments for the purpose of bid comparisons, Bidders may be invited to offer works that exceeds the specified minimum sustainable procurement requirements.*

|  |
| --- |
| Drawings |

**LIST OF DRAWINGS**

As part of the Technical Requirements the following Drawings are provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type Of Drawing** | **Drawing title** | **Drawing number** | **Sheet** | **Revision** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
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| **Section VI. General Conditions (*GC*)** |

[*Name of* procuring entity*]*

[*Name of contract]*

General Conditions

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| 1. General Provisions |
| 1.1 Definitions  In the Conditions of Contract (“these Conditions”), which include Particular Conditions, Parts A and B, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise. |
| 1.1.1 The Contract  1.1.1.1 “contract” means the contract Agreement, the Letter of Acceptance, the Letter of Tender, these Conditions, the Specification, the Drawings, the Schedules, and the further documents (if any) which are listed in the contract Agreement or in the Letter of Acceptance.  1.1.1.2 “contract Agreement” means the contract agreement (*if any*) referred to in Sub-Clause 1.6 [contract Agreement].  1.1.1.3 “Letter of Acceptance” means the letter of formal acceptance, signed by the procuring entity, of the Letter of Tender, including any annexed memoranda comprising agreements between and signed by both Parties. If there is no such letter of acceptance, the expression “Letter of Acceptance” means the contract Agreement and the date of issuing or receiving the Letter of Acceptance means the date of signing the contract Agreement.  1.1.1.4 “Letter of Tender” means the document entitled letter of tender or letter of bid, which was completed by the contractor and includes the signed offer to the procuring entity for the works.  1.1.1.5 “Specification” means the document entitled specification, as included in the contract, and any additions and modifications to the specification in accordance with the contract. Such document specifies the works.  1.1.1.6 “Drawings” means the drawings of the works, as included in the contract, and any additional and modified drawings issued by (or on behalf of) the procuring entity in accordance with the contract.  1.1.1.7 “Schedules” means the document(s) entitled schedules, completed by the contractor and submitted with the Letter of Tender, as included in the contract. Such document may include the Bill of Quantities, data, lists, and schedules of rates and/or prices.  1.1.1.8 “Tender” means the Letter of Tender and all other documents which the contractor submitted with the Letter of Tender, as included in the contract.  1.1.1.9 “Bill of Quantities” and “Daywork Schedule” and “Schedule of Payment Currencies” mean the documents so named (if any) which are comprised in the Schedules. “Contract Data” means the pages completed by the procuring entity entitled contract data which constitute Part A of the Particular Conditions. |
| 1.1.2 Parties and Persons  1.1.2.1 “Party” means the procuring entity or the contractor, as the context requires.  1.1.2.2 “procuring entity” means the person named as employer in the Contract Data and the legal successors in title to this person.  1.1.2.3 “contractor” means the person(s) named as contractor in the Letter of Tender accepted by the procuring entity and the legal successors in title to this person(s).  1.1.2.4 “Engineer” means the person appointed by the procuring entity to act as the Engineer for the purposes of the contract and named in the Contract Data, or other person appointed from time to time by the procuring entity and notified to the contractor under Sub-Clause 3.4 [Replacement of the Engineer].  1.1.2.5 “contractor’s Representative” means the person named by the contractor in the contract or appointed from time to time by the contractor under Sub-Clause 4.3 [contractor’s Representative], who acts on behalf of the contractor.  1.1.2.6 “procuring entity’s Personnel” means the Engineer, the assistants referred to in Sub-Clause 3.2 [Delegation by the Engineer] and all other staff, labour and other employees of the Engineer and of the procuring entity; and any other personnel notified to the contractor, by the procuring entity or the Engineer, as procuring entity’s Personnel.  1.1.2.7 “contractor’s Personnel” means the contractor’s Representative and all personnel whom the contractor utilises on Site, who may include the staff, labour and other employees of the contractor and of each Subcontractor; and any other personnel assisting the contractor in the execution of the works.  1.1.2.8 “Subcontractor” means any person named in the contract as a subcontractor, or any person appointed as a subcontractor, for a part of the works; and the legal successors in title to each of these persons.  1.1.2.9 “DB” means the person or three persons appointed under Sub-Clause 20.2 [Appointment of the Dispute Board] or Sub-Clause 20.3 [Failure to Agree on the Composition of the Dispute Board]  1.1.2.10 “Procurement Review Board” or “Review Board” means the body established in accordance with Section 50 of the Act.  1.1.2.11 “GoJ” means the Government of Jamaica. |
| 1.1.3 Dates, Tests, Periods and Completion  1.1.3.1 “Base Date” means the date 28 days prior to the latest date for submission and Completion of the Tender.  1.1.3.2 “Commencement Date” means the date notified under Sub-Clause 8.1 [Commencement of works].  1.1.3.3 “Time for Completion” means the time for completing the works or a Section (as the case may be) under Sub-Clause 8.2 [Time for Completion], as stated in the Contract Data (with any extension under Sub-Clause 8.4 [Extension of Time for Completion]), calculated from the Commencement Date.  1.1.3.4 “Tests on Completion” means the tests which are specified in the contract or agreed by both Parties or instructed as a Variation, and which are carried out under Clause 9 [Tests on Completion] before the works or a Section (as the case may be) are taken over by the procuring entity.  1.1.3.5 “Taking-Over Certificate” means a certificate issued under Clause 10 [procuring entity’s Taking Over].  1.1.3.6 “Tests after Completion” means the tests (if any) which are specified in the contract and which are carried out in accordance with the Specification after the works or a Section (as the case may be) are taken over by the procuring entity.  1.1.3.7 “Defects Notification Period” means the period for notifying defects in the works or a Section (as the case may be) under Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects], as stated in the Contract Data (with any extension under Sub-Clause 11.3 [Extension of Defects Notification Period]), calculated from the date on which the works or Section is completed as certified under Sub-Clause 10.1 [Taking Over of the works and Sections]. “Performance Certificate” means the certificate issued under Sub-Clause 11.9 [Performance Certificate]. 1.1.3.9 “day” means a calendar day and “year” means 365 days. |
| 1.1.4 Money and Payments  1.1.4.1 “Accepted Contract Amount” means the amount accepted in the Letter of Acceptance for the execution and completion of the works and the remedying of any defects.  1.1.4.2 “Contract Price” means the price defined in Sub-Clause 14.1 [The Contract Price], and includes adjustments in accordance with the contract.  1.1.4.3 “Cost” means all expenditure reasonably incurred (or to be incurred) by the contractor, whether on or off the Site, including overhead and similar charges, but does not include profit.  1.1.4.4 “Final Payment Certificate” means the payment certificate issued under Sub-Clause 14.13 [Issue of Final Payment Certificate].  1.1.4.5 “Final Statement” means the statement defined in Sub-Clause 14.11 [Application for Final Payment Certificate].  1.1.4.6 “Foreign Currency” means a currency in which part (or all) of the Contract Price is payable, but not the Local Currency.  1.1.4.7 “Interim Payment Certificate” means a payment certificate issued under Clause 14 [Contract Price and Payment], other than the Final Payment Certificate.  1.1.4.8 “Local Currency” means the currency of the Country.  1.1.4.9 “Payment Certificate” means a payment certificate issued under Clause 14 [Contract Price and Payment].  1.1.4.10 “Provisional Sum” means a sum (if any) which is specified in the contract as a provisional sum, for the execution of any part of the works or for the supply of Plant, Materials or services under Sub-Clause 13.5 [Provisional Sums].  1.1.4.11 “Retention Money” means the accumulated retention moneys which the procuring entity retains under Sub-Clause 14.3 [Application for Interim Payment Certificates] and pays under Sub-Clause 14.9 [Payment of Retention Money]. “Statement” means a statement submitted by the contractor as part of an application, under Clause 14 [Contract Price and Payment], for a payment certificate. |
| 1.1.5 Works and Goods  1.1.5.1 “contractor’s Equipment” means all apparatus, machinery, vehicles and other things required for the execution and completion of the works and the remedying of any defects. However, contractor’s Equipment excludes Temporary works, procuring entity’s Equipment (if any), Plant, Materials and any other things intended to form or forming part of the Permanent works.  1.1.5.2 “Goods” means things of every kind and description, whether tangible or intangible, including commodities, agricultural crops, raw materials, products and equipment; matter in solid, liquid or gaseous form; and services incidental to the supply of such things that the contractor is required to supply to the procuring entity under the contract. It shall include means contractor’s Equipment, Materials, Plant and Temporary works, or any of them as appropriate.  1.1.5.3 “Materials” means things of all kinds (other than Plant) intended to form or forming part of the Permanent works, including the supply-only materials (if any) to be supplied by the contractor under the contract.  1.1.5.4 “Permanent works” means the permanent works to be executed by the contractor under the contract.  1.1.5.5 “Plant” means the apparatus, machinery and vehicles intended to form or forming part of the Permanent works, including vehicles purchased for the Contracting Agency and relating to the construction or operation of the works.  1.1.5.6 “Section” means a part of the works specified in the Contract Data as a Section (if any).  1.1.5.7 “Temporary works” means all temporary works of every kind (other than contractor’s Equipment) required on Site for the execution and completion of the Permanent works and the remedying of any defects. “works” mean the Permanent works and the Temporary works, or either of them as appropriate. |
| 1.1.6 Other Definitions  1.1.6.1 “contractor’s Documents” means the calculations, computer programs and other software, drawings, manuals, models and other documents of a technical nature (if any) supplied by the contractor under the contract.  1.1.6.2 “Country” means the country in which the Site (or most of it) is located, where the Permanent works are to be executed.  1.1.6.3 “procuring entity’s Equipment” means the apparatus, machinery and vehicles (if any) made available by the procuring entity for the use of the contractor in the execution of the works, as stated in the Specification; but does not include Plant which has not been taken over by the procuring entity.  1.1.6.4 “Force Majeure” is defined in Clause 19 [Force Majeure].  1.1.6.5 “Laws” means all national (or state) legislation, statutes, ordinances and other laws, and regulations and by-laws of any legally constituted public authority.  1.1.6.6 “performance security” means the security (or securities, if any) under Sub-Clause 4.2 [performance security].  1.1.6.7 “Site” means the places where the Permanent works are to be executed and to which Plant and Materials are to be delivered, and any other places as may be specified in the contract as forming part of the Site.  1.1.6.8 “Unforeseeable” means not reasonably foreseeable and against which adequate preventive precautions could not reasonably be taken by an experienced contractor by the date for submission of the Tender. “Variation” means any change to the works, which is instructed or approved as a variation under Clause 13 [Variations and Adjustments]. |
| 1.2 Interpretation  In the contract, except where the context requires otherwise:   1. words indicating one gender include all genders; 2. words indicating the singular also include the plural and words indicating the plural also include the singular; 3. provisions including the word “agree,” “agreed” or “agreement” require the agreement to be record in writing; 4. “in writing” means a communication in hand or machine written type and includes messages by facsimile, e-mail and other electronic forms of communications with proof of receipt. “Electronic communications” means the transfer of information using electronic or similar media and the recording of information using electronic media; and 5. the word “tender” is synonymous with “bid”, and “tenderer” with “bidder” and the words “tender documents” with “bidding documents”   The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions. In these Conditions, provisions including the expression "Cost plus profit" require this profit to be one twentieth (5%) of this Cost unless otherwise indicated in the Contract Data. |
| 1.3 Communications  Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:   1. in writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the Contract Data; and 2. delivered, sent or transmitted to the address for the recipient’s communications as stated in the Contract Data. However:    1. if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and    2. if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued.   Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party. When a notice is issued to a Party, by the other Party or the Engineer, a copy shall be sent to the Engineer or the other Party, as the case may be. |
| 1.4 Law and Language  The contract shall be governed by the law of the country or other jurisdiction stated in the Contract Data.  The ruling language of the contract shall be that stated in the Contract Data. The language for communications shall be that stated in the Contract Data. If no language is stated there, the language for communications shall be the ruling language of the contract. |
| 1.5 Priority of Documents  The documents forming the contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:   1. the contract Agreement (if any), 2. the Letter of Acceptance, 3. the Letter of Tender, 4. the Particular Conditions – Part A, 5. the Particular Conditions – Part B 6. these General Conditions 7. the Specification, 8. the Drawings, and 9. the Schedules and any other documents forming part of the contract.  If an ambiguity or discrepancy is found in the documents, the Engineer shall issue any necessary clarification or instruction. |
| 1.6 Contract Agreement The Parties shall enter into a contract Agreement within 28 days after the contractor receives the Letter of Acceptance, unless they agree otherwise. The contract Agreement shall be based upon the form annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the contract Agreement shall be borne by the procuring entity. |
| 1.7 Assignment  Neither Party shall assign the whole or any part of the contract or any benefit or interest in or under the contract. However, either Party:   1. may assign the whole or any part with the prior agreement of the other Party, at the sole discretion of such other Party, and 2. may, as security in favour of a bank or financial institution, assign its right to any moneys due, or to become due, under the contract. |
| 1.8 Care and Supply of Documents  The Specification and Drawings shall be in the custody and care of the procuring entity. Unless otherwise stated in the contract, two copies of the contract and of each subsequent Drawing shall be supplied to the contractor, who may make or request further copies at the cost of the contractor.  Each of the contractor’s Documents shall be in the custody and care of the contractor, unless and until taken over by the procuring entity. Unless otherwise stated in the contract, the contractor shall supply to the Engineer six copies of each of the contractor’s Documents.  The contractor shall keep, on the Site, a copy of the contract, publications named in the Specification, the contractor’s Documents (if any), the Drawings and Variations and other communications given under the contract. The procuring entity’s Personnel shall have the right of access to all these documents at all reasonable times. If a Party becomes aware of an error or defect in a document which was prepared for use in executing the works, the Party shall promptly give notice to the other Party of such error or defect. |
| 1.9 Delayed Drawings or Instructions  The contractor shall give notice to the Engineer whenever the works are likely to be delayed or disrupted if any necessary drawing or instruction is not issued to the contractor within a particular time, which shall be reasonable. The notice shall include details of the necessary drawing or instruction, details of why and by when it should be issued, and details of the nature and amount of the delay or disruption likely to be suffered if it is late.  If the contractor suffers delay and/or incurs Cost as a result of a failure of the Engineer to issue the notified drawing or instruction within a time which is reasonable and is specified in the notice with supporting details, the contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the Contract Price.   After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. However, if and to the extent that the Engineer’s failure was caused by any error or delay by the contractor, including an error in, or delay in the submission of, any of the contractor’s Documents, the contractor shall not be entitled to such extension of time, Cost or profit |
| 1.10 procuring entity’s Use of Contractor’s Documents  As between the Parties, the contractor shall retain the copyright and other intellectual property rights in the contractor’s Documents and other design documents made by (or on behalf of) the contractor.  The contractor shall be deemed (by signing the contract) to give to the procuring entity a non-terminable transferable non-exclusive royalty-free licence to copy, use and communicate the contractor’s Documents, including making and using modifications of them. This licence shall:   1. apply throughout the actual or intended working life (whichever is longer) of the relevant parts of the works, 2. entitle any person in proper possession of the relevant part of the works to copy, use and communicate the contractor’s Documents for the purposes of completing, operating, maintaining, altering, adjusting, repairing and demolishing the works, and 3. in the case of contractor’s Documents which are in the form of computer programs and other software, permit their use on any computer on the Site and other places as envisaged by the contract, including replacements of any computers supplied by the contractor.  The contractor’s Documents and other design documents made by (or on behalf of) the contractor shall not, without the contractor’s consent, be used, copied or communicated to a third party by (or on behalf of) the procuring entity for purposes other than those permitted under this Sub-Clause. |
| 1.11 Contractor’s Use of procuring entity’s Documents As between the Parties, the procuring entity shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the procuring entity. The contractor may, at his cost, copy, use, and obtain communication of these documents for the purposes of the contract. They shall not, without the procuring entity’s consent, be copied, used or communicated to a third party by the contractor, except as necessary for the purposes of the contract. |
| 1.12 Confidential Details  The contractor and the procuring entity shall disclose all such confidential and other information as the Engineer may reasonably require in order to verify the contractor’s compliance with the contract and allow its proper implementation.  Each of them shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the contractor’s obligations under the contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the works prepared by the other Party without the previous agreement of the other Party, however, the contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects. |
| 1.13 Compliance with Laws  The contractor shall, in performing the contract, comply with applicable Laws. Unless otherwise stated in the Particular Conditions:   1. the procuring entity shall have obtained (or shall obtain) the planning, zoning or similar permission for the Permanent works, and any other permissions described in the Specification as having been (or being) obtained by the procuring entity; and the procuring entity shall indemnify and hold the contractor harmless against and from the consequences of any failure to do so; and 2. the contractor shall give all notices, pay all taxes, duties and fees, and obtain all permits, licences and approvals, as required by the Laws in relation to the execution and completion of the works and the remedying of any defects; and the contractor shall indemnify and hold the procuring entity harmless against and from the consequences of any failure to do so. |
| 1.14 Joint and Several Liability  If the contractor constitutes (under applicable Laws) a joint venture or other unincorporated grouping of two or more persons:   1. these persons shall be deemed to be jointly and severally liable to the procuring entity for the performance of the contract; 2. these persons shall notify the procuring entity of their leader who shall have authority to bind the contractor and each of these persons; and 3. the contractor shall not alter its composition or legal status without the prior consent of the procuring entity. |
| 1.15 Inspections and Audit  The contractor shall permit the procuring entity and/or persons appointed by the procuring entity to inspect the Site and/or the contractor’s accounts and records relating to the performance of the contract and to have such accounts and records audited by auditors appointed by the Government of Jamaica (GoJ) if required by the GoJ. |
| 2. The procuring entity |
| 2.1 Right of Access to the Site  The procuring entity shall give the contractor right of access to and possession of, all parts of the Site within the time (or times) stated in the contract Data. The right and possession may not be exclusive to the contractor. If, under the contract, the procuring entity is required to give (to the contractor) possession of any foundation, structure, plant or means of access, the procuring entity shall do so in the time and manner stated in the Specification. However, the procuring entity may withhold any such right or possession until the performance security has been received.  If no such time is stated in the Contract Data, the procuring entity shall give the contractor right of access to, and possession of, the Site within such times as may be required to enable the contractor to proceed in accordance with the programme submitted under Sub-Clause 8.3 [Programme].  If the contractor suffers delay and/or incurs Cost as a result of a failure by the procuring entity to give any such right or possession within such time, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [Contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.  However, if and to the extent that the procuring entity’s failure was caused by any error or delay by the contractor, including an error in, or delay in the submission of, any of the contractor’s Documents, the contractor shall not be entitled to such extension of time, Cost or profit. |
| 2.2 Permits, Licences or Approvals  The procuring entity shall (where he is in a position to do so) provide reasonable assistanceto the contractor at the request of the contractor, to obtain properly:   1. copies of the Laws of the Country which are relevant to the contract but are not readily available, and 2. any permits, licences or approvals required by the Laws of the Country:    1. which the contractor is required to obtain under Sub-Clause 1.13 [Compliance with Laws],    2. for the delivery of Goods, including clearance through customs, and    3. for the export of contractor’s Equipment when it is removed from the Site. |
| 2.3 Procuring entity’s Personnel  The procuring entity shall be responsible for ensuring that the procuring entity’s Personnel and the procuring entity’s other contractors on the Site:   1. co-operate with the contractor’s efforts under Sub-Clause 4.6 [Co-operation], and 2. take actions similar to those which the contractor is required to take under sub-paragraphs (a), (b) and (c) of Sub-Clause 4.8 [Safety Procedures] and under Sub-Clause 4.18 [Protection of the Environment]. |
| 2.4 Procuring entity’s Financial Arrangements  The procuring entity shall submit, within 28 days after receiving any request from the contractor, reasonable evidence that financial arrangements have been made and are being maintained which will enable the procuring entity to pay the Contract Price (as estimated at that time) in accordance with Clause 14 [Contract Price and Payment]. Before the procuring entity makes any material change to his financial arrangements, the procuring entity shall give notice to the contractor with detailed particulars. |
| 2.5 Procuring entity’s Claims  If the procuring entity considers himself to be entitled to any payment under any Clause of these Conditions or otherwise in connection with the contract, and/or to any extension of the Defects Notification Period, the procuring entity or the Engineer shall give notice and particulars to the contractor. However, notice is not required for payments due under Sub-Clause 4.19 [Electricity, Water and Gas], under Sub-Clause 4.20 [procuring entity’s Equipment and Free-Issue Material], or for other services requested by the contractor.  The notice shall be given as soon as practicable after the procuring entity became aware, or should have become aware, of the event or circumstances giving rise to the claim. A notice relating to any extension of the Defects Notification Period shall be given before the expiry of such period.  The particulars shall specify the Clause or other basis of the claim, and shall include substantiation of the amount and/or extension to which the procuring entity considers himself to be entitled in connection with the contract. The Engineer shall then proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the amount (if any) which the procuring entity is entitled to be paid by the contractor, and/or (ii) the extension (if any) of the Defects Notification Period in accordance with Sub-Clause 11.3 [Extension of Defects Notification Period]. This amount may be included as a deduction in the Contract Price and Payment Certificates. The procuring entity shall only be entitled to set off against or make any deduction from an amount certified in a Payment Certificate, or to otherwise claim against the contractor, in accordance with this Sub-Clause. |
| 3. The Engineer |
| 3.1 Engineer’s Duties and Authority  The procuring entity shall appoint the Engineer who shall carry out the duties assigned to him in the contract. The Engineer’s staff shall include suitably qualified engineers and other professionals who are competent to carry out these duties.  The Engineer shall have no authority to amend the contract.  The Engineer may exercise the authority attributable to the Engineer as specified in or necessarily to be implied from the contract. If the Engineer is required to obtain the approval of the procuring entity before exercising a specified authority, the requirements shall be as stated in the Particular Conditions. The procuring entity shall promptly inform the contractor of any change to the authority attributed to the Engineer.  However, whenever the Engineer exercises a specified authority for which the procuring entity’s approval is required, then (for the purposes of the contract) the procuring entity shall be deemed to have given approval.  Except as otherwise stated in these Conditions:  (a) whenever carrying out duties or exercising authority, specified in or implied by the contract, the Engineer shall be deemed to act for the procuring entity;  (b) the Engineer has no authority to relieve either Party of any duties, obligations or responsibilities under the contract; and   1. any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by the Engineer (including absence of disapproval) shall not relieve the contractor from any responsibility he has under the contract, including responsibility for errors, omissions, discrepancies and non-compliances.   The following provisions shall apply:  The Engineer shall obtain the specific approval of the procuring entity before taking action under the-following Sub-Clauses of these Conditions:  (a) Sub-Clause 4.12: Agreeing or determining an extension of time and/or additional cost.  (b) Sub-Clause 13.1: Instructing a Variation, except;  (i) in an emergency situation as determined by the Engineer, or  (ii) if such a Variation would increase the Accepted Contract Amount by less than the percentage specified in the Contract Data.  (c) Sub-Clause 13.3: Approving a proposal for Variation submitted by the contractor in accordance with Sub Clause 13.1 or 13.2.  (d) Sub-Clause 13.4: Specifying the amount payable in each of the applicable currencies  (e) Notwithstanding the obligation, as set out above, to obtain approval, if, in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the works or of adjoining property, he may, without relieving the contractor of any of his duties and responsibility under the contract, instruct the contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The contractor shall forthwith comply, despite the absence of approval of the procuring entity, with any such instruction of the Engineer. The Engineer shall determine an addition to the Contract Price, in respect of such instruction, in accordance with Clause 13 and shall notify the contractor accordingly, with a copy to the procuring entity. |
| 3.2 Delegation by the Engineer  The Engineer may from time to time assign duties and delegate authority to assistants, and may also revoke such assignment or delegation. These assistants may include a resident engineer, and/or independent inspectors appointed to inspect and/or test items of Plant and/or Materials. The assignment, delegation or revocation shall be in writing and shall not take effect until copies have been received by both Parties.  However, unless otherwise agreed by both Parties, the Engineer shall not delegate the authority to determine any matter in accordance with Sub-Clause 3.5 [Determinations].  Assistants shall be suitably qualified persons, who are competent to carry out these duties and exercise this authority, and who are fluent in the language for communications defined in Sub-Clause 1.4 [Law and Language].  Each assistant, to whom duties have been assigned or authority has been delegated, shall only be authorised to issue instructions to the contractor to the extent defined by the delegation. Any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by an assistant, in accordance with the delegation, shall have the same effect as though the act had been an act of the Engineer. However:   1. any failure to disapprove any work, Plant or Materials shall not constitute approval, and shall therefore not prejudice the right of the Engineer to reject the work, Plant or Materials; 2. if the contractor questions any determination or instruction of an assistant, the contractor may refer the matter to the Engineer, who shall promptly confirm, reverse or vary the determination or instruction. |
| 3.3 Instructions of the Engineer  The Engineer may issue to the contractor (at any time) instructions and additional or modified Drawings which may be necessary for the execution of the works and the remedying of any defects, all in accordance with the contract. The contractor shall only take instructions from the Engineer, or from an assistant to whom the appropriate authority has been delegated under this Clause. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.  The contractor shall comply with the instructions given by the Engineer or delegated assistant, on any matter related to the contract. Whenever practicable, their instructions shall be given in writing. If the Engineer or a delegated assistant:   1. gives an oral instruction, 2. receives a written confirmation of the instruction, from (or on behalf of) the contractor, within two working days after giving the instruction, and 3. does not reply by issuing a written rejection and/or instruction within two working days after receiving the confirmation,   then the confirmation shall constitute the written instruction of the Engineer or delegated assistant (as the case may be). |
| 3.4 Replacement of the Engineer  Notwithstanding Sub-Clause 3.1, if the procuring entity intends to replace the Engineer, the procuring entity shall, not less than 21 days before the intended date of replacement, give notice to the contractor of the name, address and relevant experience of the intended replacement Engineer. If the contractor considers the intended replacement Engineer to be unsuitable, he has the right to raise reasonable objection against him by notice to the procuring entity, with supporting particulars, and the procuring entity shall give full and fair consideration to this objection. |
| 3.5 Determinations  Whenever these Conditions provide that the Engineer shall proceed in accordance with this Sub-Clause 3.5 to agree or determine any matter, the Engineer shall consult with each Party in an endeavour to reach agreement. If agreement is not achieved, the Engineer shall make a fair determination in accordance with the contract, taking due regard of all relevant circumstances. The Engineer shall give notice to both Parties of each agreement or determination, with supporting particulars. Each Party shall give effect to each agreement or determination unless and until revised under Clause 20 [Claims, Disputes and Arbitration]. |
| 4. The Contractor |
| 4.1 Contractor’s General Obligations  The contractor shall design (to the extent specified in the contract), execute and complete the works in accordance with the contract and with the Engineer’s instructions, and shall remedy any defects in the works.  The contractor shall provide the Plant and contractor’s Documents specified in the contract, and all contractor’s Personnel, Goods, consumables and other things and services, whether of a temporary or permanent nature, required in and for this design, execution, completion and remedying of defects.  All equipment, material, and services to be incorporated in or required for the works shall have their origin in any eligible source country.  The contractor shall be responsible for the adequacy, stability and safety of all Site operations and of all methods of construction. Except to the extent specified in the contract, the contractor (i) shall be responsible for all contractor’s Documents, Temporary works, and such design of each item of Plant and Materials as is required for the item to be in accordance with the contract, and (ii) shall not otherwise be responsible for the design or specification of the Permanent works.  The contractor shall, whenever required by the Engineer, submit details of the arrangements and methods which the contractor proposes to adopt for the execution of the works. No significant alteration to these arrangements and methods shall be made without this having previously been notified to the Engineer.  If the contract specifies that the contractor shall design any part of the Permanent works, then unless otherwise stated in the Particular Conditions:   1. the contractor shall submit to the Engineer the contractor’s Documents for this part in accordance with the procedures specified in the contract;   (b) these contractor’s Documents shall be in accordance with the Specification and Drawings, shall be written in the language for communications defined in Sub-Clause 1.4 [Law and Language], and shall include additional information required by the Engineer to add to the Drawings for co-ordination of each Party’s designs;  (c) the contractor shall be responsible for this part and it shall, when the works are completed, be fit for such purposes for which the part is intended as are specified in the contract; and   1. prior to the commencement of the Tests on Completion, the contractor shall submit to the Engineer the “as-built” documents and operation and maintenance manuals in accordance with the Specification and in sufficient detail for the procuring entity to operate, maintain, dismantle, reassemble, adjust and repair this part of the works. Such part shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the works and Sections] until these documents and manuals have been submitted to the Engineer. |
| 4.2 Performance Security  The contractor shall obtain (at his cost) a performance security for proper performance, in the form, amount and currencies stated in the Contract Data. If an amount is not stated in the Contract Data, this Sub-Clause shall not apply.  The contractor shall deliver the performance security to the procuring entity within 28 days after receiving the Letter of Acceptance, and shall send a copy to the Engineer. The performance security shall be issued by an entity and from within a country (or other jurisdiction) approved by the procuring entity, and shall be in the form annexed to the Particular Conditions or in another form approved by the procuring entity.  The contractor shall ensure that the performance security is valid and enforceable until the contractor has executed and completed the works and remedied any defects. If the terms of the performance security specify its expiry date, and the contractor has not become entitled to receive the Performance Certificate by the date 28 days prior to the expiry date, the contractor shall extend the validity of the performance security until the works have been completed and any defects have been remedied.  The procuring entity shall not make a claim under the performance security, except for amounts to which the procuring entity is entitled under the contract. The procuring entity shall indemnify and hold the contractor harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from a claim under the performance security to the extent to which the procuring entity was not entitled to make the claim.  The procuring entity shall return the performance security to the contractor within 21 days after receiving a copy of the Performance Certificate. Without limitation to the provisions of the rest of this Sub-Clause, whenever the Engineer determines an addition or a reduction to the Contract Price as a result of a change in cost and/or legislation or as a result of a Variation amounting to more than 25 percent of the portion of the Contract Price payable in a specific currency, the contractor shall at the Engineer's request promptly increase, or may decrease, as the case may be, the value of the performance security in that currency by an equal percentage. |
| 4.3 Contractor’s Representative  The contractor shall appoint the contractor’s Representative and shall give him all authority necessary to act on the contractor’s behalf under the contract.  Unless the contractor’s Representative is named in the contract, the contractor shall, prior to the Commencement Date, submit to the Engineer for consent the name and particulars of the person the contractor proposes to appoint as contractor’s Representative. If consent is withheld or subsequently revoked or if the appointed person fails to act as contractor’s Representative, the contractor shall similarly submit the name and particulars of another suitable person for such appointment.  The contractor shall not, without the prior consent of the Engineer, revoke the appointment of the contractor’s Representative or appoint a replacement.  The whole time of the contractor’s Representative shall be given to directing the contractor’s performance of the contract. If the contractor’s Representative is to be temporarily absent from the Site during the execution of the works, a suitable replacement person shall be appointed, subject to the Engineer’s prior consent, and the Engineer shall be notified accordingly.  The contractor’s Representative shall, on behalf of the contractor, receive instructions under Sub-Clause 3.3 [Instructions of the Engineer].  The contractor’s Representative may delegate any powers, functions and authority to any competent person, and may at any time revoke the delegation. Any delegation or revocation shall not take effect until the Engineer has received prior notice signed by the contractor’s Representative, naming the person and specifying the powers, functions and authority being delegated or revoked.  The contractor’s Representative shall be fluent in the language for communications defined in Sub-Clause 1.4 [Law and Language]. If the contractor’s Representative’s delegates are not fluent in the said language, the contractor shall make competent interpreters available during all working hours in a number deemed sufficient by the Engineer. |
| 4.4 Subcontractors  The contractor shall not subcontract the whole of the works.  The contractor shall be responsible for the acts or defaults of any Subcontractor, his agents or employees, as if they were the acts or defaults of the contractor. Unless otherwise stated in the Particular Conditions:   1. the contractor shall not be required to obtain consent to suppliers solely of Materials, or to a subcontract for which the Subcontractor is named in the contract; 2. the prior consent of the Engineer shall be obtained to other proposed Subcontractors; 3. the contractor shall give the Engineer not less than 28 days’ notice of the intended date of the commencement of each Subcontractor’s work, and of the commencement of such work on the Site; and 4. each subcontract shall include provisions which would entitle the procuring entity to require the subcontract to be assigned to the procuring entity under Sub-Clause 4.5 [Assignment of Benefit of Subcontract] (if or when applicable) or in the event of termination under Sub-Clause 15.2 [Termination by procuring entity].   The contractor shall ensure that the requirements imposed on the contractor by Sub-Clause 1.12 [Confidential Details] apply equally to each Subcontractor.  Where practicable, the contractor shall give fair and reasonable opportunity for contractors from the Country to be appointed as Subcontractors. |
| 4.5 Assignment of Benefit of Subcontract If a Subcontractor’s obligations extend beyond the expiry date of the relevant Defects Notification Period and the Engineer, prior to this date, instructs the contractor to assign the benefit of such obligations to the procuring entity, then the contractor shall do so. Unless otherwise stated in the assignment, the contractor shall have no liability to the procuring entity for the work carried out by the Subcontractor after the assignment takes effect. |
| 4.6 Co-operation  The contractor shall, as specified in the contract or as instructed by the Engineer, allow appropriate opportunities for carrying out work to:   1. the procuring entity’s Personnel, 2. any other contractors employed by the procuring entity, and 3. the personnel of any legally constituted public authorities,   who may be employed in the execution on or near the Site of any work not included in the contract.  Any such instruction shall constitute a Variation if and to the extent that it causes the contractor to incur Unforeseeable Cost. Services for these personnel and other contractors may include the use of contractor’s Equipment, Temporary works or access arrangements which are the responsibility of the contractor.  If, under the contract, the procuring entity is required to give to the contractor possession of any foundation, structure, plant or means of access in accordance with contractor’s Documents, the contractor shall submit such documents to the Engineer in the time and manner stated in the Specification. |
| 4.7 Setting Out  The contractor shall set out the works in relation to original points, lines and levels ofreference specified in the contract or notified by the Engineer. The contractor shall be responsible for the correct positioning of all parts of the works, and shall rectify any error in the positions, levels, dimensions or alignment of the works.  The procuring entity shall be responsible for any errors in these specified or notified items of reference, but the contractor shall use reasonable efforts to verify their accuracy before they are used.  If the contractor suffers delay and/or incurs Cost from executing work which was necessitated by an error in these items of reference, and an experienced contractor could not reasonably have discovered such error and avoided this delay and/or Cost, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent the error could not reasonably have been discovered, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this extent. |
| 4.8 Safety Procedures  The contractor shall:   1. comply with all applicable safety regulations, 2. take care for the safety of all persons entitled to be on the Site, 3. use reasonable efforts to keep the Site and works clear of unnecessary obstruction so as to avoid danger to these persons, 4. provide fencing, lighting, guarding and watching of the works until completion and taking over under Clause 10 [procuring entity’s Taking Over], and 5. provide any Temporary works (including roadways, footways, guards and fences) which may be necessary, because of the execution of the works, for the use and protection of the public and of owners and occupiers of adjacent land. |
| 4.9 Quality Assurance  The contractor shall institute a quality assurance system to demonstrate compliance with the requirements of the contract. The system shall be in accordance with the details stated in the contract. The Engineer shall be entitled to audit any aspect of the system.  Details of all procedures and compliance documents shall be submitted to the Engineer for information before each design and execution stage is commenced. When any document of a technical nature is issued to the Engineer, evidence of the prior approval by the contractor himself shall be apparent on the document itself. Compliance with the quality assurance system shall not relieve the contractor of any of his duties, obligations or responsibilities under the contract. |
| 4.10 Site Data  The procuring entity shall have made available to the contractor for his information, prior to the Base Date, all relevant data in the procuring entity’s possession on sub-surface and hydrological conditions at the Site, including environmental aspects. The procuring entity shall similarly make available to the contractor all such data which come into the procuring entity’s possession after the Base Date. The contractor shall be responsible for interpreting all such data.  To the extent which was practicable (taking account of cost and time), the contractor shall be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Tender or works. To the same extent, the contractor shall be deemed to have inspected and examined the Site, its surroundings, the above data and other available information, and to have been satisfied before submitting the Tender as to all relevant matters, including (without limitation):   1. the form and nature of the Site, including sub-surface conditions, 2. the hydrological and climatic conditions, 3. the extent and nature of the work and Goods necessary for the execution and completion of the works and the remedying of any defects, 4. the Laws, procedures and labour practices of the Country, and 5. the contractor’s requirements for access, accommodation, facilities, personnel, power, transport, water and other services. |
| 4.11 Sufficiency of the Accepted Contract Amount  The contractor shall be deemed to:   1. have satisfied himself as to the correctness and sufficiency of the Accepted Contract Amount, and 2. have based the Accepted Contract Amount on the data, interpretations, necessary information, inspections, examinations and satisfaction as to all relevant matters referred to in Sub-Clause 4.10 [Site Data].   Unless otherwise stated in the contract, the Accepted Contract Amount covers all the contractor’s obligations under the contract (including those under Provisional Sums, if any) and all things necessary for the proper execution and completion of the works and the remedying of any defects. |
| 4.12 Unforeseeable Physical Conditions  In this Sub-Clause, “physical conditions” means natural physical conditions and man-made and other physical obstructions and pollutants, which the contractor encounters at the Site when executing the works, including sub-surface and hydrological conditions but excluding climatic conditions.  If the contractor encounters adverse physical conditions which he considers to have been Unforeseeable, the contractor shall give notice to the Engineer as soon as practicable.  This notice shall describe the physical conditions, so that they can be inspected by the Engineer, and shall set out the reasons why the contractor considers them to be Unforeseeable. The contractor shall continue executing the works, using such proper and reasonable measures as are appropriate for the physical conditions, and shall comply with any instructions which the Engineer may give. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.  If and to the extent that the contractor encounters physical conditions which are Unforeseeable, gives such a notice, and suffers delay and/or incurs Cost due to these conditions, the contractor shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost, which shall be included in the Contract Price.   After receiving such notice and inspecting and/or investigating these physical conditions, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent these physical conditions were Unforeseeable, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this extent.  However, before additional Cost is finally agreed or determined under sub-paragraph (ii), the Engineer may also review whether other physical conditions in similar parts of the works (if any) were more favourable than could reasonably have been foreseen when the contractor submitted the Tender. If and to the extent that these more favourable conditions were encountered, the Engineer may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the reductions in Cost which were due to these conditions, which may be included (as deductions) in the Contract Price and Payment Certificates. However, the net effect of all adjustments under sub-paragraph (b) and all these reductions, for all the physical conditions encountered in similar parts of the works, shall not result in a net reduction in the Contract Price.  The Engineer may take account of any evidence of the physical conditions foreseen by the contractor when submitting the Tender, which may be made available by the contractor, but shall not be bound by any such evidence. |
| 4.13 Rights of Way and Facilities The contractor shall bear all costs and charges for special and/or temporary rights-of-way which he may require, including those for access to the Site. The contractor shall also obtain, at his risk and cost, any additional facilities outside the Site which he may require for the purposes of the works. |
| 4.14 Avoidance of Interference  The contractor shall not interfere unnecessarily or improperly with:   1. the convenience of the public, or 2. the access to and use and occupation of all roads and footpaths, irrespective of whether they are public or in the possession of the procuring entity or of others.   The contractor shall indemnify and hold the procuring entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from any such unnecessary or improper interference. |
| 4.15 Access Route  The contractor shall be deemed to have been satisfied as to the suitability and availability of access routes to the Site. The contractor shall use reasonable efforts to prevent any road or bridge from being damaged by the contractor’s traffic or by the contractor’s Personnel. These efforts shall include the proper use of appropriate vehicles and routes.  Except as otherwise stated in these Conditions:   1. the contractor shall (as between the Parties) be responsible for any maintenance which may be required for his use of access routes; 2. the contractor shall provide all necessary signs or directions along access routes, and shall obtain any permission which may be required from the relevant authorities for his use of routes, signs and directions; 3. the procuring entity shall not be responsible for any claims which may arise from the use or otherwise of any access route; 4. the procuring entity does not guarantee the suitability or availability of particular access routes; and 5. Costs due to non-suitability or non-availability, for the use required by the contractor, of access routes shall be borne by the contractor. |
| 4.16 Transport of Goods  Unless otherwise stated in the Particular Conditions:   1. the contractor shall give the Engineer not less than 21 days’ notice of the date on which any Plant or a major item of other Goods will be delivered to the Site; 2. the contractor shall be responsible for packing, loading, transporting, receiving, unloading, storing and protecting all Goods and other things required for the works; and 3. the contractor shall indemnify and hold the procuring entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from the transport of Goods, and shall negotiate and pay all claims arising from their transport. |
| 4.17 Contractor’s EquipmentThe contractor shall be responsible for all contractor’s Equipment. When brought on to the Site, contractor’s Equipment shall be deemed to be exclusively intended for the execution of the works. The contractor shall not remove from the Site any major items of contractor’s Equipment without the consent of the Engineer. However, consent shall not be required for vehicles transporting Goods or contractor’s Personnel off Site. |
| 4.18 Protection of the Environment  The contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations. The contractor shall ensure that emissions, surface discharges and effluent from the contractor’s activities shall not exceed the values stated in the Specification or prescribed by applicable Laws. |
| 4.19 Electricity, Water and Gas  The contractor shall, except as stated below, be responsible for the provision of all power, water and other services he may require.  The contractor shall be entitled to use for the purposes of the works such supplies of electricity, water, gas and other services as may be available on the Site and of which details and prices are given in the Specification. The contractor shall, at his risk and cost, provide any apparatus necessary for his use of these services and for measuring the quantities consumed. The quantities consumed and the amounts due (at these prices) for such services shall be agreed or determined by the Engineer in accordance with Sub-Clause 2.5 [procuring entity’s Claims] and Sub-Clause 3.5 [Determinations]. The contractor shall pay these amounts to the procuring entity. |
| 4.20 Procuring entity’s Equipment and Free-Issue Material The procuring entity shall make the procuring entity’s Equipment (if any) available for the use of thecontractor in the execution of the works in accordance with the details, arrangements and prices stated in the Specification. Unless otherwise stated in the Specification:   1. the procuring entity shall be responsible for the procuring entity’s Equipment, except that 2. the contractor shall be responsible for each item of procuring entity’s Equipment whilst any of the contractor’s Personnel is operating it, driving it, directing it or in possession or control of it.   The appropriate quantities and the amounts due (at such stated prices) for the use of procuring entity’s Equipment shall be agreed or determined by the Engineer in accordance with Sub-Clause 2.5 [procuring entity’s Claims] and Sub-Clause 3.5 [Determinations]. The contractor shall pay these amounts to the procuring entity.  The procuring entity shall supply, free of charge, the “free-issue materials” (if any) in accordance with the details stated in the Specification. The procuring entity shall, at his risk and cost, provide these materials at the time and place specified in the contract. The contractor shall then visually inspect them, and shall promptly give notice to the Engineer of any shortage, defect or default in these materials. Unless otherwise agreed by both Parties, the procuring entity shall immediately rectify the notified shortage, defect or default.  After this visual inspection, the free-issue materials shall come under the care, custody and control of the contractor. The contractor’s obligations of inspection, care, custody and control shall not relieve the procuring entity of liability for any shortage, defect or default not apparent from a visual inspection. |
| 4.21 Progress Reports Unless otherwise stated in the Particular Conditions, monthly progress reports shall be prepared by the contractor and submitted to the Engineer in six copies. The first report shall cover the period up to the end of the first calendar month following the Commencement Date. Reports shall be submitted monthly thereafter, each within 7 days after the last day of the period to which it relates.  Reporting shall continue until the contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the works.  Each report shall include:   1. charts and detailed descriptions of progress, including each stage of design (if any), contractor’s Documents, procurement, manufacture, delivery to Site, construction, erection and testing; and including these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]), 2. photographs showing the status of manufacture and of progress on the Site; 3. for the manufacture of each main item of Plant and Materials, the name of the manufacturer, manufacture location, percentage progress, and the actual or expected dates of: 4. commencement of manufacture, 5. contractor’s inspections, 6. tests, and 7. shipment and arrival at the Site; 8. the details described in Sub-Clause 6.10 [Records of contractor’s Personnel and Equipment]; 9. copies of quality assurance documents, test results and certificates of Materials; 10. list of notices given under Sub-Clause 2.5 [procuring entity’s Claims] and notices given under Sub-Clause 20.1 [contractor’s Claims]; 11. safety statistics, including details of any hazardous incidents and activities relating to environmental aspects and public relations; and 12. comparisons of actual and planned progress, with details of any events or circumstances which may jeopardise the completion in accordance with the contract, and the measures being (or to be) adopted to overcome delays. |
| 4.22 Security of the Site Unless otherwise stated in the Particular Conditions:   1. the contractor shall be responsible for keeping unauthorised persons off the Site, and 2. authorised persons shall be limited to the contractor’s Personnel and the procuring entity’s Personnel; and to any other personnel notified to the contractor, by the procuring entity or the Engineer, as authorised personnel of the procuring entity’s other contractors on the Site. |
| 4.23 Contractor’s Operations on Site  The contractor shall confine his operations to the Site, and to any additional areaswhich may be obtained by the contractor and agreed by the Engineer as working areas. The contractor shall take all necessary precautions to keep contractor’s Equipment and contractor’s Personnel within the Site and these additional areas, and to keep them off adjacent land.  During the execution of the works, the contractor shall keep the Site free from all unnecessary obstruction, and shall store or dispose of any contractor’s Equipment or surplus materials. The contractor shall clear away and remove from the Site any wreckage, rubbish and Temporary works which are no longer required. Upon the issue of a Taking-Over Certificate, the contractor shall clear away and remove, from that part of the Site and works to which the Taking-Over Certificate refers, all contractor’s Equipment, surplus material, wreckage, rubbish and Temporary works. The contractor shall leave that part of the Site and the works in a clean and safe condition. However, the contractor may retain on Site, during the Defects Notification Period, such Goods as are required for the contractor to fulfil obligations under the contract. |
| 4.24 Fossils  All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the Site shall be placed under the care and authority of the procuring entity. The contractor shall take reasonable precautions to prevent contractor’s Personnel or other persons from removing or damaging any of these findings.  The contractor shall, upon discovery of any such finding, promptly give notice to the Engineer, who shall issue instructions for dealing with it. If the contractor suffers delay and/or incurs Cost from complying with the instructions, the contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost, which shall be included in the contract Price.   After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. |
| 5. Nominated Subcontractors |
| 5.1 Definition of “nominated Subcontractor”  In the contract, “nominated Subcontractor” means a Subcontractor:   1. who is stated in the contract as being a nominated Subcontractor, or 2. whom the Engineer, under Clause 13 [Variations and Adjustments], instructs the contractor to employ as a Subcontractor. |
| 5.2 Objection to Nomination  The contractor shall not be under any obligation to employ a nominated Subcontractor against whom the contractor raises reasonable objection by notice to the Engineer as soon as practicable, with supporting particulars. An objection shall be deemed reasonable if it arises from (among other things) any of the following matters, unless the procuring entity agrees to indemnify the contractor against and from the consequences of the matter:   1. there are reasons to believe that the Subcontractor does not have sufficient competence, resources or financial strength; 2. the subcontract does not specify that the nominated Subcontractor shall indemnify the contractor against and from any negligence or misuse of Goods by the nominated Subcontractor, his agents and employees; or 3. the subcontract does not specify that, for the subcontracted work (including design, if any), the nominated Subcontractor shall: 4. undertake to the contractor such obligations and liabilities as will enable the contractor to discharge his obligations and liabilities under the contract, and 5. indemnify the contractor against and from all obligations and liabilities arising under or in connection with the contract and from the consequences of any failure by the Subcontractor to perform these obligations or to fulfil these liabilities. |
| 5.3 Payments to nominated Subcontractors  The contractor shall pay to the nominated Subcontractor the amounts which the Engineer certifies to be due in accordance with the subcontract. These amounts plus other charges shall be included in the Contract Price in accordance with sub-paragraph (b) of Sub-Clause 13.5 [Provisional Sums], except as stated in Sub-Clause 5.4 [Evidence of Payments]. |
| 5.4 Evidence of Payments  Before issuing a Payment Certificate which includes an amount payable to a nominated Subcontractor, the Engineer may request the contractor to supply reasonable evidence that the nominated Subcontractor has received all amounts due in accordance with previous Payment Certificates, less applicable deductions for retention or otherwise. Unless the contractor:   1. submits this reasonable evidence to the Engineer, or 2. (i) satisfies the Engineer in writing that the contractor is reasonably entitled to withhold or refuse to pay these amounts, and   (ii) submits to the Engineer reasonable evidence that the nominated Subcontractor has been notified of the contractor’s entitlement, then the procuring entity may (at his sole discretion) pay, direct to the nominated Subcontractor, part or all of such amounts previously certified (less applicable deductions) as are due to the nominated Subcontractor and for which the contractor has failed to submit the evidence described in sub-paragraphs (a) or (b) above. The contractor shall then repay, to the procuring entity, the amount which the nominated Subcontractor was directly paid by the procuring entity. |
| 6. Staff and Labour |
| 6.1 Engagement of Staff and Labour  Except as otherwise stated in the Specification, the contractor shall make arrangements for the engagement of all staff and labour, local or otherwise, and for their payment, housing, feeding and transport.  The contractor is encouraged, to the extent practicable and reasonable, to employ staff and labor with appropriate qualifications and experience from sources within the Country. |
| 6.2 Rates of Wages and Conditions of Labour  The contractor shall pay rates of wages, and observe conditions of labour, which are not lower than those established for the trade or industry where the work is carried out. If no established rates or conditions are applicable, the contractor shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by employers whose trade or industry is similar to that of the contractor.  The contractor shall inform the contractor’s Personnel about their liability to pay personal income taxes in the Country in respect of such of their salaries, wages, allowances, and any benefits as are subject to taxes under the Laws of the Country for the time being in force, and the contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such Laws. |
| 6.3 Persons in the Service of procuring entity The contractor shall not recruit, or attempt to recruit, staff and labour from amongst the procuring entity’s Personnel. |
| 6.4 Labour Laws  The contractor shall comply with all the relevant labour Laws applicable to the contractor’s Personnel, including Laws relating to their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights. The contractor shall require his employees to obey all applicable Laws, including those concerning safety at work. |
| 6.5 Working Hours  No work shall be carried out on the Site on locally recognised days of rest, or outside the normal working hours stated in the contract Data, unless:   1. otherwise stated in the contract, 2. the Engineer gives consent, or 3. the work is unavoidable, or necessary for the protection of life or property or for the safety of the works, in which case the contractor shall immediately advise the Engineer. |
| 6.6 Facilities for Staff and Labour  Except as otherwise stated in the Specification, the contractor shall provide and maintain all necessary accommodation and welfare facilities for the contractor’s Personnel. The contractor shall also provide facilities for the procuring entity’s Personnel as stated in the Specification.  The contractor shall not permit any of the contractor’s Personnel to maintain any temporary or permanent living quarters within the structures forming part of the Permanent works. |
| 6.7 Health and Safety  The contractor shall at all times take all reasonable precautions to maintain the health and safety of the contractor’s Personnel. In collaboration with local health authorities, the contractor shall ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the Site and at any accommodation for contractor’s and procuring entity’s Personnel, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.  The contractor shall appoint an accident prevention officer at the Site, responsible for maintaining safety and protection against accidents. This person shall be qualified for this responsibility, and shall have the authority to issue instructions and take protective measures to prevent accidents. Throughout the execution of the works, the contractor shall provide whatever is required by this person to exercise this responsibility and authority.  The contractor shall send, to the Engineer, details of any accident as soon as practicable after its occurrence. The contractor shall maintain records and make reports concerning health, safety and welfare of persons, and damage to property, as the Engineer may reasonably require. |
| 6.8 Contractor’s Superintendence  Throughout the execution of the works, and as long thereafter as is necessary to fulfil the contractor’s obligations, the contractor shall provide all necessary superintendence to plan, arrange, direct, manage, inspect and test the work. Superintendence shall be given by a sufficient number of persons having adequate knowledge of the language for communications (defined in Sub-Clause 1.4 [Law and Language]) and of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents), for the satisfactory and safe execution of the works. |
| 6.9 Contractor’s Personnel  The contractor’s Personnel shall be appropriately qualified, skilled and experienced intheir respective trades or occupations. The Engineer may require the contractor to remove (or cause to be removed) any person employed on the Site or works, including the contractor’s Representative if applicable, who:   1. persists in any misconduct or lack of care, 2. carries out duties incompetently or negligently, 3. fails to conform with any provisions of the contract, or 4. persists in any conduct which is prejudicial to safety, health, or the protection of the environment.   If appropriate, the contractor shall then appoint (or cause to be appointed) a suitable replacement person. |
| 6.10 Records of Contractor’s Personnel and Equipment The contractor shall submit, to the Engineer, details showing the number of each class of contractor’s Personnel and of each type of contractor’s Equipment on the Site. Details shall be submitted each calendar month, in a form approved by the Engineer, until the contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the works. |
| 6.11 Disorderly Conduct The contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst the contractor’s Personnel, and to preserve peace and protection of persons and property on and near the Site. |
| 6.12 Foreign Personnel  The contractor may bring in to the country any foreign personnel who are necessary for the execution of the works to the extent allowed by the applicable Laws. The contractor shall ensure that these personnel are provided with the required residence visas and work permits. The procuring entity will, if requested by the contractor, use his best endeavours in a timely and expeditious manner to assist the contractor in obtaining any local, state, national, or government permission required for bringing in the contractor’s personnel. The contractor shall be responsible for the return of these personnel to the place where they were recruited or to their domicile. In the event of the death in the Country of any of these personnel or members of their families, the contractor shall similarly be responsible for making the appropriate arrangements for their return or burial. |
| 6.13 Supply of Foodstuffs The contractor shall arrange for the provision of a sufficient supply of suitable food as may be stated in the Specification at reasonable prices for the contractor’s Personnel for the purposes of or in connection with the contract. |
| 6.14 Supply of Water The contractor shall, having regard to local conditions, provide on the Site an adequate supply of drinking and other water for the use of the contractor’s Personnel. |
| 6.15 Measures against Insect and Pest Nuisance The contractor shall at all times take the necessary precautions to protect the contractor’s Personnel employed on the Site from insect and pest nuisance, and to reduce their danger to health. The contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide. |
| 6.16 Alcoholic Liquor or Drugs The contractor shall not, otherwise than in accordance with the Laws of the Country, import, sell, give barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift barter or disposal thereto by contractor's Personnel. |
| 6.17 Arms and Ammunition The contractor shall not give, barter, or otherwise dispose of, to any person, any arms or ammunition of any kind, or allow contractor's Personnel to do so. |
| 6.18 Festivals and Religious Customs The contractor shall respect the Country's recognized festivals, days of rest and religious or other customs. |
| 6.19 Funeral Arrangements The contractor shall be responsible, to the extent required by local regulations, for making any funeral arrangements for any of his local employees who may die while engaged upon the works. |
| 6.20 Prohibition of Forced or Compulsory Labour The contractor shall not employ "forced or compulsory labour" in any form. "Forced or compulsory labour" consists of all work or service, not voluntarily performed, that is extracted from an individual under threat of force or penalty. |
| 6.21 Prohibition of Harmful Child Labour The contractor shall not employ any child to perform any work that is economically exploitative, or is likely to be hazardous to, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. |
| 6.22 Employment Records of Workers  The contractor shall keep complete and accurate records of the employment of labour at the Site. The records shall include the names, ages, genders, hours worked and wages paid to all workers. These records shall be summarized on a monthly basis and shall be available for inspection by the Engineer during normal working hours. These records shall be included in the details to be submitted by the contractor under Sub-Clause 6.10 [Records of contractor’s Personnel and Equipment]. |
| 7 Plant, Materials and Workmanship |
| 7.1 Manner of Execution  The contractor shall carry out the manufacture of Plant, the production andmanufacture of Materials, and all other execution of the works:   1. in the manner (if any) specified in the contract, 2. in a proper workmanlike and careful manner, in accordance with recognised good practice, and 3. with properly equipped facilities and non-hazardous Materials, except as otherwise specified in the contract. |
| 7.2 Samples  The contractor shall submit the following samples of Materials, and relevant information, to the Engineer for consent prior to using the Materials in or for the works:   1. manufacturer’s standard samples of Materials and samples specified in the contract, all at the contractor’s cost, and 2. additional samples instructed by the Engineer as a Variation.   Each sample shall be labelled as to origin and intended use in the works. |
| 7.3 Inspection  The procuring entity’s Personnel shall at all reasonable times:   1. have full access to all parts of the Site and to all places from which natural Materials are being obtained, and 2. during production, manufacture and construction (at the Site and elsewhere), be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of manufacture of Plant and production and manufacture of Materials.   The contractor shall give the procuring entity’s Personnel full opportunity to carry out these activities, including providing access, facilities, permissions and safety equipment. No such activity shall relieve the contractor from any obligation or responsibility.  The contractor shall give notice to the Engineer whenever any work is ready and before it is covered up, put out of sight, or packaged for storage or transport. The Engineer shall then either carry out the examination, inspection, measurement or testing without unreasonable delay, or promptly give notice to the contractor that the Engineer does not require to do so. If the contractor fails to give the notice, he shall, if and when required by the Engineer, uncover the work and thereafter reinstate and make good, all at the contractor’s cost. |
| 7.4 Testing  This Sub-Clause shall apply to all tests specified in the contract, other than the Tests after Completion (if any).  The contractor shall provide all apparatus, assistance, documents and other information, electricity, equipment, fuel, consumables, instruments, labour, materials, and suitably qualified and experienced staff, as are necessary to carry out the specified tests efficiently. The contractor shall agree, with the Engineer, the time and place for the specified testing of any Plant, Materials and other parts of the works.  The Engineer may, under Clause 13 [Variations and Adjustments], vary the location or details of specified tests, or instruct the contractor to carry out additional tests. If these varied or additional tests show that the tested Plant, Materials or workmanship is not in accordance with the contract, the cost of carrying out this Variation shall be borne by the contractor, notwithstanding other provisions of the contract.  The Engineer shall give the contractor not less than 24 hours’ notice of the Engineer’s intention to attend the tests. If the Engineer does not attend at the time and place agreed, the contractor may proceed with the tests, unless otherwise instructed by the Engineer, and the tests shall then be deemed to have been made in the Engineer’s presence.  If the contractor suffers delay and/or incurs Cost from complying with these instructions or as a result of a delay for which the procuring entity is responsible, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.  The contractor shall promptly forward to the Engineer duly certified reports of the tests. When the specified tests have been passed, the Engineer shall endorse the contractor’s test certificate, or issue a certificate to him, to that effect. If the Engineer has not attended the tests, he shall be deemed to have accepted the readings as accurate. |
| 7.5 Rejection  If, as a result of an examination, inspection, measurement or testing, any Plant, Materials or workmanship is found to be defective or otherwise not in accordance with the contract, the Engineer may reject the Plant, Materials or workmanship by giving notice to the contractor, with reasons. The contractor shall then promptly make good the defect and ensure that the rejected item complies with the contract. If the Engineer requires this Plant, Materials or workmanship to be retested, the tests shall be repeated under the same terms and conditions. If the rejection and retesting cause the procuring entity to incur additional costs, the contractor shall subject to Sub-Clause 2.5 [procuring entity’s Claims] pay these costs to the procuring entity. |
| 7.6 Remedial Work  Notwithstanding any previous test or certification, the Engineer may instruct the contractor to:   1. remove from the Site and replace any Plant or Materials which is not in accordance with the contract, 2. remove and re-execute any other work which is not in accordance with the contract, and 3. execute any work which is urgently required for the safety of the works, whether because of an accident, unforeseeable event or otherwise.   The contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction, or immediately if urgency is specified under sub-paragraph (c).  If the contractor fails to comply with the instruction, the procuring entity shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the contractor would have been entitled to payment for the work, the contractor shall subject to Sub-Clause 2.5 [procuring entity’s Claims] pay to the procuring entity all costs arising from this failure. |
| 7.7 Ownership of Plant and Materials  Each item of Plant and Materials shall, to the extent consistent with the Laws of the Country, become the property of the procuring entity at whichever is the earlier of the following times, free from liens and other encumbrances:   1. when it is delivered to the Site; 2. when the contractor is entitled to payment of the value of the Plant and Materials under Sub-Clause 8.10 [Payment for Plant and Materials in Event of Suspension]. |
| 7.8 Royalties  Unless otherwise stated in the Specification, the contractor shall pay all royalties, rents and other payments for:   1. natural Materials obtained from outside the Site, and 2. the disposal of material from demolitions and excavations and of other surplus material (whether natural or man-made), except to the extent that disposal areas within the Site are specified in the contract. |
| 8. Commencement, Delays and Suspension |
| 8.1 Commencement of Works  The Engineer shall give the contractor not less than 7 days’ notice of the Commencement Date. Unless otherwise stated in the Particular Conditions, the Commencement Date shall be within 42 days after the contractor receives the Letter of Acceptance. The contractor shall commence the execution of the works as soon as is reasonably practicable after the Commencement Date, and shall then proceed with the works with due expedition and without delay. |
| 8.2 Time for Completion  The contractor shall complete the whole of the works, and each Section (if any), within the Time for Completion for the works or Section (as the case may be), including:   1. achieving the passing of the Tests on Completion, and 2. completing all work which is stated in the contract as being required for the works or Section to be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the works and Sections]. |
| 8.3 Programme  The contractor shall submit a detailed time programme to the Engineer within 28 days after receiving the notice under Sub-Clause 8.1 [Commencement of works]. The contractor shall also submit a revised programme whenever the previous programme is inconsistent with actual progress or with the contractor’s obligations. Each programme shall include:   1. the order in which the contractor intends to carry out the works, including the anticipated timing of each stage of design (if any), contractor’s Documents, procurement, manufacture of Plant, delivery to Site, construction, erection and testing, 2. each of these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]), 3. the sequence and timing of inspections and tests specified in the contract, and 4. a supporting report which includes: 5. a general description of the methods which the contractor intends to adopt, and of the major stages, in the execution of the works, and 6. details showing the contractor’s reasonable estimate of the number of each class of contractor’s Personnel and of each type of contractor’s Equipment, required on the Site for each major stage.   Unless the Engineer, within 21 days after receiving a programme, gives notice to the contractor stating the extent to which it does not comply with the contract, the contractor shall proceed in accordance with the programme, subject to his other obligations under the contract. The procuring entity’s Personnel shall be entitled to rely upon the programme when planning their activities.  The contractor shall promptly give notice to the Engineer of specific probable future events or circumstances which may adversely affect the work, increase the Contract Price or delay the execution of the works. The Engineer may require the contractor to submit an estimate of the anticipated effect of the future event or circumstances, and/or a proposal under Sub-Clause 13.3 [Variation Procedure].  If, at any time, the Engineer gives notice to the contractor that a programme fails (to the extent stated) to comply with the contract or to be consistent with actual progress and the contractor’s stated intentions, the contractor shall submit a revised programme to the Engineer in accordance with this Sub-Clause. |
| 8.4 Extension of Time for Completion  The contractor shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to an extension of the Time for Completion if and to the extent that completion for the purposes of Sub-Clause 10.1 [Taking-Over of the works and Sections] is or will be delayed by any of the following causes:   1. a Variation (unless an adjustment to the Time for Completion has been agreed under Sub-Clause 13.3 [Variation Procedure]) or other substantial change in the quantity of an item of work included in the contract, 2. a cause of delay giving an entitlement to extension of time under a Sub-Clause of these Conditions, 3. exceptionally adverse climatic conditions, 4. Unforeseeable shortages in the availability of personnel or Goods caused by epidemic or governmental actions, or 5. any delay, impediment or prevention caused by or attributable to the procuring entity, the procuring entity’s Personnel, or the procuring entity’s other contractors.   If the contractor considers himself to be entitled to an extension of the Time for Completion, the contractor shall give notice to the Engineer in accordance with Sub-Clause 20.1 [contractor’s Claims]. When determining each extension of time under Sub-Clause 20.1, the Engineer shall review previous determinations and may increase, but shall not decrease, the total extension of time. |
| 8.5 Delays Caused by Authorities  If the following conditions apply, namely:   1. the contractor has diligently followed the procedures laid down by the relevant legally constituted public authorities in the Country, 2. these authorities delay or disrupt the contractor’s work, and 3. the delay or disruption was Unforeseeable,   then this delay or disruption will be considered as a cause of delay under sub-paragraph (b) of Sub-Clause 8.4 [Extension of Time for Completion]. |
| 8.6 Rate of Progress  If, at any time:   1. actual progress is too slow to complete within the Time for Completion, and/or 2. progress has fallen (or will fall) behind the current programme under Sub-Clause 8.3 [Programme],   other than as a result of a cause listed in Sub-Clause 8.4 [Extension of Time for Completion], then the Engineer may instruct the contractor to submit, under Sub-Clause 8.3 [Programme], a revised programme and supporting report describing the revised methods which the contractor proposes to adopt in order to expedite progress and complete within the Time for Completion.  Unless the Engineer notifies otherwise, the contractor shall adopt these revised methods, which may require increases in the working hours and/or in the numbers of contractor’s Personnel and/or Goods, at the risk and cost of the contractor. If these revised methods cause the procuring entity to incur additional costs, the contractor shall subject to Sub-Clause 2.5 [procuring entity’s Claims] pay these costs to the procuring entity, in addition to delay damages (if any) under Sub-Clause 8.7 below. |
| 8.7 Delay Damages  If the contractor fails to comply with Sub-Clause 8.2 [Time for Completion], the contractor shall subject to Sub-Clause 2.5 [procuring entity’s Claims] pay delay damages to the procuring entity for this default. These delay damages shall be the sum stated in the Contract Data, which shall be paid for every day which shall elapse between the relevant Time for Completion and the date stated in the Taking-Over Certificate. However, the total amount due under this Sub-Clause shall not exceed the maximum amount of delay damages (if any) stated in the Contract Data.  These delay damages shall be the only damages due from the contractor for such default, other than in the event of termination under Sub-Clause 15.2 [Termination by procuring entity] prior to completion of the works. These damages shall not relieve the contractor from his obligation to complete the works, or from any other duties, obligations or responsibilities which he may have under the contract. |
| 8.8 Suspension of Work  The Engineer may at any time instruct the contractor to suspend progress of part or all of the works. During such suspension, the contractor shall protect, store and secure such part or the works against any deterioration, loss or damage.  The Engineer may also notify the cause for the suspension. If and to the extent that the cause is notified and is the responsibility of the contractor, the following Sub-Clauses 8.9, 8.10 and 8.11 shall not apply. |
| 8.9 Consequences of Suspension  If the contractor suffers delay and/or incurs Cost from complying with the Engineer’s instructions under Sub-Clause 8.8 [Suspension of Work] and/or from resuming the work, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.  The contractor shall not be entitled to an extension of time for, or to payment of the Cost incurred in, making good the consequences of the contractor’s faulty design, workmanship or materials, or of the contractor’s failure to protect, store or secure in accordance with Sub-Clause 8.8 [Suspension of Work]. |
| 8.10 Payment for Plant and Materials in Event of Suspension  The contractor shall be entitled to payment of the value (as at the date of suspension)of Plant and/or Materials which have not been delivered to Site, if:   1. the work on Plant or delivery of Plant and/or Materials has been suspended for more than 28 days, and 2. the contractor has marked the Plant and/or Materials as the procuring entity’s property in accordance with the Engineer’s instructions. |
| 8.11 Prolonged Suspension  If the suspension under Sub-Clause 8.8 [Suspension of Work] has continued for more than 84 days, the contractor may request the Engineer’s permission to proceed. If the Engineer does not give permission within 28 days after being requested to do so, the contractor may, by giving notice to the Engineer, treat the suspension as an omission under Clause 13 [Variations and Adjustments] of the affected part of the works. If the suspension affects the whole of the works, the contractor may give notice of termination under Sub-Clause 16.2 [Termination by Contractor]. |
| 8.12 Resumption of Work  After the permission or instruction to proceed is given, the contractor and the Engineer shall jointly examine the works and the Plant and Materials affected by the suspension. The contractor shall make good any deterioration or defect in or loss of the works or Plant or Materials, which has occurred during the suspension. |
| 9. Tests on Completion |
| 9.1 Contractor’s Obligations  The contractor shall carry out the Tests on Completion in accordance with this Clause and Sub-Clause 7.4 [Testing], after providing the documents in accordance with sub-paragraph (d) of Sub-Clause 4.1 [contractor’s General Obligations].  The contractor shall give to the Engineer not less than 21 days’ notice of the date after which the contractor will be ready to carry out each of the Tests on Completion. Unless otherwise agreed, Tests on Completion shall be carried out within 14 days after this date, on such day or days as the Engineer shall instruct.  In considering the results of the Tests on Completion, the Engineer shall make allowances for the effect of any use of the works by the procuring entity on the performance or other characteristics of the works. As soon as the works, or a Section, have passed any Tests on Completion, the contractor shall submit a certified report of the results of these Tests to the Engineer. |
| 9.2 Delayed Tests  If the Tests on Completion are being unduly delayed by the procuring entity, Sub-Clause 7.4 [Testing] (fifth paragraph) and/or Sub-Clause 10.3 [Interference with Tests on Completion] shall be applicable.  If the Tests on Completion are being unduly delayed by the contractor, the Engineer may by notice require the contractor to carry out the Tests within 21 days after receiving the notice. The contractor shall carry out the Tests on such day or days within that period as the contractor may fix and of which he shall give notice to the Engineer.  If the contractor fails to carry out the Tests on Completion within the period of 21 days, the procuring entity’s Personnel may proceed with the Tests at the risk and cost of the contractor. The Tests on Completion shall then be deemed to have been carried out in the presence of the contractor and the results of the Tests shall be accepted as accurate. |
| 9.3 Retesting  If the works, or a Section, fail to pass the Tests on Completion, Sub-Clause 7.5 [Rejection] shall apply, and the Engineer or the contractor may require the failed Tests, and Tests on Completion on any related work, to be repeated under the same terms and conditions. |
| 9.4 Failure to Pass Tests on Completion  If the works, or a Section, fail to pass the Tests on Completion repeated under Sub-Clause 9.3 [Retesting], the Engineer shall be entitled to:   1. order further repetition of Tests on Completion under Sub-Clause 9.3; 2. if the failure deprives the procuring entity of substantially the whole benefit of the works or Section, reject the works or Section (as the case may be), in which event the procuring entity shall have the same remedies as are provided in sub-paragraph (c) of Sub-Clause 11.4 [Failure to Remedy Defects]; or 3. issue a Taking-Over Certificate, if the procuring entity so requests.   In the event of sub-paragraph (c), the contractor shall proceed in accordance with all other obligations under the contract, and the contract Price shall be reduced by such amount as shall be appropriate to cover the reduced value to the procuring entity as a result of this failure. Unless the relevant reduction for this failure is stated (or its method of calculation is defined) in the contract, the procuring entity may require the reduction to be (i) agreed by both Parties (in full satisfaction of this failure only) and paid before this Taking-Over Certificate is issued, or (ii) determined and paid under Sub-Clause 2.5 [procuring entity’s Claims] and Sub-Clause 3.5 [Determinations]. |
| 10. Procuring entity’s Taking Over |
| 10.1 Taking Over of the Works and Sections  Except as stated in Sub-Clause 9.4 [Failure to Pass Tests on Completion], the works shall be taken over by the procuring entity when (i) the works have been completed in accordance with the contract, including the matters described in Sub-Clause 8.2 [Time for Completion] and except as allowed in sub-paragraph (a) below, and (ii) a Taking-Over Certificate for the works has been issued, or is deemed to have been issued in accordance with this Sub-Clause.  The contractor may apply by notice to the Engineer for a Taking-Over Certificate not earlier than 14 days before the works will, in the contractor’s opinion, be complete and ready for taking over. If the works are divided into Sections, the contractor may similarly apply for a Taking-Over Certificate for each Section.  The Engineer shall, within 28 days after receiving the contractor’s application:   1. issue the Taking-Over Certificate to the contractor, stating the date on which the works or Section were completed in accordance with the contract, except for any minor outstanding work and defects which will not substantially affect the use of the works or Section for their intended purpose (either until or whilst this work is completed and these defects are remedied); or 2. reject the application, giving reasons and specifying the work required to be done by the contractor to enable the Taking-Over Certificate to be issued. The contractor shall then complete this work before issuing a further notice under this Sub-Clause.   If the Engineer fails either to issue the Taking-Over Certificate or to reject the contractor’s application within the period of 28 days, and if the works or Section (as the case may be) are substantially in accordance with the contract, the Taking-Over Certificate shall be deemed to have been issued on the last day of that period. |
| 10.2 Taking Over of Parts of the Works  The Engineer may, at the sole discretion of the procuring entity, issue a Taking-OverCertificate for any part of the Permanent works.  The procuring entity shall not use any part of the works (other than as a temporary measure which is either specified in the contract or agreed by both Parties) unless and until the Engineer has issued a Taking-Over Certificate for this part. However, if the procuring entity does use any part of the works before the Taking-Over Certificate is issued:   1. the part which is used shall be deemed to have been taken over as from the date on which it is used, 2. the contractor shall cease to be liable for the care of such part as from this date, when responsibility shall pass to the procuring entity, and 3. if requested by the contractor, the Engineer shall issue a Taking-Over Certificate for this part.   After the Engineer has issued a Taking-Over Certificate for a part of the works, the contractor shall be given the earliest opportunity to take such steps as may be necessary to carry out any outstanding Tests on Completion. The contractor shall carry out these Tests on Completion as soon as practicable before the expiry date of the relevant Defects Notification Period.  If the contractor incurs Cost as a result of the procuring entity taking over and/or using a part of the works, other than such use as is specified in the contract or agreed by the contractor, the contractor shall (i) give notice to the Engineer and (ii) be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to payment of any such Cost plus profit, which shall be included in the Contract Price. After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this Cost and profit.  If a Taking-Over Certificate has been issued for a part of the works (other than a Section), the delay damages thereafter for completion of the remainder of the works shall be reduced. Similarly, the delay damages for the remainder of the Section (if any) in which this part is included shall also be reduced. For any period of delay after the date stated in this Taking-Over Certificate, the proportional reduction in these delay damages shall be calculated as the proportion which the value of the part so certified bears to the value of the works or Section (as the case may be) as a whole. The Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these proportions. The provisions of this paragraph shall only apply to the daily rate of delay damages under Sub-Clause 8.7 [Delay Damages], and shall not affect the maximum amount of these damages. |
| 10.3 Interference with Tests on Completion  If the contractor is prevented, for more than 14 days, from carrying out the Tests onCompletion by a cause for which the procuring entity is responsible, the procuring entity shall be deemed to have taken over the works or Section (as the case may be) on the date when the Tests on Completion would otherwise have been completed.  The Engineer shall then issue a Taking-Over Certificate accordingly, and the contractor shall carry out the Tests on Completion as soon as practicable, before the expiry date of the Defects Notification Period. The Engineer shall require the Tests on Completion to be carried out by giving 14 days’ notice and in accordance with the relevant provisions of the contract.  If the contractor suffers delay and/or incurs Cost as a result of this delay in carrying out the Tests on Completion, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. |
| 10.4 Surfaces Requiring Reinstatement Except as otherwise stated in a Taking-Over Certificate, a certificate for a Section orpart of the works shall not be deemed to certify completion of any ground or other surfaces requiring reinstatement. |
| 11. Defects Liability |
| 11.1 Completion of Outstanding Work and Remedying Defects  In order that the works and contractor’s Documents, and each Section, shall be in the condition required by the contract (fair wear and tear excepted) by the expiry date of the relevant Defects Notification Period or as soon as practicable thereafter, the contractor shall:   1. complete any work which is outstanding on the date stated in a Taking-Over Certificate, within such reasonable time as is instructed by the Engineer, and 2. execute all work required to remedy defects or damage, as may be notified by (or on behalf of) the procuring entity on or before the expiry date of the Defects Notification Period for the works or Section (as the case may be).   If a defect appears or damage occurs, the contractor shall be notified accordingly, by (or on behalf of) the procuring entity. |
| 11.2 Cost of Remedying Defects  All work referred to in sub-paragraph (b) of Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects] shall be executed at the risk and cost of the contractor, if and to the extent that the work is attributable to:   1. any design for which the contractor is responsible, 2. Plant, Materials or workmanship not being in accordance with the contract, or 3. failure by the contractor to comply with any other obligation.   If and to the extent that such work is attributable to any other cause, the contractor shall be notified promptly by (or on behalf of) the procuring entity, and Sub-Clause 13.3 [Variation Procedure] shall apply. |
| 11.3 Extension of Defects Notification Period  The procuring entity shall be entitled subject to Sub-Clause 2.5 [procuring entity’s Claims] to an extension of the Defects Notification Period for the works or a Section if and to the extent that the works, Section or a major item of Plant (as the case may be, and after taking over) cannot be used for the purposes for which they are intended by reason of a defect or damage. However, a Defects Notification Period shall not be extended by more than two years.  If delivery and/or erection of Plant and/or Materials was suspended under Sub-Clause 8.8 [Suspension of Work] or Sub-Clause 16.1 [contractor’s Entitlement to Suspend Work], the contractor’s obligations under this Clause shall not apply to any defects or damage occurring more than two years after the Defects Notification Period for the Plant and/or Materials would otherwise have expired. |
| 11.4 Failure to Remedy Defects  If the contractor fails to remedy any defect or damage within a reasonable time, a date may be fixed by (or on behalf of) the procuring entity, on or by which the defect or damage is to be remedied. The contractor shall be given reasonable notice of this date.  If the contractor fails to remedy the defect or damage by this notified date and this remedial work was to be executed at the cost of the contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the procuring entity may (at his option):   1. Carry out the work himself or by others, in a reasonable manner and at the contractor’s cost, but the contractor shall have no responsibility for this work; and the contractor shall subject to Sub-Clause 2.5 [procuring entity’s Claims] pay to the procuring entity the costs reasonably incurred by the procuring entity in remedying the defect or damage; 2. require the Engineer to agree or determine a reasonable reduction in the Contract Price in accordance with Sub-Clause 3.5 [Determinations]; or 3. if the defect or damage deprives the procuring entity of substantially the whole benefit of the works or any major part of the works, terminate the contract as a whole, or in respect of such major part which cannot be put to the intended use. Without prejudice to any other rights, under the contract or otherwise, the procuring entity shall then be entitled to recover all sums paid for the works or for such part (as the case may be), plus financing costs and the cost of dismantling the same, clearing the Site and returning Plant and Materials to the contractor. |
| 11.5 Removal of Defective Work  If the defect or damage cannot be remedied expeditiously on the Site and theprocuring entity gives consent, the contractor may remove from the Site for the purposesof repair such items of Plant as are defective or damaged. This consent may require the contractor to increase the amount of the performance security by the full replacement cost of these items, or to provide other appropriate security. |
| 11.6 Further Tests  If the work of remedying of any defect or damage may affect the performance of the works, the Engineer may require the repetition of any of the tests described in the contract. The requirement shall be made by notice within 28 days after the defect or damage is remedied.  These tests shall be carried out in accordance with the terms applicable to the previous tests, except that they shall be carried out at the risk and cost of the Party liable, under Sub-Clause 11.2 [Cost of Remedying Defects], for the cost of the remedial work. |
| 11.7 Right of Access  Until the Performance Certificate has been issued, the contractor shall have such right of access to the works as is reasonably required in order to comply with this Clause, except as may be inconsistent with the procuring entity’s reasonable security restrictions. |
| 11.8 Contractor to Search  The contractor shall, if required by the Engineer, search for the cause of any defect, under the direction of the Engineer. Unless the defect is to be remedied at the cost of the contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Cost of the search plus profit shall be agreed or determined by the Engineer in accordance with Sub-Clause 3.5 [Determinations] and shall be included in the Contract Price. |
| 11.9 Performance Certificate  Performance of the contractor’s obligations shall not be considered to have been completed until the Engineer has issued the Performance Certificate to the contractor, stating the date on which the contractor completed his obligations under the contract.  The Engineer shall issue the Performance Certificate within 28 days after the latest of the expiry dates of the Defects Notification Periods, or as soon thereafter as the contractor has supplied all the contractor’s Documents and completed and tested all the works, including remedying any defects. A copy of the Performance Certificate shall be issued to the procuring entity.  Only the Performance Certificate shall be deemed to constitute acceptance of the works. |
| 11.10 Unfulfilled Obligations  After the Performance Certificate has been issued, each Party shall remain liable for the fulfilment of any obligation which remains unperformed at that time. For the purposes of determining the nature and extent of unperformed obligations, the contract shall be deemed to remain in force. |
| 11.11 Clearance of Site  Upon receiving the Performance Certificate, the contractor shall remove any remaining contractor’s Equipment, surplus material, wreckage, rubbish and Temporary works from the Site.  If all these items have not been removed within 28 days after the procuring entity receives a copy of the Performance Certificate, the procuring entity may sell or otherwise dispose of any remaining items. The procuring entity shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.  Any balance of the moneys from the sale shall be paid to the contractor. If these moneys are less than the procuring entity’s costs, the contractor shall pay the outstanding balance to the procuring entity. |
| 12. Measurement and Evaluation |
| 12.1 Works to be Measured  The works shall be measured, and valued for payment, in accordance with this Clause. The contractor shall show in each application under Sub-Clauses 14.3 [Application for Interim Payment Certificates], 14.10 [Statement on Completion] and 14.11 [Application for Final Payment Certificate] the quantities and other particulars detailing the amounts which he considers to be entitled under the contract.  Whenever the Engineer requires any part of the works to be measured, reasonable notice shall be given to the contractor’s Representative, who shall:   1. promptly either attend or send another qualified representative to assist the Engineer in making the measurement, and 2. supply any particulars requested by the Engineer.   If the contractor fails to attend or send a representative, the measurement made by (or on behalf of) the Engineer shall be accepted as accurate.  Except as otherwise stated in the contract, wherever any Permanent works are to be measured from records, these shall be prepared by the Engineer. The contractor shall, as and when requested, attend to examine and agree the records with the Engineer, and shall sign the same when agreed. If the contractor does not attend, the records shall be accepted as accurate.  If the contractor examines and disagrees the records, and/or does not sign them as agreed, then the contractor shall give notice to the Engineer of the respects in which the records are asserted to be inaccurate. After receiving this notice, the Engineer shall review the records and either confirm or vary them. If the contractor does not so give notice to the Engineer within 14 days after being requested to examine the records, they shall be accepted as accurate. |
| 12.2 Method of Measurement  Except as otherwise stated in the contract and notwithstanding local practice:   * 1. measurement shall be made of the net actual quantity of each item of the Permanent works, and   2. the method of measurement shall be in accordance with the Bill of Quantities or other applicable Schedules. |
| 12.3 Evaluation  Except as otherwise stated in the contract, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the Contract Price by evaluating each item of work, applying the measurement agreed or determined in accordance with the above Sub-Clauses 12.1 and 12.2 and the appropriate rate or price for the item.  For each item of work, the appropriate rate or price for the item shall be the rate or price specified for such item in the contract or, if there is no such item, specified for similar work.  Any item of work included in the Bill of Quantities for which no rate or price was specified shall be considered as included in other rates and prices in the Bill of Quantities and will not be paid for separately.  However, a new rate or price shall be appropriate for an item of work if:   1. (i) the measured quantity of the item is changed by more than 25% from the quantity of this item in the Bill of Quantities or other Schedule,   (ii) this change in quantity multiplied by such specified rate for this item exceeds 0.25% of the Accepted Contract Amount,  (iii) this change in quantity directly changes the Cost per unit quantity of this item by more than 1%, and  (iv) this item is not specified in the contract as a “fixed rate item”;  or   1. (i) the work is instructed under Clause 13 [Variations and Adjustments],   (ii) no rate or price is specified in the contract for this item, and  (iii) no specified rate or price is appropriate because the item of work is not of similar character, or is not executed under similar conditions, as any item in the contract.  Each new rate or price shall be derived from any relevant rates or prices in the contract, with reasonable adjustments to take account of the matters described in sub-paragraph (a) and/or (b), as applicable. If no rates or prices are relevant for the derivation of a new rate or price, it shall be derived from the reasonable Cost of executing the work, together with profit, taking account of any other relevant matters.  Until such time as an appropriate rate or price is agreed or determined, the Engineer shall determine a provisional rate or price for the purposes of Interim Payment Certificates. |
| 12.4 Omissions  Whenever the omission of any work forms part (or all) of a Variation, the value of which has not been agreed, if:   1. the contractor will incur (or has incurred) cost which, if the work had not been omitted, would have been deemed to be covered by a sum forming part of the Accepted Contract Amount; 2. the omission of the work will result (or has resulted) in this sum not forming part of the Contract Price; and 3. this cost is not deemed to be included in the evaluation of any substituted work;   then the contractor shall give notice to the Engineer accordingly, with supporting particulars. Upon receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this cost, which shall be included in the Contract Price. |
| 13. Variations and Adjustments |
| 13.1 Right to Vary  Variations may be initiated by the Engineer at any time prior to issuing the Taking-Over Certificate for the works, either by an instruction or by a request for the contractor to submit a proposal.  The contractor shall execute and be bound by each Variation, unless the contractor promptly gives notice to the Engineer stating (with supporting particulars) that the contractor cannot readily obtain the Goods required for the Variation. Upon receiving this notice, the Engineer shall cancel, confirm or vary the instruction.  Each Variation may include:  (a) changes to the quantities of any item of work included in the contract (however, such changes do not necessarily constitute a Variation),   1. changes to the quality and other characteristics of any item of work, 2. changes to the levels, positions and/or dimensions of any part of the works, 3. omission of any work unless it is to be carried out by others, 4. any additional work, Plant, Materials or services necessary for the Permanent works, including any associated Tests on Completion, boreholes and other testing and exploratory work, or 5. changes to the sequence or timing of the execution of the works.   The contractor shall not make any alteration and/or modification of the Permanent works, unless and until the Engineer instructs or approves a Variation. |
| 13.2 Value Engineering  The contractor may, at any time, submit to the Engineer a written proposal which (in the contractor’s opinion) will, if adopted, (i) accelerate completion, (ii) reduce the cost to the procuring entity of executing, maintaining or operating the works, (iii) improve the efficiency or value to the procuring entity of the completed works, or (iv) otherwise be of benefit to the procuring entity.  The proposal shall be prepared at the cost of the contractor and shall include the items listed in Sub-Clause 13.3 [Variation Procedure].  If a proposal, which is approved by the Engineer, includes a change in the design of part of the Permanent works, then unless otherwise agreed by both Parties:   1. the contractor shall design this part, 2. sub-paragraphs (a) to (d) of Sub-Clause 4.1 [contractor’s General Obligations] shall apply, and 3. if this change results in a reduction in the contract value of this part, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine a fee, which shall be included in the Contract Price. This fee shall be half (50%) of the difference between the following amounts: 4. such reduction in contract value, resulting from the change, excluding adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost],and 5. the reduction (if any) in the value to the procuring entity of the varied works, taking account of any reductions in quality, anticipated life or operational efficiencies.   However, if amount (i) is less than amount (ii), there shall not be a fee. |
| 13.3 Variation Procedure  If the Engineer requests a proposal, prior to instructing a Variation, the contractor shall respond in writing as soon as practicable, either by giving reasons why he cannot comply (if this is the case) or by submitting:   1. a description of the proposed work to be performed and a programme for its execution, 2. the contractor’s proposal for any necessary modifications to the programme according to Sub-Clause 8.3 [Programme] and to the Time for Completion, and 3. the contractor’s proposal for evaluation of the Variation.   The Engineer shall, as soon as practicable after receiving such proposal (under Sub-Clause 13.2 [Value Engineering] or otherwise), respond with approval, disapproval or comments. The contractor shall not delay any work whilst awaiting a response.  Each instruction to execute a Variation, with any requirements for the recording of Costs, shall be issued by the Engineer to the contractor, who shall acknowledge receipt.  Each Variation shall be evaluated in accordance with Clause 12 [Measurement and Evaluation], unless the Engineer instructs or approves otherwise in accordance with this Clause. |
| 13.4 Payment in Applicable Currencies  If the contract provides for payment of the Contract Price in more than one currency,then whenever an adjustment is agreed, approved or determined as stated above, the amount payable in each of the applicable currencies shall be specified. For this purpose, reference shall be made to the actual or expected currency proportions of the Cost of the varied work, and to the proportions of various currencies specified for payment of the Contract Price. |
| 13.5 Provisional Sums  Each Provisional Sum shall only be used, in whole or in part, in accordance with the Engineer’s instructions, and the Contract Price shall be adjusted accordingly. The total sum paid to the contractor shall include only such amounts, for the work, supplies or services to which the Provisional Sum relates, as the Engineer shall have instructed. For each Provisional Sum, the Engineer may instruct:   1. work to be executed (including Plant, Materials or services to be supplied) by the contractor and valued under Sub-Clause 13.3 [Variation Procedure]; and/or 2. Plant, Materials or services to be purchased by the contractor, from a nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]) or otherwise; and for which there shall be included in the Contract Price: 3. the actual amounts paid (or due to be paid) by the contractor, and 4. a sum for overhead charges and profit, calculated as a percentage of these actual amounts by applying the relevant percentage rate (if any) stated in the appropriate Schedule. If there is no such rate, the percentage rate stated in the Contract Data shall be applied.   The contractor shall, when required by the Engineer, produce quotations, invoices, vouchers and accounts or receipts in substantiation. |
| 13.6 Daywork  For work of a minor or incidental nature, the Engineer may instruct that a Variation shall be executed on a daywork basis. The work shall then be valued in accordance with the Daywork Schedule included in the contract, and the following procedure shall apply. If a Daywork Schedule is not included in the contract, this Sub-Clause shall not apply.  Before ordering Goods for the work, the contractor shall submit quotations to the Engineer. When applying for payment, the contractor shall submit invoices, vouchers and accounts or receipts for any Goods.  Except for any items for which the Daywork Schedule specifies that payment is not due, the contractor shall deliver each day to the Engineer accurate statements in duplicate which shall include the following details of the resources used in executing the previous day’s work:   1. the names, occupations and time of contractor’s Personnel, 2. the identification, type and time of contractor’s Equipment and Temporary works, and 3. the quantities and types of Plant and Materials used.   One copy of each statement will, if correct, or when agreed, be signed by the Engineer and returned to the contractor. The contractor shall then submit priced statements of these resources to the Engineer, prior to their inclusion in the next Statement under Sub-Clause 14.3 [Application for Interim Payment Certificates]. |
| 13.7 Adjustments for Changes in Legislation  The Contract Price shall be adjusted to take account of any increase or decrease in Cost resulting from a change in the Laws of the Country (including the introduction of new Laws and the repeal or modification of existing Laws) or in the judicial or official governmental interpretation of such Laws, made after the Base Date, which affect the contractor in the performance of obligations under the contract.  If the contractor suffers (or will suffer) delay and/or incurs (or will incur) additional Cost as a result of these changes in the Laws or in such interpretations, made after the Base Date, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.  Notwithstanding the foregoing, the contractor shall not be entitled to such an extension of time if the same shall already have been taken into account in determining an extension and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause 13.8. |
| 13.8 Adjustments for Changes in Cost  In this Sub-Clause, “table of adjustment data” means the completed table ofadjustment data for local and foreign currencies included in the Schedules. If there is no such table of adjustment data, this Sub-Clause shall not apply.  If this Sub-Clause applies, the amounts payable to the contractor shall be adjusted for rises or falls in the cost of labour, Goods and other inputs to the works, by the addition or deduction of the amounts determined by the formulae prescribed in this Sub-Clause. To the extent that full compensation for any rise or fall in Costs is not covered by the provisions of this or other Clauses, the Accepted Contract Amount shall be deemed to have included amounts to cover the contingency of other rises and falls in costs.  The adjustment to be applied to the amount otherwise payable to the contractor, as valued in accordance with the appropriate Schedule and certified in Payment Certificates, shall be determined from formulae for each of the currencies in which the Contract Price is payable. No adjustment is to be applied to work valued on the basis of Cost or current prices. The formulae shall be of the following general type:  Pn = a + b Ln/ Lo + c En/Eo + d Mn/Mo + ...... where:  “Pn” is the adjustment multiplier to be applied to the estimated contract value in the relevant currency of the work carried out in period “n”, this period being a month unless otherwise stated in the Contract Data;  “a” is a fixed coefficient, stated in the relevant table of adjustment data, representing the non-adjustable portion in contractual payments;  “b”, “c”, “d”, … are coefficients representing the estimated proportion of each cost element related to the execution of the works, as stated in the relevant table of adjustment data; such tabulated cost elements may be indicative of resources such as labour, equipment and materials;  “Ln”, “En”, “Mn”, … are the current cost indices or reference prices for period “n”, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the date 49 days prior to the last day of the period (to which the particular Payment Certificate relates); and  “Lo”, “Eo”, “Mo”, … are the base cost indices or reference prices, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the Base Date.  The cost indices or reference prices stated in the table of adjustment data shall be used. If their source is in doubt, it shall be determined by the Engineer. For this purpose, reference shall be made to the values of the indices at stated dates (quoted in the fourth and fifth columns respectively of the table) for the purposes of clarification of the source; although these dates (and thus these values) may not correspond to the base cost indices.  In cases where the “currency of index” (stated in the table) is not the relevant currency of payment, each index shall be converted into the relevant currency of payment at the selling rate, established by the central bank of the Country, of this relevant currency on the above date for which the index is required to be applicable.  Until such time as each current cost index is available, the Engineer shall determine a provisional index for the issue of Interim Payment Certificates. When a current cost index is available, the adjustment shall be recalculated accordingly.  If the contractor fails to complete the works within the Time for Completion, adjustment of prices thereafter shall be made using either (i) each index or price applicable on the date 49 days prior to the expiry of the Time for Completion of the works, or (ii) the current index or price: whichever is more favourable to the procuring entity.  The weightings (coefficients) for each of the factors of cost stated in the table(s) of adjustment data shall only be adjusted if they have been rendered unreasonable, unbalanced or inapplicable, as a result of Variations. |
| 14. Contract Price and Payment |
| 14.1 The Contract Price  Unless otherwise stated in the Particular Conditions:   1. the Contract Price shall be agreed or determined under Sub-Clause 12.3 [Evaluation] and be subject to adjustments in accordance with the contract; 2. the contractor shall pay all taxes, duties and fees required to be paid by him under the contract, and the Contract Price shall not be adjusted for any of these costs except as stated in Sub-Clause 13.7 [Adjustments for Changes in Legislation]; 3. any quantities which may be set out in the Bill of Quantities or other Schedule are estimated quantities and are not to be taken as the actual and correct quantities: 4. of the works which the contractor is required to execute, or 5. for the purposes of Clause 12 [Measurement and Evaluation]; and 6. the contractor shall submit to the Engineer, within 28 days after the Commencement Date, a proposed breakdown of each lump sum price in the Schedules. The Engineer may take account of the breakdown when preparing Payment Certificates, but shall not be bound by it.   Notwithstanding the provisions of subparagraph (b), contractor's Equipment, including essential spare parts therefor, imported by the contractor for the sole purpose of executing the contract shall be exempt from the payment of import duties and taxes upon importation. |
| 14.2 Mobilization Payment  The procuring entity shall make a mobilization payment, as an interest-free loan for mobilisation, when the contractor submits a guarantee in accordance with this Sub-Clause. The total mobilization payment, the number and timing of instalments (if more than one), and the applicable currencies and proportions, shall be as stated in the contract Data.  Unless and until the procuring entity receives this guarantee, or if the total mobilization payment is not stated in the Contract Data, this Sub-Clause shall not apply.  The Engineer shall issue an Interim Payment Certificate for the first instalment after receiving a Statement (under Sub-Clause 14.3 [Application for Interim Payment Certificates]) and after the procuring entity receives (i) the performance security in accordance with Sub-Clause 4.2 [performance security] and (ii) a guarantee in amounts and currencies equal to the mobilization payment. This guarantee shall be issued by an entity and from within a country (or other jurisdiction) approved by the procuring entity, and shall be in the form annexed to the Particular Conditions or in another form approved by the procuring entity.  The contractor shall ensure that the guarantee is valid and enforceable until the mobilization payment has been repaid, but its amount may be progressively reduced by the amount repaid by the contractor as indicated in the Payment Certificates. If the terms of the guarantee specify its expiry date, and the mobilization payment has not been repaid by the date 28 days prior to the expiry date, the contractor shall extend the validity of the guarantee until the mobilization payment has been repaid.  Unless stated otherwise in the Contract Data, the mobilization payment shall be repaid through percentage deductions from the interim payments determined by the Engineer in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates], as follows:   1. deductions shall commence in the next interim Payment Certificate following that in which the total of all certified interim payments (excluding the mobilization payment and deductions and repayments of retention) exceeds 30 percent of the Accepted Contract Amount less Provisional Sums; and 2. deductions shall be made at the amortisation rate stated in the Contract Data of the amount of each Interim Payment Certificate (excluding the mobilization payment and deductions and repayments of retention) in the currencies and proportions of the mobilization payment until such time as the mobilization payment has been repaid; provided that the mobilization payment shall be completely repaid prior to the time when 80 percent of the Accepted Contract Amount less Provisional Sums has been certified for payment.   If the mobilization payment has not been repaid prior to the issue of the Taking-Over Certificate for the works or prior to termination under Clause 15 [Termination by procuring entity], Clause 16 [Suspension and Termination by contractor] or Clause 19 [Force Majeure] (as the case may be), the whole of the balance then outstanding shall immediately become due and payable by the contractor to the procuring entity. |
| 14.3 Application for Interim Payment Certificates  The contractor shall submit a Statement in six copies to the Engineer after the end of each month, in a form approved by the Engineer, showing in detail the amounts to which the contractor considers himself to be entitled, together with supporting documents which shall include the report on the progress during this month in accordance with Sub-Clause 4.21 [Progress Reports].  The Statement shall include the following items, as applicable, which shall be expressed in the various currencies in which the Contract Price is payable, in the sequence listed:   1. the estimated contract value of the works executed and the contractor’s Documents produced up to the end of the month (including Variations but excluding items described in sub-paragraphs (b) to (g) below); 2. any amounts to be added and deducted for changes in legislation and changes in cost, in accordance with Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost]; 3. any amount to be deducted for retention, calculated by applying the percentage of retention stated in the Contract Data to the total of the above amounts, until the amount so retained by the procuring entity reaches the limit of Retention Money (if any) stated in the Contract Data; 4. any amounts to be added and deducted for the mobilization payment and repayments in accordance with Sub-Clause 14.2 [Advance Payment]; 5. any amounts to be added and deducted for Plant and Materials in accordance with Sub-Clause 14.5 [Plant and Materials intended for the works]; 6. any other additions or deductions which may have become due under the contract or otherwise, including those under Clause 20 [Claims, Disputes and Arbitration]; and 7. the deduction of amounts certified in all previous Payment Certificates. |
| 14.4 Schedule of Payments  If the contract includes a schedule of payments specifying the instalments in which the Contract Price will be paid, then unless otherwise stated in this schedule:   1. the instalments quoted in this schedule of payments shall be the estimated contract values for the purposes of sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates]; 2. Sub-Clause 14.5 [Plant and Materials intended for the works] shall not apply; and 3. if these instalments are not defined by reference to the actual progress achieved in executing the works, and if actual progress is found to be less than that on which this schedule of payments was based, then the Engineer may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine revised instalments, which shall take account of the extent to which progress is less than that on which the instalments were previously based.   If the contract does not include a schedule of payments, the contractor shall submit non-binding estimates of the payments which he expects to become due during each quarterly period. The first estimate shall be submitted within 42 days after the Commencement Date. Revised estimates shall be submitted at quarterly intervals, until the Taking-Over Certificate has been issued for the works. |
| 14.5 Plant and Materials intended for the Works  If this Sub-Clause applies, Interim Payment Certificates shall include, under sub-paragraph (e) of Sub-Clause 14.3, (i) an amount for Plant and Materials which have been sent to the Site for incorporation in the Permanent works, and (ii) a reduction when the contract value of such Plant and Materials is included as part of the Permanent works under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates].  If the lists referred to in sub-paragraphs (b)(i) or (c)(i) below are not included in the Contract Data, this Sub-Clause shall not apply.  The Engineer shall determine and certify each addition if the following conditions are satisfied:   1. the contractor has: 2. kept satisfactory records (including the orders, receipts, Costs and use of Plant and Materials) which are available for inspection, and 3. submitted a statement of the Cost of acquiring and delivering the Plant and Materials to the Site, supported by satisfactory evidence;   and either:  (b) the relevant Plant and Materials:   1. are those listed in the Schedules for payment when shipped, 2. have been shipped to the Country, en route to the Site, in accordance with the contract; and 3. are described in a clean shipped bill of lading or other evidence of shipment, which has been submitted to the Engineer together with evidence of payment of freight and insurance, any other documents reasonably required, and a bank guarantee in a form and issued by an entity approved by the procuring entity in amounts and currencies equal to the amount due under this Sub-Clause: this guarantee may be in a similar form to the form referred to in Sub-Clause 14.2 [Mobilization Payment] and shall be valid until the Plant and Materials are properly stored on Site and protected against loss, damage or deterioration;   or  (c) the relevant Plant and Materials:   1. are those listed in the Schedules for payment when delivered to the Site, and 2. have been delivered to and are properly stored on the Site, are protected against loss, damage or deterioration, and appear to be in accordance with the contract.   The additional amount to be certified shall be the equivalent of eighty percent (80%) of the Engineer’s determination of the cost of the Plant and Materials (including delivery to Site), taking account of the documents mentioned in this Sub-Clause and of the contract value of the Plant and Materials.  The currencies for this additional amount shall be the same as those in which payment will become due when the contract value is included under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates]. At that time, the Payment Certificate shall include the applicable reduction which shall be equivalent to, and in the same currencies and proportions as, this additional amount for the relevant Plant and Materials. |
| 14.6 Issue of Interim Payment Certificates  No amount will be certified or paid until the procuring entity has received and approved theperformance security. Thereafter, the Engineer shall, within 28 days after receiving a Statement and supporting documents, issue to the procuring entity an Interim Payment Certificate which shall state the amount which the Engineer fairly determines to be due, with supporting particulars.  However, prior to issuing the Taking-Over Certificate for the works, the Engineer shall not be bound to issue an Interim Payment Certificate in an amount which would (after retention and other deductions) be less than the minimum amount of Interim Payment Certificates (if any) stated in the Contract Data. In this event, the Engineer shall give notice to the contractor accordingly.  An Interim Payment Certificate shall not be withheld for any other reason, although:   1. if any thing supplied or work done by the contractor is not in accordance with the contract, the cost of rectification or replacement may be withheld until rectification or replacement has been completed; and/or 2. if the contractor was or is failing to perform any work or obligation in accordance with the contract, and had been so notified by the Engineer, the value of this work or obligation may be withheld until the work or obligation has been performed.   The Engineer may in any Payment Certificate make any correction or modification that should properly be made to any previous Payment Certificate. A Payment Certificate shall not be deemed to indicate the Engineer’s acceptance, approval, consent or satisfaction. |
| 14.7 Payment  The procuring entity shall pay to the contractor:   1. the first instalment of the mobilization payment within 42 days after issuing the Letter of Acceptance or within 21 days after receiving the documents in accordance with Sub-Clause 4.2 [performance security] and Sub-Clause 14.2 [Mobilization Payment], whichever is later; 2. the amount certified in each Interim Payment Certificate within 56 days after the Engineer receives the Statement and supporting documents within 14 days after such statement is submitted. Any discrepancy shall be rectified in the next payment to the contractor; and 3. the amount certified in the Final Payment Certificate within 56 days after the procuring entity receives this Payment Certificate, the undisputed amount shown in the Final Statement, within 56 days after the date of notification of the suspension in accordance with Sub-Clause 16.2.   If the contractor has not already shown the Contractor’s Levy as a deduction from the total due, a levy in the sum of two percent (2%) shall be deducted from the gross amount paid to contractors and sub-contractors for construction, haulage and tillage, in accordance with the Contractor’s Levy Act 1985. Whichever party makes the deduction they must, within fourteen days after making the payment, furnish the principal contractor or sub-contractor, as the case may be, with a certificate setting out the gross amount of the payment and the amount of the levy which has been deducted (or, as the case may be, ought to have been deducted) and such other particulars as may be prescribed.  Payment of the amount due in each currency shall be made into the bank account, nominated by the contractor, in the payment country (for this currency) specified in the contract. |
| 14.8 Delayed Payment  If the contractor does not receive payment in accordance with Sub-Clause 14.7 [Payment], the contractor shall be entitled to receive financing charges compounded monthly on the amount unpaid during the period of delay. This period shall be deemed to commence on the date for payment specified in Sub-Clause 14.7 [Payment], irrespective (in the case of its sub-paragraph (b)) of the date on which any Interim Payment Certificate is issued.  Unless otherwise stated in the Particular Conditions, these financing charges shall be calculated at the annual rate of three percentage points above the discount rate of the central bank in the country of the currency of payment, and shall be paid in such currency.  The contractor shall be entitled to this payment without formal notice or certification, and without prejudice to any other right or remedy. |
| 14.9 Payment of Retention Money  When the Taking-Over Certificate has been issued for the works, the first half of the Retention Money shall be certified by the Engineer for payment to the contractor. If a Taking-Over Certificate is issued for a Section or part of the works, a proportion of the Retention Money shall be certified and paid. This proportion shall be two-fifths (40%) of the proportion calculated by dividing the estimated contract value of the Section or part, by the estimated final Contract Price.  Promptly after the latest of the expiry dates of the Defects Notification Periods, the outstanding balance of the Retention Money shall be certified by the Engineer for payment to the contractor. If a Taking-Over Certificate was issued for a Section, a proportion of the second half of the Retention Money shall be certified and paid promptly after the expiry date of the Defects Notification Period for the Section. This proportion shall be two-fifths (40%) of the proportion calculated by dividing the estimated contract value of the Section by the estimated final Contract Price.  However, if any work remains to be executed under Clause 11 [Defects Liability], the Engineer shall be entitled to withhold certification of the estimated cost of this work until it has been executed.  When calculating these proportions, no account shall be taken of any adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost].  Unless otherwise stated in the Particular Conditions, when the Taking-Over Certificate has been issued for the works and the first half of the Retention Money has been certified for payment by the Engineer, the contractor shall be entitled to substitute a guarantee, in the form annexed to the Particular Conditions or in another form approved by the procuring entity and provided by an entity approved by the procuring entity, for the second half of the Retention Money. The contractor shall ensure that the guarantee is in the amounts and currencies of the second half of the Retention Money and is valid and enforceable until the contractor has executed and completed the works and remedied any defects, as specified for the performance security in Sub-Clause 4.2. On receipt by the procuring entity of the required guarantee, the Engineer shall certify and the procuring entity shall pay the balance of the Retention Money. The release of the second half of the Retention Money against a guarantee shall then be in lieu of the release under the second paragraph of this Sub-Clause. The procuring entity shall return the guarantee to the contractor within 21 days after receiving a copy of the Performance Certificate.  If the performance security required under Sub-Clause 4.2 is in the form of a demand guarantee, and the amount guaranteed under it when the Taking-Over Certificate is issued is more than half of the Retention Money, then the Retention Money guarantee will not be required. If the amount guaranteed under the performance security when the Taking-Over Certificate is issued is less than half of the Retention Money, the Retention Money guarantee will only be required for the difference between half of the Retention Money and the amount guaranteed under the performance security. |
| 14.10 Statement at Completion  Within 84 days after receiving the Taking-Over Certificate for the works, the contractor shall submit to the Engineer six copies of a Statement at completion with supporting documents, in accordance with Sub-Clause 14.3 [Application for Interim Payment Certificates], showing:   1. the value of all work done in accordance with the contract up to the date stated in the Taking-Over Certificate for the works, 2. any further sums which the contractor considers to be due, and 3. an estimate of any other amounts which the contractor considers will become due to him under the contract. Estimated amounts shall be shown separately in this Statement at completion.   The Engineer shall then certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates]. |
| 14.11 Application for Final Payment Certificate  Within 56 days after receiving the Performance Certificate, the contractor shallsubmit, to the Engineer, six copies of a draft final statement with supporting documents showing in detail in a form approved by the Engineer:   1. the value of all work done in accordance with the contract, and 2. any further sums which the contractor considers to be due to him under the contract or otherwise.   If the Engineer disagrees with or cannot verify any part of the draft final statement, the contractor shall submit such further information as the Engineer may reasonably require and shall make such changes in the draft as may be agreed between them. The contractor shall then prepare and submit to the Engineer the final statement as agreed. This agreed statement is referred to in these Conditions as the “Final Statement”.  However if, following discussions between the Engineer and the contractor and any changes to the draft final statement which are agreed, it becomes evident that a dispute exists, the Engineer shall deliver to the procuring entity (with a copy to the contractor) an Interim Payment Certificate for the agreed parts of the draft final statement. Thereafter, if the dispute is finally resolved under Sub-Clause 20.4 [Obtaining Dispute Board’s Decision] or Sub-Clause 20.5 [Amicable Settlement], the contractor shall then prepare and submit to the procuring entity (with a copy to the Engineer) a Final Statement. |
| 14.12 Discharge  When submitting the Final Statement, the contractor shall submit a discharge which confirms that the total of the Final Statement represents full and final settlement of all moneys due to the contractor under or in connection with the contract. This discharge may state that it becomes effective when the contractor has received the performance security and the outstanding balance of this total, in which event the discharge shall be effective on such date. |
| 14.13 Issue of Final Payment Certificate  Within 28 days after receiving the Final Statement and discharge in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Engineer shall issue, to the procuring entity, the Final Payment Certificate which shall state:   1. the amount which he fairly determines is finally due, and 2. after giving credit to the procuring entity for all amounts previously paid by the procuring entity and for all sums to which the procuring entity is entitled, the balance (if any) due from the procuring entity to the contractor or from the contractor to the procuring entity, as the case may be.   If the contractor has not applied for a Final Payment Certificate in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Engineer shall request the contractor to do so. If the contractor fails to submit an application within a period of 28 days, the Engineer shall issue the Final Payment Certificate for such amount as he fairly determines to be due. |
| 14.14 Cessation of procuring entity’s Liability  The procuring entity shall not be liable to the contractor for any matter or thing under or inconnection with the contract or execution of the works, except to the extent that the contractor shall have included an amount expressly for it:   1. in the Final Statement and also 2. (except for matters or things arising after the issue of the Taking-Over Certificate for the works) in the Statement at completion described in Sub-Clause 14.10 [Statement at Completion].   However, this Sub-Clause shall not limit the procuring entity’s liability under his indemnification obligations, or the procuring entity’s liability in any case of fraud, deliberate default or reckless misconduct by the procuring entity. |
| 14.15 Currencies of Payment  The Contract Price shall be paid in the currency or currencies named in the Schedule of Payment Currencies. If more than one currency is so named, payments shall be made as follows:   1. if the Accepted Contract Amount was expressed in Local Currency only: 2. the proportions or amounts of the Local and Foreign Currencies, and the fixed rates of exchange to be used for calculating the payments, shall be as stated in the Schedule of Payment Currencies, except as otherwise agreed by both Parties; 3. payments and deductions under Sub-Clause 13.5 [Provisional Sums] and Sub-Clause 13.7 [Adjustments for Changes in Legislation] shall be made in the applicable currencies and proportions; and 4. other payments and deductions under sub-paragraphs (a) to (d) of Sub-Clause 14.3 [Application for Interim Payment Certificates] shall be made in the currencies and proportions specified in sub-paragraph (a)(i) above; 5. payment of the damages specified in the Contract Data, shall be made in the currencies and proportions specified in the Schedule Payment currencies; 6. other payments to the procuring entity by the contractor shall be made in the currency in which the sum was expended by the procuring entity, or in such currency as may be agreed by both Parties; 7. if any amount payable by the contractor to the procuring entity in a particular currency exceeds the sum payable by the procuring entity to the contractor in that currency, the procuring entity may recover the balance of this amount from the sums otherwise payable to the contractor in other currencies; and 8. if no rates of exchange are stated in the Schedule of Payment Currencies, they shall be those prevailing on the Base Date and determined by the central bank of the Country. |
| 15. Termination by procuring entity |
| 15.1 Notice to Correct  If the contractor fails to carry out any obligation under the contract, the Engineer may by notice require the contractor to make good the failure and to remedy it within a specified reasonable time. |
| 15.2 Termination by procuring entity  The procuring entity shall be entitled to terminate the contract if the contractor:   1. fails to comply with Sub-Clause 4.2 [performance security] or with a notice under Sub-Clause 15.1 [Notice to Correct], 2. abandons the works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the contract, 3. without reasonable excuse fails:   (i) to proceed with the works in accordance with Clause 8 [Commencement, Delays and Suspension], or  (ii) to comply with a notice issued under Sub-Clause 7.5 [Rejection] or Sub-Clause 7.6 [Remedial Work], within 28 days after receiving it,   1. subcontracts the whole of the works or assigns the contract without the required agreement, 2. becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events, or 3. gives or offers to give (directly or indirectly) to any person any bribe, gift, gratuity, commission or other thing of value, as an inducement or reward: 4. for doing or forbearing to do any action in relation to the contract, or 5. for showing or forbearing to show favour or disfavour to any person in relation to the contract,   or if any of the contractor’s Personnel, agents or Subcontractors gives or offers to give (directly or indirectly) to any person any such inducement or reward as is described in this sub-paragraph (f). However, lawful inducements and rewards to contractor’s Personnel shall not entitle termination.  In any of these events or circumstances, the procuring entity may, upon giving 14 days’ notice to the contractor, terminate the contract and expel the contractor from the Site. However, in the case of sub-paragraph (e) or (f), the procuring entity may by notice terminate the contract immediately.  The procuring entity’s election to terminate the contract shall not prejudice any other rights of the procuring entity, under the contract or otherwise.  The contractor shall then leave the Site and deliver any required Goods, all contractor’s Documents, and other design documents made by or for him, to the Engineer. However, the contractor shall use his best efforts to comply immediately with any reasonable instructions included in the notice (i) for the assignment of any subcontract, and (ii) for the protection of life or property or for the safety of the works.  After termination, the procuring entity may complete the works and/or arrange for any other entities to do so. The procuring entity and these entities may then use any Goods, contractor’s Documents and other design documents made by or on behalf of the contractor.  The procuring entity shall then give notice that the contractor’s Equipment and Temporary works will be released to the contractor at or near the Site. The contractor shall promptly arrange their removal, at the risk and cost of the contractor. However, if by this time the contractor has failed to make a payment due to the procuring entity, these items may be sold by the procuring entity in order to recover this payment. Any balance of the proceeds shall then be paid to the contractor. |
| 15.3 Valuation at Date of Termination  As soon as practicable after a notice of termination under Sub-Clause 15.2 [Termination by procuring entity] has taken effect, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of the works, Goods and contractor’s Documents, and any other sums due to the contractor for work executed in accordance with the contract. |
| 15.4 Payment after Termination  After a notice of termination under Sub-Clause 15.2 [Termination by procuring entity] has taken effect, the procuring entity may:   1. proceed in accordance with Sub-Clause 2.5 [procuring entity’s Claims], 2. withhold further payments to the contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the procuring entity, have been established, and/or 3. recover from the contractor any losses and damages incurred by the procuring entity and any extra costs of completing the works, after allowing for any sum due to the contractor under Sub-Clause 15.3 [Valuation at Date of Termination]. After recovering any such losses, damages and extra costs, the procuring entity shall pay any balance to the contractor. |
| 15.5 Procuring entity’s Entitlement to Termination for Convenience  The procuring entity shall be entitled to terminate the contract, at any time for the procuring entity’s convenience, by giving notice of such termination to the contractor. The termination shall take effect 28 days after the later of the dates on which the contractor receives this notice or the procuring entity returns the performance security. The procuring entity shall not terminate the contract under this Sub-Clause in order to execute the works himself or to arrange for the works to be executed by another contractor or to avoid a termination of the contract by the contractor under Clause 16.2 [Termination by contractor].  After this termination, the contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of contractor’s Equipment] and shall be paid in accordance with Sub-Clause 19.6 [Optional Termination, Payment and Release]. |
| 15.6 Corrupt or Fraudulent Practices  If the procuring entity determines that the contractor has engaged in corrupt, fraudulent, collusive or coercive practices, in competing for or in executing the Contract, then the procuring entity may, after giving 14 days notice to the contractor, terminate the contractor's employment under the Contract and expel him from the Site, and the provisions of Clause 15 shall apply as if such expulsion had been made under Sub-Clause 15.2. For the purposes of this Sub-Clause, a person commits an offence if the person:  * + - 1. directly or indirectly, unlawfully influences or attempts to influence any officer, employee or agent involved in the procurement proceedings;       2. Commits and act or engages in conduct that constitutes an act of corruption under section 14 of the Corruption Prevention Act;       3. Commits an act or engages in conduct intended to alter the outcome of or otherwise interfere with procurement proceedings;       4. Deceives or misleads a person carrying out functions under the Act or regulations; or       5. Practices or is concerned in any fraudulent act to avoid the requirements of the Public Procurement Act, 2015 of Jamaica or any of its regulations.     1. A person who commits an offence under the above (a) is liable ---        1. On summary conviction before a Resident Magistrate to a fine not exceeding three mission dollars or to imprisonment for a term not exceeding three years or to both such fine and imprisonment, or        2. On conviction on indictment in a Circuit Court to a fine or to imprisonment for a term not exceeding seven years or to both such a fine and imprisonment. |
| 16. Suspension and Termination by contractor |
| 16.1 Contractor’s Entitlement to Suspend Work  If the Engineer fails to certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates] or the procuring entity fails to comply with Sub-Clause 2.4 [procuring entity’s Financial Arrangements] or Sub-Clause 14.7 [Payment], the contractor may, after giving not less than 21 days’ notice to the procuring entity, suspend work (or reduce the rate of work) unless and until the contractor has received the Payment Certificate, reasonable evidence or payment, as the case may be and as described in the notice.  The contractor’s action shall not prejudice his entitlements to financing charges under Sub-Clause 14.8 [Delayed Payment] and to termination under Sub-Clause 16.2 [Termination by contractor].  If the contractor subsequently receives such Payment Certificate, evidence or payment (as described in the relevant Sub-Clause and in the above notice) before giving a notice of termination, the contractor shall resume normal working as soon as is reasonably practicable.  If the contractor suffers delay and/or incurs Cost as a result of suspending work (or reducing the rate of work) in accordance with this Sub-Clause, the contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost plus profit, which shall be included in the Contract Price.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. |
| 16.2 Termination by contractor  The contractor shall be entitled to terminate the contract if:   1. the contractor does not receive the reasonable evidence within 42 days after giving notice under Sub-Clause 16.1 [contractor’s Entitlement to Suspend Work] in respect of a failure to comply with Sub-Clause 2.4 [procuring entity’s Financial Arrangements], 2. the Engineer fails, within 56 days after receiving a Statement and supporting documents, to issue the relevant Payment Certificate, 3. the contractor does not receive the amount due under an Interim Payment Certificate within 42 days after the expiry of the time stated in Sub-Clause 14.7 [Payment] within which payment is to be made (except for deductions in accordance with Sub-Clause 2.5 [procuring entity’s Claims]), 4. the procuring entity substantially fails to perform his obligations under the contract in such manner as to materially and adversely affect the ability of the contractor to perform the contract, 5. the procuring entity fails to comply with Sub-Clause 1.6 [contract Agreement] or Sub-Clause 1.7 [Assignment], 6. a prolonged suspension affects the whole of the works as described in Sub-Clause 8.11 [Prolonged Suspension], or 7. the procuring entity becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.   In any of these events or circumstances, the contractor may, upon giving 14 days’ notice to the procuring entity, terminate the contract. However, in the case of sub-paragraph (f) or (g), the contractor may by notice terminate the contract immediately.  The contractor’s election to terminate the contract shall not prejudice any other rights of the contractor, under the contract or otherwise. |
| 16.3 Cessation of Work and Removal of contractor’s Equipment  After a notice of termination under Sub-Clause 15.5 [procuring entity’s Entitlement to Termination], Sub-Clause 16.2 [Termination by contractor] or Sub-Clause 19.6 [Optional Termination, Payment and Release] has taken effect, the contractor shall promptly:   1. cease all further work, except for such work as may have been instructed by the Engineer for the protection of life or property or for the safety of the works, 2. hand over contractor’s Documents, Plant, Materials and other work, for which the contractor has received payment, and 3. remove all other Goods from the Site, except as necessary for safety, and leave the Site. |
| 16.4 Payment on Termination  After a notice of termination under Sub-Clause 16.2 [Termination by contractor] has taken effect, the procuring entity shall promptly:   1. return the performance security to the contractor, 2. pay the contractor in accordance with Sub-Clause 19.6 [Optional Termination, Payment and Release], and 3. pay to the contractor the amount of any loss or damage sustained by the contractor as a result of this termination. |
| 17. Risk and Responsibility |
| 17.1 Indemnities  The contractor shall indemnify and hold harmless the procuring entity, the procuring entity’s Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of:   1. bodily injury, sickness, disease or death, of any person whatsoever arising out of or in the course of or by reason of the contractor’s design (if any), the execution and completion of the works and the remedying of any defects, unless attributable to any negligence, wilful act or breach of the contract by the procuring entity, the procuring entity’s Personnel, or any of their respective agents, and 2. damage to or loss of any property, real or personal (other than the works), to the extent that such damage or loss arises out of or in the course of or by reason of the contractor’s design (if any), the execution and completion of the works and the remedying of any defects, unless and to the extent that any such damage or loss is attributable to any negligence, wilful act or breach of the contract by the procuring entity, the procuring entity’s Personnel,, their respective agents, or anyone directly or indirectly employed by any of them.   The procuring entity shall indemnify and hold harmless the contractor, the contractor’s Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of (1) bodily injury, sickness, disease or death, which is attributable to any negligence, wilful act or breach of the contract by the procuring entity, the procuring entity’s Personnel, or any of their respective agents, and (2) the matters for which liability may be excluded from insurance cover, as described in sub-paragraphs (d)(i), (ii) and (iii) of Sub-Clause 18.3 [Insurance Against Injury to Persons and Damage to Property]. |
| 17.2 Contractor’s Care of the Works  The contractor shall take full responsibility for the care of the works and Goods from the Commencement Date until the Taking-Over Certificate is issued (or is deemed to be issued under Sub-Clause 10.1 [Taking Over of the works and Sections]) for the works, when responsibility for the care of the works shall pass to the procuring entity. If a Taking-Over Certificate is issued (or is so deemed to be issued) for any Section or part of the works, responsibility for the care of the Section or part shall then pass to the procuring entity.  After responsibility has accordingly passed to the procuring entity, the contractor shall take responsibility for the care of any work which is outstanding on the date stated in a Taking-Over Certificate, until this outstanding work has been completed.  If any loss or damage happens to the works, Goods or contractor’s Documents during the period when the contractor is responsible for their care, from any cause not listed in Sub-Clause 17.3 [procuring entity’s Risks], the contractor shall rectify the loss or damage at the contractor’s risk and cost, so that the works, Goods and contractor’s Documents conform with the contract.  The contractor shall be liable for any loss or damage caused by any actions performed by the contractor after a Taking-Over Certificate has been issued. The contractor shall also be liable for any loss or damage which occurs after a Taking-Over Certificate has been issued and which arose from a previous event for which the contractor was liable. |
| 17.3 Procuring entity’s Risks  The risks referred to in Sub-Clause 17.4 below, insofar as they directly affect the execution of the works in the Country, are:  (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,  (b) rebellion, terrorism, sabotage by persons other than the contractor’s Personnel, revolution, insurrection, military or usurped power, or civil war, within the Country,  (c) riot, commotion or disorder within the Country by persons other than the contractor’s Personnel,  (d) munitions of war, explosive materials, ionising radiation or contamination by radio-activity, within the Country, except as may be attributable to the contractor’s use of such munitions, explosives, radiation or radio-activity,  (e) pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds,  (f) use or occupation by the procuring entity of any part of the Permanent works, except as may be specified in the contract,  (g) design of any part of the works by the procuring entity’s Personnel or by others for whom the procuring entity is responsible, and  (h) any operation of the forces of nature which is Unforeseeable or against which an experienced contractor could not reasonably have been expected to have taken adequate preventative precautions. |
| 17.4 Consequences of procuring entity’s Risks  If and to the extent that any of the risks listed in Sub-Clause 17.3 above results in loss or damage to the works, Goods or contractor’s Documents, the contractor shallpromptly give notice to the Engineer and shall rectify this loss or damage to the extent required by the Engineer.  If the contractor suffers delay and/or incurs Cost from rectifying this loss or damage, the contractor shall give a further notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. payment of any such Cost, which shall be included in the contract Price. In the case of sub-paragraphs (f) and (g) of Sub-Clause 17.3 [procuring entity's Risks], Cost plus profit shall be payable.   After receiving this further notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. |
| 17.5 Intellectual and Industrial Property Rights  In this Sub-Clause, “infringement” means an infringement (or alleged infringement) ofany patent, registered design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the works; and “claim” means a claim (or proceedings pursuing a claim) alleging an infringement.  Whenever a Party does not give notice to the other Party of any claim within 28 days of receiving the claim, the first Party shall be deemed to have waived any right to indemnity under this Sub-Clause.  The procuring entity shall indemnify and hold the contractor harmless against and from any claim alleging an infringement which is or was:   1. an unavoidable result of the contractor’s compliance with the contract, or 2. a result of any works being used by the procuring entity:    1. for a purpose other than that indicated by, or reasonably to be inferred from, the contract, or    2. in conjunction with any thing not supplied by the contractor, unless such use was disclosed to the contractor prior to the Base Date or is stated in the contract.   The contractor shall indemnify and hold the procuring entity harmless against and from any other claim which arises out of or in relation to (i) the manufacture, use, sale or import of any Goods, or (ii) any design for which the contractor is responsible.  If a Party is entitled to be indemnified under this Sub-Clause, the indemnifying Party may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it. The other Party shall, at the request and cost of the indemnifying Party, assist in contesting the claim. This other Party (and its Personnel) shall not make any admission which might be prejudicial to the indemnifying Party, unless the indemnifying Party failed to take over the conduct of any negotiations, litigation or arbitration upon being requested to do so by such other Party. |
| 17.6 Limitation of Liability  Neither Party shall be liable to the other Party for loss of use of any works, loss of profit, loss of any contract or for any indirect or consequential loss or damage which may be suffered by the other Party in connection with the contract, other than as specifically provided in Sub-Clause 8.7 [Delay Damages]; Sub-Clause 11.2 [Cost of Remedying Defects]; Sub-Clause 15.4 [Payment after Termination]; Sub-Clause 16.4 [Payment on Termination]; Sub-Clause 17.1 [Indemnities]; Sub-Clause 17.4 (b) [Consequences of procuring entity’s Risks] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights].  The total liability of the contractor to the procuring entity, under or in connection with the contract other than under Sub-Clause 4.19 [Electricity, Water and Gas], Sub-Clause 4.20 [procuring entity’s Equipment and Free-Issue Material], Sub-Clause 17.1 [Indemnities] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights], shall not exceed the sum resulting from the application of a multiplier (less or greater than one) to the Accepted contract Amount, as stated in the Contract Data, or (if such multiplier or other sum is not so stated), the Accepted Contract Amount.  This Sub-Clause shall not limit liability in any case of fraud, deliberate default or reckless misconduct by the defaulting Party. |
| 17.7 Use of procuring entity’s Accomodation/Facilities  The contractor shall take full responsibility for the care of the procuring entity provided accommodation and facilities, if any, as detailed in the Specification, from the respective dates of hand-over to the contractor until cessation of occupation (where hand-over or cessation of occupation may take place after the date stated in the Taking-Over Certificate for the works).  If any loss or damage happens to any of the above items while the contractor is responsible for their care arising from any cause whatsoever other than those for which the procuring entity is liable, the contractor shall, at his own cost, rectify the loss or damage to the satisfaction of the Engineer. |
| 18. Insurance |
| 18.1 General Requirements for Insurances  In this Clause, “insuring Party” means, for each type of insurance, the Party responsiblefor effecting and maintaining the insurance specified in the relevant Sub-Clause.  Wherever the contractor is the insuring Party, each insurance shall be effected with insurers and in terms approved by the procuring entity. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.  Wherever the procuring entity is the insuring Party, each insurance shall be effected with insurers and in terms consistent with the details annexed to the Particular Conditions.  If a policy is required to indemnify joint insured, the cover shall apply separately to each insured as though a separate policy had been issued for each of the joint insured. If a policy indemnifies additional joint insured, namely in addition to the insured specified in this Clause, (if) the contractor shall act under the policy on behalf of these additional joint insured except that the procuring entity shall act for procuring entity’s Personnel, (ii) additional joint insured shall not be entitled to receive payments directly from the insurer or to have any other direct dealings with the insurer, and (iii) the insuring Party shall require all additional joint insured to comply with the conditions stipulated in the policy.  Each policy insuring against loss or damage shall provide for payments to be made in the currencies required to rectify the loss or damage. Payments received from insurers shall be used for the rectification of the loss or damage.  The relevant insuring Party shall, within the respective periods stated in the Contract Data (calculated from the Commencement Date), submit to the other Party:   1. evidence that the insurances described in this Clause have been effected, and 2. copies of the policies for the insurances described in Sub-Clause 18.2 [Insurance for works and contractor’s Equipment] and Sub-Clause 18.3 [Insurance against Injury to Persons and Damage to Property].   When each premium is paid, the insuring Party shall submit evidence of payment to the other Party. Whenever evidence or policies are submitted, the insuring Party shall also give notice to the Engineer.  Each Party shall comply with the conditions stipulated in each of the insurance policies. The insuring Party shall keep the insurers informed of any relevant changes to the execution of the works and ensure that insurance is maintained in accordance with this Clause.  Neither Party shall make any material alteration to the terms of any insurance without the prior approval of the other Party. If an insurer makes (or attempts to make) any alteration, the Party first notified by the insurer shall promptly give notice to the other Party.  If the insuring Party fails to effect and keep in force any of the insurances it is required to effect and maintain under the contract, or fails to provide satisfactory evidence and copies of policies in accordance with this Sub-Clause, the other Party may (at its option and without prejudice to any other right or remedy) effect insurance for the relevant coverage and pay the premiums due. The insuring Party shall pay the amount of these premiums to the other Party, and the Contract Price shall be adjusted accordingly.  Nothing in this Clause limits the obligations, liabilities or responsibilities of the contractor or the procuring entity, under the other terms of the contract or otherwise. Any amounts not insured or not recovered from the insurers shall be borne by the contractor and/or the procuring entity in accordance with these obligations, liabilities or responsibilities. However, if the insuring Party fails to effect and keep in force an insurance which is available and which it is required to effect and maintain under the contract, and the other Party neither approves the omission nor effects insurance for the coverage relevant to this default, any moneys which should have been recoverable under this insurance shall be paid by the insuring Party.  Payments by one Party to the other Party shall be subject to Sub-Clause 2.5 [procuring entity’s Claims] or Sub-Clause 20.1 [contractor’s Claims], as applicable.  The contractor shall be entitled to place all insurance relating to the contract (including, but not limited to the insurance referred to Clause 18) with insurers from any eligible source country. |
| 18.2 Insurance for Works and Contractor’s Equipment  The insuring Party shall insure the works, Plant, Materials and contractor’s Documents for not less than the full reinstatement cost including the costs of demolition, removal of debris and professional fees and profit. This insurance shall be effective from the date by which the evidence is to be submitted under sub-paragraph (a) of Sub-Clause 18.1 [General Requirements for Insurances], until the date of issue of the Taking-Over Certificate for the works.  The insuring Party shall maintain this insurance to provide cover until the date of issue of the Performance Certificate, for loss or damage for which the contractor is liable arising from a cause occurring prior to the issue of the Taking-Over Certificate, and for loss or damage caused by the contractor in the course of any other operations (including those under Clause 11 [Defects Liability]).  The insuring Party shall insure the contractor’s Equipment for not less than the full replacement value, including delivery to Site. For each item of contractor’s Equipment, the insurance shall be effective while it is being transported to the Site and until it is no longer required as contractor’s Equipment.  Unless otherwise stated in the Particular Conditions, insurances under this Sub-Clause:   1. shall be effected and maintained by the contractor as insuring Party, 2. shall be in the joint names of the Parties, who shall be jointly entitled to receive payments from the insurers, payments being held or allocated between the Parties for the sole purpose of rectifying the loss or damage, 3. shall cover all loss and damage from any cause not listed in Sub-Clause 17.3 [procuring entity’s Risks], 4. shall also cover loss or damage to a part of the works which is attributable to the use or occupation by the procuring entity of another part of the works, and loss or damage from the risks listed in sub-paragraphs (c), (g) and (h) of Sub-Clause 17.3 [procuring entity’s Risks], excluding (in each case) risks which are not insurable at commercially reasonable terms, with deductibles per occurrence of not more than the amount stated in the Contract Data (if an amount is not so stated, this sub-paragraph (d) shall not apply), and 5. may however exclude loss of, damage to, and reinstatement of:    1. a part of the works which is in a defective condition due to a defect in its design, materials or workmanship (but cover shall include any other parts which are lost or damaged as a direct result of this defective condition and not as described in sub-paragraph (ii) below),    2. a part of the works which is lost or damaged in order to reinstate any other part of the works if this other part is in a defective condition due to a defect in its design, materials or workmanship,    3. a part of the works which has been taken over by the procuring entity, except to the extent that the contractor is liable for the loss or damage, and    4. Goods while they are not in the Country, subject to Sub-Clause 14.5 [Plant and Materials intended for the works].   If, more than one year after the Base Date, the cover described in sub-paragraph (d) above ceases to be available at commercially reasonable terms, the contractor shall (as insuring Party) give notice to the procuring entity, with supporting particulars. The procuring entity shall then (i) be entitled subject to Sub-Clause 2.5 [procuring entity’s Claims] to payment of an amount equivalent to such commercially reasonable terms as the contractor should have expected to have paid for such cover, and (ii) be deemed, unless he obtains the cover at commercially reasonable terms, to have approved the omission under Sub-Clause 18.1 [General Requirements for Insurances]. |
| 18.3 Insurance against Injury to Persons and Damage to Property  The insuring Party shall insure against each Party’s liability for any loss, damage, death or bodily injury which may occur to any physical property (except things insured under Sub-Clause 18.2 [Insurance for works and contractor’s Equipment]) or to any person (except persons insured under Sub-Clause 18.4 [Insurance for contractor’s Personnel]), which may arise out of the contractor’s performance of the contract and occurring before the issue of the Performance Certificate.  This insurance shall be for a limit per occurrence of not less than the amount stated in the Contract Data, with no limit on the number of occurrences. If an amount is not stated in the Contract Data, this Sub-Clause shall not apply.  Unless otherwise stated in the Particular Conditions, the insurances specified in this Sub-Clause:  (a) shall be effected and maintained by the contractor as insuring Party,  (b) shall be in the joint names of the Parties,  (c) shall be extended to cover liability for all loss and damage to the procuring entity’s property (except things insured under Sub-Clause 18.2) arising out of the contractor’s performance of the contract, and  (d) may however exclude liability to the extent that it arises from:   1. the procuring entity’s right to have the Permanent works executed on, over, under, in or through any land, and to occupy this land for the Permanent works, 2. damage which is an unavoidable result of the contractor’s obligations to execute the works and remedy any defects, and 3. a cause listed in Sub-Clause 17.3 [procuring entity’s Risks], except to the extent that cover is available at commercially reasonable terms. |
| 18.4 Insurance for Contractor’s Personnel  The contractor shall effect and maintain insurance against liability for claims,damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the contractor or any other of the contractor’s Personnel.  The procuring entity and the Engineer shall also be indemnified under the policy of insurance, except that this insurance may exclude losses and claims to the extent that they arise from any act or neglect of the procuring entity or of the procuring entity’s Personnel.  The insurance shall be maintained in full force and effect during the whole time that these personnel are assisting in the execution of the works. For a Subcontractor’s employees, the insurance may be effected by the Subcontractor, but the contractor shall be responsible for compliance with this Clause. |
| 19. Force Majeure |
| 19.1 Definition of Force Majeure  In this Clause, “Force Majeure” means an exceptional event or circumstance:   1. which is beyond a Party’s control, 2. which such Party could not reasonably have provided against before entering into the contract, 3. which, having arisen, such Party could not reasonably have avoided or overcome, and 4. which is not substantially attributable to the other Party.   Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:   1. war, hostilities (whether war be declared or not), invasion, act of foreign enemies, 2. rebellion, terrorism, sabotage by persons other than the contractor’s Personnel, revolution, insurrection, military or usurped power, or civil war, 3. riot, commotion, disorder, strike or lockout by persons other than the contractor’s Personnel, 4. munitions of war, explosive materials, ionising radiation or contamination by radio-activity, except as may be attributable to the contractor’s use of such munitions, explosives, radiation or radio-activity, and 5. natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity. |
| 19.2 Notice of Force Majeure If a Party is or will be prevented from performing its substantial obligations under the contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.  The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.  Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the contract. |
| 19.3 Duty to Minimise Delay  Each Party shall at all times use all reasonable endeavours to minimise any delay in the performance of the contract as a result of Force Majeure.  A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure. |
| 19.4 Consequences of Force Majeure  If the contractor is prevented from performing its substantial obligations under the contract by Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], and suffers delay and/or incurs Cost by reason of such Force Majeure, the contractor shall be entitled subject to Sub-Clause 20.1 [contractor’s Claims] to:   1. an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and 2. if the event or circumstance is of the kind described in sub-paragraphs (i) to (iv) of Sub-Clause 19.1 [Definition of Force Majeure] and, in the case of sub-paragraphs (ii) to (iv), occurs in the Country, payment of any such Cost.   After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. |
| 19.5 Force Majeure Affecting Subcontractor  If any Subcontractor is entitled under any contract or agreement relating to the worksto relief from force majeure on terms additional to or broader than those specified in this Clause, such additional or broader force majeure events or circumstances shall not excuse the contractor’s non-performance or entitle him to relief under this Clause. |
| 19.6 Optional Termination, Payment and Release  If the execution of substantially all the works in progress is prevented for a continuous period of 84 days by reason of Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], or for multiple periods which total more than 140 days due to the same notified Force Majeure, then either Party may give to the other Party a notice of termination of the contract. In this event, the termination shall take effect 7 days after the notice is given, and the contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of contractor’s Equipment].  Upon such termination, the Engineer shall determine the value of the work done and issue a Payment Certificate which shall include:   1. the amounts payable for any work carried out for which a price is stated in the contract; 2. the Cost of Plant and Materials ordered for the works which have been delivered to the contractor, or of which the contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the procuring entity when paid for by the procuring entity, and the contractor shall place the same at the procuring entity’s disposal; 3. other Costs or liabilities which in the circumstances were reasonably and necessarily incurred by the contractor in the expectation of completing the works; 4. the Cost of removal of Temporary works and contractor’s Equipment from the Site and the return of these items to the contractor’s works in his country (or to any other destination at no greater cost); and 5. the Cost of repatriation of the contractor’s staff and labour employed wholly in connection with the works at the date of termination. |
| 19.7 Release from Performance  Notwithstanding any other provision of this Clause, if any event or circumstanceoutside the control of the Parties (including, but not limited to, Force Majeure) ariseswhich makes it impossible or unlawful for either or both Parties to fulfil its or their contractual obligations or which, under the law governing the contract, entitles the Parties to be released from further performance of the contract, then upon notice by either Party to the other Party of such event or circumstance:   1. the Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the contract, and 2. the sum payable by the procuring entity to the contractor shall be the same as would have been payable under Sub-Clause 19.6 [Optional Termination, Payment and Release] if the contract had been terminated under Sub-Clause 19.6. |
| 20. Claims, Disputes and Arbitration |
| 20.1 Contractor’s Claims  If the contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the contract, the contractor shall give notice to the Engineer, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the contractor became aware, or should have become aware, of the event or circumstance.  If the contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the contractor shall not be entitled to additional payment, and the procuring entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.  The contractor shall also submit any other notices which are required by the contract, and supporting particulars for the claim, all as relevant to such event or circumstance.  The contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Engineer. Without admitting the procuring entity’s liability, the Engineer may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the contractor to keep further contemporary records. The contractor shall permit the Engineer to inspect all these records, and shall (if instructed) submit copies to the Engineer.  Within 42 days after the contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the contractor and approved by the Engineer, the contractor shall send to the Engineer a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:   1. this fully detailed claim shall be considered as interim; 2. the contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Engineer may reasonably require; and 3. the contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the contractor and approved by the Engineer.   Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Engineer and approved by the contractor, the Engineer shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within such time.  Each Payment Certificate shall include such amounts for any claim as have been reasonably substantiated as due under the relevant provision of the contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.  The Engineer shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the contractor is entitled under the contract.  If the Engineer does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Engineer and any of the Parties may refer to the Dispute Board in accordance with Sub-Clause 20.4 [Obtaining Dispute Board’s Decision  The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause. |
| 20.2 Appointment of the Dispute Board  Disputes shall be referred to a DB for decision in accordance with Sub-Clause 20.4 [Obtaining Dispute Board’s Decision]. The Parties shall appoint a DB by the date stated in the Contract Data.  The DB shall comprise, as stated in the Contract Data, either one or three suitably qualified persons (“the members”), each of whom shall be fluent in the language for communication defined in the contract and shall be a professional experienced in the type of construction involved in the works and with the interpreta­tion of contractual documents. If the number is not so stated and the Parties do not agree otherwise, the DB shall comprise three persons, one of whom shall serve as chairman.  If the Parties have not jointly appointed the DB 21 days before the date stated in the Contract Data and the DB is to comprise three persons, each Party shall nominate one member for the approval of the other Party. The first two members shall recommend and the Parties shall agree upon the third member, who shall act as chairman.  The agreement between the Parties and either the sole member or each of the three members shall incorporate by reference the General Conditions of Dispute Board Agreement contained in the Appendix to these General Conditions, with such amendments as are agreed between them.  The terms of the remuneration of either the sole member or each of the three members, including the remuneration of any expert whom the DB consults, shall be mutually agreed upon by the Parties when agreeing the terms of appointment of the member or such expert (as the case may be). Each Party shall be responsible for paying one-half of this remuneration.  If a member declines to act or is unable to act as a result of death, disability, resignation or termination of appointment, a replacement shall be appointed in the same manner as the replaced person was required to have been nominated or agreed upon, as described in this Sub-Clause.  The appointment of any member may be terminated by mutual agreement of both Parties, but not by the procuring entity or the contractor acting alone. Unless otherwise agreed by both Parties, the appointment of the DB (including each member) shall expire when the discharge referred to in Sub-Clause 14.12 [Discharge] shall have become effective. |
| 20.3 Failure to Agree on the Composition of the Dispute Board  If any of the following conditions apply, namely:   1. the Parties fail to agree upon the appointment of the sole member of the DB by the date stated in the first paragraph of Sub-Clause 20.2, [Appointment of the Dispute Board], 2. either Party fails to nominate a member (for approval by the other Party) or fails to approve a member nominated by the other Party, of a DB of three persons by such date, 3. the Parties fail to agree upon the appointment of the third member (to act as chairman) of the DB by such date, or 4. the Parties fail to agree upon the appointment of a replacement person within 42 days after the date on which the sole member or one of the three members declines to act or is unable to act as a result of death, disability, resignation or termination of appointment,   then the appointing entity or official named in the Contract Data shall, upon the request of either or both of the Parties and after due consultation with both Parties, appoint this member of the DB. This appointment shall be final and conclusive. Each Party shall be responsible for paying one-half of the remuneration of the appointing entity or official. |
| 20.4 Obtaining Dispute Board’s Decision  If a dispute (of any kind whatsoever) arises between the Parties in connection with,or arising out of, the contract or the execution of the works, including any dispute as to any certificate, determination, instruction, opinion or valuation of the Engineer, either Party may refer the dispute in writing to the DB for its decision, with copies to the other Party and the Engineer. Such reference shall state that it is given under this Sub-Clause.  For a DB of three persons, the DB shall be deemed to have received such reference on the date when it is received by the chairman of the DB.  Both Parties shall promptly make available to the DB all such additional information, further access to the Site, and appropriate facilities, as the DB may require for the purposes of making a decision on such dispute. The DB shall be deemed to be not acting as arbitrator(s).  Within 84 days after receiving such reference, or within such other period as may be proposed by the DB and approved by both Parties, the DB shall give its decision, which shall be reasoned and shall state that it is given under this Sub-Clause. The decision shall be binding on both Parties, who shall promptly give effect to it unless and until it shall be revised in an amicable settlement or an arbitral award as described below. Unless the contract has already been abandoned, repudiated or terminated, the contractor shall continue to proceed with the works in accordance with the contract.  If either Party is dissatisfied with the DB’s decision, then either Party may, within 28 days after receiving the decision, give notice to the other Party of its dissatisfaction and intention to commence arbitration. If the DB fails to give its decision within the period of 84 days (or as otherwise approved) after receiving such reference, then either Party may, within 28 days after this period has expired, give notice to the other Party of its dissatisfaction and intention to commence arbitration.  In either event, this notice of dissatisfaction shall state that it is given under this Sub-Clause, and shall set out the matter in dispute and the reason(s) for dissatisfaction. Except as stated in Sub-Clause 20.7 [Failure to Comply with Dispute Board’s Decision] and Sub-Clause 20.8 [Expiry of Dispute Board’s Appointment], neither Party shall be entitled to commence arbitration of a dispute unless a notice of dissatisfaction has been given in accordance with this Sub-Clause.  If the DB has given its decision as to a matter in dispute to both Parties, and no notice of dissatisfaction has been given by either Party within 28 days after it received the DB’s decision, then the decision shall become final and binding upon both Parties. |
| 20.5 Amicable Settlement  Where notice of dissatisfaction has been given under Sub-Clause 20.4 above, bothParties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, arbitration may be commenced on or after the fifty-sixth day after the day on which a notice of dissatisfaction and intention to commence arbitration was given, even if no attempt at amicable settlement has been made. |
| 20.6 Arbitration  Unless settled amicably, any dispute in respect of which the DB’s decision (if any) has not become final and binding shall be finally settled by international arbitration. Unless otherwise agreed by both Parties:   1. arbitration proceedings shall be conducted in accordance with the rules of arbitration provided for in the Particular Conditions, 2. if no rules of arbitration are provided therein, the dispute shall be finally settled under the Rules of Arbitration of the UNCITRAL, 3. the dispute shall be settled by three arbitrators, and 4. the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].   The arbitrator(s) shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Engineer, and any decision of the DB, relevant to the dispute. Nothing shall disqualify the Engineer from being called as a witness and giving evidence before the arbitrator(s) on any matter whatsoever relevant to the dispute.  Neither Party shall be limited in the proceedings before the arbitrator(s) to the evidence or arguments previously put before the DB to obtain its decision, or to the reasons for dissatisfaction given in its notice of dissatisfaction. Any decision of the DB shall be admissible in evidence in the arbitration.  Arbitration may be commenced prior to or after completion of the works. The obligations of the Parties, the Engineer and the DB shall not be altered by reason of any arbitration being conducted during the progress of the works. |
| 20.7 Failure to Comply with Dispute Board’s Decision  In the event that a Party fails to comply with a DB decision which has become final and binding, then the other Party may, without prejudice to any other rights it may have, refer the failure itself to arbitration under Sub-Clause 20.6 [Arbitration]. Sub-Clause 20.4 [Obtaining Dispute Board’s Decision] and Sub-Clause 20.5 [Amicable Settlement] shall not apply to this reference. |
| 20.8 Expiry of Dispute Board’s Appointment  If a dispute arises between the Parties in connection with, or arising out of, thecontract or the execution of the works and there is no DB in place, whether byreason of the expiry of the DB’s appointment or otherwise:  (a) Sub-Clause 20.4 [Obtaining Dispute Board’s Decision] and Sub-Clause 20.5 [Amicable Settlement] shall not apply, and  (b) the dispute may be referred directly to arbitration under Sub-Clause 20.6 [Arbitration]. |

**APPENDIX**

**A General Conditions of Dispute Board Agreement**

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| **1. Definitions**  Each “Dispute Board Agreement” is a tripartite agreement by and between:  (a) the “procuring entity”;  (b) the “contractor”; and  (c) the “Member” who is defined in the Dispute Board Agreement as being:  (i) the sole member of the "DB" and, where this is the case, all references to the “Other Members” do not apply, or  (ii) one of the three persons who are jointly called the “DB” (or “Dispute Board”) and, where this is the case, the other two persons are called the “Other Members.”  The procuring entity and the contractor have entered (or intend to enter) into a contract, which is called the "contract" and is defined in the Dispute Board Agreement, which incorporates this Appendix. In the Dispute Board Agreement, words and expressions which are not otherwise defined shall have the meanings assigned to them in the contract. |
| **2. General Provisions**  Unless otherwise stated in the Dispute Board Agreement, it shall take effect on the latest of the following dates:  (a) the Commencement Date defined in the contract,  (b) when the procuring entity, the contractor and the Member have each signed the Dispute Board Agreement, or  (c) when the procuring entity, the contractor and each of the Other Members (if any) have respectively each signed a dispute board agreement.  This employment of the Member is a personal appointment. At any time, the Member may give not less than 70 days’ notice of resignation to the procuring entity and to the contractor, and the Dispute Agreement shall terminate upon the expiry of this period. |
| **3. Warranties**  The Member warrants and agrees that he/she is and shall be impartial and independent of the procuring entity, the contractor and the Engineer. The Member shall promptly disclose, to each of them and to the Other Members (if any), any fact or circumstance which might appear inconsistent with his/her warranty and agreement of impartiality and independence.  When appointing the Member, the procuring entity and the contractor relied upon the Member’s representations that he/she is:  (a) experienced in the work which the contractor is to carry out under the contract,  (b) experienced in the interpretation of contract documentation, and  (c) fluent in the language for communications defined in the contract. |
| **4. General Obligations of the Member**  The Member shall:  (a) have no interest financial or otherwise in the procuring entity, the contractor or Engineer, nor any financial interest in the contract except for payment under the Dispute Board Agreement;  (b) not previously have been employed as a consultant or otherwise by the procuring entity, the contractor or the Engineer, except in such circumstances as were disclosed in writing to the procuring entity and the contractor before they signed the Dispute Board Agreement;  (c) have disclosed in writing to the procuring entity, the contractor and the Other Members (if any), before entering into the Dispute Board Agreement and to his/her best knowledge and recollection, any professional or personal relationships with any director, officer or employee of the procuring entity, the contractor or the Engineer, and any previous involvement in the overall project of which the contract forms part;  (d) not, for the duration of the Dispute Board Agreement, be employed as a consultant or otherwise by the procuring entity, the contractor or the Engineer, except as may be agreed in writing by the procuring entity, the contractor and the Other Members (if any);  (e) comply with the annexed procedural rules and with Sub-Clause 20.4 of the Conditions of contract;  (f) not give advice to the procuring entity, the contractor, the procuring entity’s Personnel or the contractor’s Personnel concerning the conduct of the contract, other than in accordance with the annexed procedural rules;  (g) not while a Member enter into discussions or make any agreement with the procuring entity, the contractor or the Engineer regarding employment by any of them, whether as a consultant or otherwise, after ceasing to act under the Dispute Board Agreement;  (h) ensure his/her availability for all site visits and hearings as are necessary;  (i) become conversant with the contract and with the progress of the works (and of any other parts of the project of which the contract forms part) by studying all documents received which shall be maintained in a current working file;  (j) treat the details of the contract and all the DB’s activities and hearings as private and confidential, and not publish or disclose them without the prior written consent of the procuring entity, the contractor and the Other Members (if any); and  (k) be available to give advice and opinions, on any matter relevant to the contract when requested by both the procuring entity and the contractor, subject to the agreement of the Other Members (if any). |
| **5. General Obligations of the procuring entity and the Contractor**  The procuring entity, the contractor, the procuring entity’s Personnel and the contractor’s Personnel shall not request advice from or consultation with the Member regarding the contract, otherwise than in the normal course of the DB’s activities under the contract and the Dispute Board Agreement. The procuring entity and the contractor shall be responsible for compliance with this provision, by the procuring entity’s Personnel and the contractor’s Personnel respectively.  The procuring entity and the contractor undertake to each other and to the Member that the Member shall not, except as otherwise agreed in writing by the procuring entity, the contractor, the Member and the Other Members (if any):  (a) be appointed as an arbitrator in any arbitration under the contract;  (b) be called as a witness to give evidence concerning any dispute before arbitrator(s) appointed for any arbitration under the contract; or  (c) be liable for any claims for anything done or omitted in the discharge or purported discharge of the Member’s functions, unless the act or omission is shown to have been in bad faith.  The procuring entity and the contractor hereby jointly and severally indemnify and hold the Member harmless against and from claims from which he is relieved from liability under the preceding paragraph.  Whenever the procuring entity or the contractor refers a dispute to the DB under Sub-Clause 20.4 of the Conditions of contract, which will require the Member to make a site visit and attend a hearing, the procuring entity or the contractor shall provide appropriate security for a sum equivalent to the reasonable expenses to be incurred by the Member. No account shall be taken of any other payments due or paid to the Member. |
| **6. Payment**  The Member shall be paid as follows, in the currency named in the Dispute Board Agreement:  (a) a retainer fee per calendar month, which shall be considered as payment in full for:  (i) being available on 28 days’ notice for all site visits and hearings;  (ii) becoming and remaining conversant with all project developments and maintaining relevant files;  (iii) all office and overhead expenses including secretarial services, photocopying and office supplies incurred in connection with his duties; and  (iv) all services performed hereunder except those referred to in sub-paragraphs (b) and (c) of this Clause.  The retainer fee shall be paid with effect from the last day of the calendar month in which the Dispute Board Agreement becomes effective; until the last day of the calendar month in which the Taking-Over Certificate is issued for the whole of the works.  With effect from the first day of the calendar month following the month in which the Taking-Over Certificate is issued for the whole of the works, the retainer fee shall be reduced by one third. This reduced fee shall be paid until the first day of the calendar month in which the Member resigns or the Dispute Board Agreement is otherwise terminated.  (b) a daily fee which shall be considered as payment in full for:  (i) each day or part of a day up to a maximum of two days’ travel time in each direction for the journey between the Member’s home and the site, or another location of a meeting with the Other Members (if any);  (ii) each working day on Site visits, hearings or preparing decisions; and  (iii) each day spent reading submissions in preparation for a hearing.  (c) all reasonable expenses including necessary travel expenses (air fare in less than first class, hotel and subsistence and other direct travel expenses) incurred in connection with the Member’s duties, as well as the cost of telephone calls, courier charges, faxes and telexes: a receipt shall be required for each item in excess of five percent of the daily fee referred to in sub-paragraph (b) of this Clause;  (d) any taxes properly levied in the Country on payments made to the Member (unless a national or permanent resident of the Country) under this Clause 6.  The retainer and daily fees shall be as specified in the Dispute Board Agreement. Unless it specifies otherwise, these fees shall remain fixed for the first 24 calendar months, and shall thereafter be adjusted by agreement between the procuring entity, the contractor and the Member, at each anniversary of the date on which the Dispute Board Agreement became effective.  If the parties fail to agree on the retainer fee or the daily fee, the appointing entity or official named in the Contract Data shall determine the amount of the fees to be used.  The Member shall submit invoices for payment of the monthly retainer and air fares quarterly in advance. Invoices for other expenses and for daily fees shall be submitted following the conclusion of a site visit or hearing. All invoices shall be accompanied by a brief description of activities performed during the relevant period and shall be addressed to the contractor.  The contractor shall pay each of the Member’s invoices in full within 56 calendar days after receiving each invoice and shall apply to the procuring entity (in the Statements under the contract) for reimbursement of one-half of the amounts of these invoices. The procuring entity shall then pay the contractor in accordance with the contract.  If the contractor fails to pay to the Member the amount to which he/she is entitled under the Dispute Board Agreement, the procuring entity shall pay the amount due to the Member and any other amount which may be required to maintain the operation of the DB; and without prejudice to the procuring entity’s rights or remedies. In addition to all other rights arising from this default, the procuring entity shall be entitled to reimbursement of all sums paid in excess of one-half of these payments, plus all costs of recovering these sums and financing charges calculated at the rate specified in Sub-Clause 14.8 of the Conditions of contract.  If the Member does not receive payment of the amount due within 70 days after submitting a valid invoice, the Member may (i) suspend his/her services (without notice) until the payment is received, and/or (ii) resign his/her appointment by giving notice under Clause 7. |
| **7. Termination**  At any time: (i) the procuring entity and the contractor may jointly terminate the Dispute Board Agreement by giving 42 days’ notice to the Member; or (ii) the Member may resign as provided for in Clause 2.  If the Member fails to comply with the Dispute Board Agreement, the procuring entity and the contractor may, without prejudice to their other rights, terminate it by notice to the Member. The notice shall take effect when received by the Member.  If the procuring entity or the contractor fails to comply with the Dispute Board Agreement, the Member may, without prejudice to his other rights, terminate it by notice to the procuring entity and the contractor. The notice shall take effect when received by them both.  Any such notice, resignation and termination shall be final and binding on the procuring entity, the contractor and the Member. However, a notice by the procuring entity or the contractor, but not by both, shall be of no effect. |
| **8. Default of the Member**  If the Member fails to comply with any of his obligations under Clause 4 (a) - (d) above, he shall not be entitled to any fees or expenses hereunder and shall, without prejudice to their other rights, reimburse each of the procuring entity and the contractor for any fees and expenses received by the Member and the Other Members (if any), for proceedings or decisions (if any) of the DB which are rendered void or ineffective by the said failure to comply.  If the Member fails to comply with any of his obligations under Clause 4 (e) - (k) above, he shall not be entitled to any fees or expenses hereunder from the date and to the extent of the non-compliance and shall, without prejudice to their other rights, reimburse each of the procuring entity and the contractor for any fees and expenses already received by the Member, for proceedings or decisions (if any) of the DB which are rendered void or ineffective by the said failure to comply. |
| **9. Disputes**  Any dispute or claim arising out of or in connection with this Dispute Board Agreement, or the breach, termination or invalidity thereof, shall be finally settled by institutional arbitration. If no other arbitration institute is agreed, the arbitration shall be conducted under the Rules of Arbitration of the International Chamber of Commerce by one arbitrator appointed in accordance with these Rules of Arbitration. |

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| **PROCEDURAL RULES** | | | | |
| Unless otherwise agreed by the procuring entity and the contractor, the DB shall visit the site at intervals of not more than 140 days, including times of critical construction events, at the request of either the procuring entity or the contractor. Unless otherwise agreed by the procuring entity, the contractor and the DB, the period between consecutive visits shall not be less than 70 days, except as required to convene a hearing as described below. | | | | |
| The timing of and agenda for each site visit shall be as agreed jointly by the DB, the procuring entity and the contractor, or in the absence of agreement, shall be decided by the DB. The purpose of site visits is to enable the DB to become and remain acquainted with the progress of the works and of any actual or potential problems or claims, and, as far as reasonable, to endeavour to prevent potential problems or claims from becoming disputes. | | | | |
| Site visits shall be attended by the procuring entity, the contractor and the Engineer and shall be co-ordinated by the procuring entity in co-operation with the contractor. The procuring entity shall ensure the provision of appropriate conference facilities and secretarial and copying services. At the conclusion of each site visit and before leaving the site, the DB shall prepare a report on its activities during the visit and shall send copies to the procuring entity and the contractor. | | | | |
| The procuring entity and the contractor shall furnish to the DB one copy of all documents which the DB may request, including contract documents, progress reports, variation instructions, certificates and other documents pertinent to the performance of the contract. All communications between the DB and the procuring entity or the contractor shall be copied to the other Party. If the DB comprises three persons, the procuring entity and the contractor shall send copies of these requested documents and these communications to each of these persons. | | | | |
| If any dispute is referred to the DB in accordance with Sub-Clause 20.4 of the Conditions of contract, the DB shall proceed in accordance with Sub-Clause 20.4 and these Rules. Subject to the time allowed to give notice of a decision and other relevant factors, the DB shall: | | | | |
|  | (a) | | act fairly and impartially as between the procuring entity and the contractor, giving each of them a reasonable opportunity of putting his case and responding to the other’s case, and | | |
|  | (b) | | adopt procedures suitable to the dispute, avoiding unnecessary delay or expense. | | |
| The DB may conduct a hearing on the dispute, in which event it will decide on the date and place for the hearing and may request that written documentation and arguments from the procuring entity and the contractor be presented to it prior to or at the hearing. | | | | |
| Except as otherwise agreed in writing by the procuring entity and the contractor, the DB shall have power to adopt an inquisitorial procedure, to refuse admission to hearings or audience at hearings to any persons other than representatives of the procuring entity, the contractor and the Engineer, and to proceed in the absence of any party who the DB is satisfied received notice of the hearing; but shall have discretion to decide whether and to what extent this power may be exercised. | | | | |
| The procuring entity and the contractor empower the DB, among other things, to: | | | | |
|  | (a) | establish the procedure to be applied in deciding a dispute, | | | |
|  | (b) | decide upon the DB’s own jurisdiction, and as to the scope of any dispute referred to it, | | | |
|  | (c) | conduct any hearing as it thinks fit, not being bound by any rules or procedures other than those contained in the contract and these Rules, | | | |
|  | (d) | take the initiative in ascertaining the facts and matters required for a decision, | | | |
|  | (e) | make use of its own specialist knowledge, if any, | | | |
|  | (f) | decide upon the payment of financing charges in accordance with the contract, | | | |
|  | (g) | decide upon any provisional relief such as interim or conservatory measures, and | | | |
|  | (h) | open up, review and revise any certificate, decision, determination, instruction, opinion or valuation of the Engineer, relevant to the dispute. | | | |
| The DB shall not express any opinions during any hearing concerning the merits of any arguments advanced by the Parties. Thereafter, the DB shall make and give its decision in accordance with Sub-Clause 20.4, or as otherwise agreed by the procuring entity and the contractor in writing. If the DB comprises three persons: | | | | |
|  | (a) | | | it shall convene in private after a hearing, in order to have discussions and prepare its decision; | |
|  | (b) | | | it shall endeavour to reach a unanimous decision: if this proves impossible the applicable decision shall be made by a majority of the Members, who may require the minority Member to prepare a written report for submission to the procuring entity and the contractor; and | |
|  | (c) | | | if a Member fails to attend a meeting or hearing, or to fulfil any required function, the other two Members may nevertheless proceed to make a decision, unless: | |
|  |  | | | (i) | either the procuring entity or the contractor does not agree that they do so, or |
|  |  | | | (ii) | the absent Member is the chairman and he/she instructs the other Members not to make a decision. |

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| Section VII. Particular Conditions (PC) |

The following Particular Conditions shall supplement the GC. Whenever there is a conflict, the provisions herein shall prevail over those in the GC.

**Part A - Contract Data**

| **Conditions** | **Sub-Clause** | **Data** |
| --- | --- | --- |
| **procuring entity’s name and address** | 1.1.2.2 |  |
| **Engineer’s name and address** | 1.1.2.4 |  |
| **Time for Completion** | 1.1.3.3 | \_\_\_\_\_\_\_\_\_\_\_\_\_days  *If Sections are to be used, refer to Table: Summary of Sections below* |
| **Defects Notification Period** | 1.1.3.7 | 365 days. |
| **Sections** | 1.1.5.6 | *If Sections are to be used, refer to Table: Summary of Sections below* |
| **Electronic Transmission Systems** | 1.3 |  |
| **Governing Law** | 1.4 |  |
| **Ruling language** | 1.4 |  |
| **Language for communications** | 1.4 |  |
| **Confidential Details** | 1.12 | Unless disclosure of that information is ordered by the Review Board or any court, and, in such case, subject to such conditions as may be specified in the order. |
| **Time for access to the Site** | 2.1 | \_\_\_\_\_\_\_\_\_days after Commencement Date |
| **Engineer’s Duties and Authority** | 3.1(b)(ii) | Variations resulting in an increase of the Accepted Contract Amount in excess of \_\_\_\_% shall require approval of the procuring entity. |
| **Performance Security** | 4.2 | The performance security will be in the form of a \_\_\_\_ *[insert either one of “demand guarantee” or “performance bond”]* in the amount(s) of *[insert related figure(s)]* percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount and issued by an entity with a correspondent financial institution in the Country. |
| **Normal working hours** | 6.5 |  |
| **Delay damages for the Works** | 8.7 & 14.15(b) | % of the Contract Price per day.  *If Sections are to be used, refer to Table: Summary of Sections below* |
| **Maximum amount of delay damages** | 8.7 | \_\_\_\_\_\_% of the final Contract Price. |
| **Provisional Sums** | 13.5(b)(ii) | *[If there are Provisional Sums, insert a percentage for adjustment of Provisional Sums]*  \_\_\_\_\_\_\_% |
| **Adjustments for Changes in Cost** | 13.8 | Period “n” applicable to the adjustment multiplier “Pn”: \_\_\_\_\_\_\_\_\_\_ *[Insert the period if different from one (1) month; if period “n” is one (1) month, insert “not applicable”]* |
| **Total mobilization payment** | 14.2 | % Percentage of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable  *[Insert number and timing of installments if applicable]* |
| **Repayment amortization rate of mobilization payment** | 14.2(b) | \_\_\_\_\_\_\_% |
| **Percentage of Retention** | 14.3 | \_\_\_\_\_\_\_% *[not to exceed 10% of the contract value]* |
| **Limit of Retention Money** | 14.3 | \_\_\_\_\_\_\_% of the Accepted Contract Amount |
| **Plant and Materials** | 14.5(b)(i) | If Sub-Clause 14.5 applies:  Plant and Materials for payment when shipped en route to the Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[list].* |
| 14.5(c)(i) | Plant and Materials for payment when delivered to the Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[list].* |
| **Minimum Amount of Interim Payment Certificates** | 14.6 | \_\_\_\_\_\_\_\_\_\_\_\_\_ % of the Accepted Contract Amount. |
| **Maximum total liability of the contractor to the procuring entity** | 17.6 | *[Select one of the two options below as appropriate]*  The product of\_\_\_\_\_\_\_\_\_\_\_\_\_*[insert a multiplier less or greater than one]* times the Accepted Contract Amount,  *or*  \_\_\_\_\_\_\_\_\_\_\_\_\_*[insert amount of the maximum total liability]* |
| **Periods for submission of insurance:** | 18.1 | *[Insert period for submission of evidence of insurance and policy. Period may be from 14 days to 28 days.]* |
| a. evidence of insurance. |  | \_\_\_\_\_days |
| b. relevant policies |  | \_\_\_\_\_days |
| **Maximum amount of deductibles for**  **insurance of the procuring entity's risks** | 18.2(d) | *[Insert maximum amount of deductibles]* |
| **Minimum amount of third party**  **insurance** | 18.3 | *[Insert amount of third party insurance]* |
| **Date by which the DB shall be appointed** | 20.2 | 28 days after the Commencement |
| **The DB shall be comprised of** | 20.2 | *Either:* One sole Member  *or:* Three Members |
| **List of potential DB sole members** | 20.2 | *[Only when the DB is to be comprised of one sole member, list names of potential sole members; if no potential sole members are to be included, insert: “none”]* |
| **Appointment (if not agreed) to be made by** | 20.3 | *[Insert name of the appointing entity or official]* |
| **Rules of arbitration** | 20.6(a) | *UNCITRAL* |

**Table: Summary of Sections**

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| --- | --- | --- |
| **Section Name/Description**  **(Sub-Clause 1.1.5.6)** | **Time for Completion**  **(Sub-Clause 1.1.3.3)** | **Damages for Delay**  **(Sub-Clause 8.7)** |
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**Part B - Specific Provisions**

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| Sub-Clause 14.1The Contract Price *(Alternative paragraph)*  (e) Notwithstanding the provisions of subparagraph (b), contractor's Equipment, including essential spare parts therefore, imported by the contractor for the sole purpose of executing the contract shall be temporarily exempt from the payment of import duties and taxes upon initial importation, provided the contractor shall post with the customs authorities at the port of entry an approved export bond or bank guarantee, valid until the Time for Completion plus six months, in an amount equal to the full import duties and taxes which would be payable on the assessed imported value of such contractor's Equipment and spare parts, and callable in the event the contractor's Equipment is not exported from the Country on completion of the contract. A copy of the bond or bank guarantee endorsed by the customs authorities shall be provided by the contractor to the procuring entity upon the importation of individual items of contractor's Equipment and spare parts. Upon export of individual items of contractor's Equipment or spare parts, or upon the completion of the contract, the contractor shall prepare, for approval by the customs authorities, an assessment of the residual value of the contractor's Equipment and spare part to be exported, based on the depreciation scale(s and other criteria used by the customs authorities for such purposes under the provisions of the applicable Laws. Import duties and taxes shall be due and payable to the customs authorities by the contractor on (a) the difference between the initial imported value and the residual value of the contractor's Equipment and spare parts to exported; and (b) on the initial imported value that contractor's Equipment and spare parts remaining in the Country after completion of the contract. Upon payment of such dues within 28 days of being invoiced, the bond or bank guarantee shall be reduced or released accordingly; otherwise the security shall be called in the full amount remaining. |
| 6.23 Workers’ Organisations In countries where the relevant labour laws recognise workers’ rights to form and to join workers’ organisations of their choosing without interference and to bargain collectively, the contractor shall comply with such laws. Where the relevant labour laws substantially restrict workers’ organisations, the contractor shall enable alternative means for the contractor’s Personnel to express their grievances and protect their rights regarding working conditions and terms of employment. In either case described above, and where the relevant labour laws are silent, the contractor shall not discourage the contractor’s Personnel from forming or joining workers’ organisations of their choosing or from bargaining collectively, and shall not discriminate or retaliate against the contractor’s Personnel who participate, or seek to participate, in such organisations and bargain collectively. The contractor shall engage with such workers’ representatives. Workers’ organisations are expected to fairly represent the workers in the workforce. |
| 6.24 Non-Discrimination and Equal Opportunity The contractor shall not make employment decisions on the basis of personal characteristics unrelated to inherent job requirements. The contractor shall base the employment relationship on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline. In countries where the relevant labour laws provide for non-discrimination in employment, the contractor shall comply with such laws. When the relevant labour laws are silent on non-discrimination in employment, the contractor shall meet this Sub-Clause’s requirements. Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. |
| 15.6 Corrupt or Fraudulent Practices The clause in the General Conditions is deleted in its entirety and replaced as follows:  GoJ requires that all parties involved in the procurement proceedings and execution of such contracts observe the highest standard of ethics.  For the purposes of this provision, offences of fraud and corruption are defined in Part VII of the Act and any other Act relating to corrupt activities in Jamaica.  A person who commits an offence under the Act or any other Act relating to corrupt activities in Jamaica shall  (a) be liable for conviction under the provisions of the Act or any other Act relating to corrupt activities in Jamaica;  (b) have their bid rejected if it is determined that the bid or bidder is not in compliance with the provisions of the Act, the regulations or any other Act relating to corrupt activities in Jamaica  (c) risk other sanctions provided for in the Act or the regulations.  If it is procuring entity determined that the contractor has committed an offence, then the procuring entity may, after giving 14 days notice to the contractor, terminate the contractor's employment under the Contract and expel him from the Site, and the provisions of Clause 15 shall apply as if such expulsion had been made under Sub-Clause 15.2. |

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| Section VIII. Annex to the Particular Conditions - Contract Forms |

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Notification of Award

# Letter of Acceptance

*[letterhead paper of the procuring entity]*

*[date]*

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

This is to notify you that your bid dated *[insert date]* for execution of the *[insert name of the framework agreement and identification number, as given in the BDS]* for the Accepted Contract Amount of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted by [insert name of the procuring entity].

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

**Attachment: Contract Agreement**

# Framework Agreement

*[The successful bidder shall fill in this form in accordance with the instructions indicated]*

THIS FRAMEWORK AGREEMENT is made

the *[ insert:* ***number****]* day of *[ insert:* ***month****]*, *[ insert:* ***year****]*.

BETWEEN

(1) *[ insert complete name of procuring entity ]*, a *[ insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Jamaica, or corporation incorporated under the laws of Jamaica ]* and having its principal place of business at *[ insert address of procuring entity**]* (hereinafter called “the procuring entity”), and

(2) *[ insert name of contractor**]*, a corporation incorporated under the laws of *[ insert: country of contractor**]* and having its principal place of business at *[ insert: address of contractor ]* (hereinafter called “the contractor”).

*[(for multi-procuring entity participation)*

*WHEREAS the procuring entity is the lead procuring entity acting for and on behalf of [insert complete name of other procuring entities who wish to access the framework]].*

WHEREAS the procuring entity invited bids to establish a framework for certain works, viz., *[insert brief description of works]* and has accepted a bid by the contractor for the perform the works in the sum of *[insert Framework Price in words and figures, expressed in the Contract currency(ies)**]* (hereinafter called “the Framework Price”).

*[(for multi-contractor framework agreements)*

*WHEREAS the contractor understands that the procuring entity may select a contractor from this framework through direct award without reopening competition, mini-competition or a mixture of direct award and mini-competition, as defined in the Section III Evaluation and Qualification Criteria of the Invitation to Bid.]*

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 Conditions of Contract referred to.

2. The following documents shall constitute the framework agreement between the procuring entity and the contractor, and each shall be read and construed as an integral part as any resultant Calldown Contract:

1. This Framework Agreement
2. The Calldown Contract Agreement template
3. the Particular Conditions
4. the General Conditions;
5. the Specification
6. the Drawings*;* and
7. the completed Schedules Special Conditions of Contract
8. *[Add here any other document(s)]*

3. This framework agreement 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.

1. A Calldown Contract Agreement may be awarded at any time until the end of this agreement on [insert expiry date of the Framework Agreement].
2. The contractor will provide an update of any information provided as part of its bid in respect of the original qualification criteria.

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

For and on behalf of the procuring entity

Signed: *[insert signature]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[insert identification of official witness]*

For and on behalf of the contractor

Signed: *[insert signature of authorized representative(s) of the contractor]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[ insert identification of official witness]*

|  |
| --- |
| Calldown Contract Agreement |

THIS CALLDOWN CONTRACT AGREEMENT made the *[insert number*] day of *[insert month]*, *[insert year]*

BETWEEN

*[ insert complete name of procuring entity ]*, a *[ insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Jamaica, or corporation incorporated under the laws of Jamaica ]* and having its principal place of business at *[ insert address of procuring entity**]* (hereinafter called “the procuring entity”), of the one part,

*[(for multi-procuring entity participation)*

*WHEREAS the procuring entity is the lead procuring entity acting for and on behalf of [insert complete name of other procuring entities who wish to access the framework]].*

and

*[ insert name of contractor]*, a corporation incorporated under the laws of *[ insert: country of contractor]* and having its principal place of business at *[ insert: address of contractor]* (hereinafter called “the contractor”), of the other part:

WHEREAS the procuring entity desires that the works known as *[insert name of works]* should be executed by the contractor, and has accepted a bid by the contractor for the execution and completion of these works and the remedying of any defects therein, and signed a framework agreement.

The procuring entity and the contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.

1. the Letter of Acceptance
2. the Letter of Bid
3. Framework Agreement
4. the addenda Nos \_\_\_\_\_\_\_\_(if any)
5. the Particular Conditions
6. the General Conditions;
7. the Specification
8. the Drawings*;* and
9. the completed Schedules,

3. In consideration of the payments to be made by the procuring entity to the contractor as indicated in this Agreement, the contractor hereby covenants with the procuring entity to execute the works and to remedy defects therein in conformity in all respects with the provisions of this Calldown Contract.

4. The procuring entity hereby covenants to pay the contractor in consideration of the execution and completion of the works 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.

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

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(for the procuring entity)

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for the contractor)

|  |
| --- |
| Performance Security |

**Option 1: (Demand Guarantee)**

*[The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of* procuring entity*]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

Ref No. and title*: [insert no. and title of bidding process]*

**PERFORMANCE GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[insert complete name of contractor]* (hereinafter called "the contractor") has entered into contract No. *[insert reference number of the contract]* dated *[insert day and month], [insert year]* with you, for the execution of *[insert 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 *[insert name of Bank]* 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]*,[[13]](#footnote-13)1 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 cavil or argument, or your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the *[insert number]* day of [*insert month], [insert year]* [[14]](#footnote-14)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, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s)]* *Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

**Option 2: Performance Bond**

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By this Bond *[insert name of contractor]* as Principal (hereinafter called “the contractor”) and *[insert name, legal title and address of Surety]* authorized to transact business in Jamaica, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[insert name of procuring entity]* as Obligee (hereinafter called “the procuring entity”) in the amount of *[insert amount of bond] [amount in words]*, for the payment of which sum well and truly to be made in the types and proportions of currencies in which the contract Price is payable, the contractor and the Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the contractor has entered into a written Agreement with the procuring entity dated the *[insert date]* day of *[insert month]*, *[insert year]*, for the construction of [insert name of contract] in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the contractor shall promptly and faithfully perform the said contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the contractor shall be, and declared by the procuring entity to be, in default under the contract, the procuring entity having performed the procuring entity’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) complete the contract in accordance with its terms and conditions; or

(2) obtain a bid or bids from qualified bidders for submission to the procuring entity for completing the contract in accordance with its terms and conditions, and upon determination by the procuring entity and the Surety of the lowest responsive bidder, arrange for a contract between such bidder and procuring entity and make available as work progresses (even though there should be a default or a succession of defaults under the contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the contract Price,” as used in this paragraph, shall mean the total amount payable by procuring entity to contractor under the contract, less the amount properly paid by procuring entity to contractor; or

(3) pay the procuring entity the amount required by procuring entity to complete the contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the procuring entity named herein or the heirs, executors, administrators, successors, and assigns of the procuring entity.

In testimony whereof, the contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_.

SIGNED ON \_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED ON on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Mobilization Payment Security |

**Demand Guarantee**

*[The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

Ref No. and title: *[insert number and title of bidding process]*

*[Bank’s letterhead]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of* procuring entity*]*

**MOBILIZATION PAYMENT GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[insert complete name and address of the contractor]* (hereinafter called “the contractor”) has entered into contract No. *[insert number]* dated *[insert date]* with you, for the execution of *[insert name of contract and brief description of* works*]* (hereinafter called "the contract").

Furthermore, we understand that, according to the conditions of the contract, an mobilization payment is to be made against an mobilization payment guarantee.

At the request of the contractor, we *[insert name of Bank]* 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][[15]](#footnote-15)1* 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 under the contract because the contractor;

* + 1. has used the mobilization payment for purposes other than the costs of mobilization in respect of the works; or
    2. has failed to repay the mobilization payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the mobilization payment referred to above must have been received by the contractor on its account number *[insert account number]* at *[insert name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the mobilization payment repaid by the contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the contract Price has been certified for payment, or on the *[insert day]* day of *[insert month], [insert year]*,[[16]](#footnote-16)2 whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

|  |
| --- |
| Retention Money Security |

**Demand Guarantee**

*[The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

Ref No. and title: *[insert number and title of bidding process]*

*[Bank’s letterhead]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of* procuring entity*]*

**RETENTION MONEY GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[insert name of contractor]* (hereinafter called "the contractor") has entered into contract No. *[insert reference number of the contract]* dated [insert date] with you, for the execution of *[insert name of contract and brief description of* works*]* (hereinafter called "the contract").

Furthermore, we understand that, according to the conditions of the contract, when the Taking-Over Certificate has been issued for the works and the first half of the Retention Money has been certified for payment, payment of *[insert* the second half of the Retention Money *or* *if* *the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money,* the difference between half of the Retention Money and the amount guaranteed under the performance security*]* is to be made against a Retention Money guarantee.

At the request of the contractor, we *[insert name of Bank]* 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][[17]](#footnote-17)1* 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 under the contract without your needing to prove or show grounds for your demand or the sum specified therein.

It is a condition for any claim and payment under this guarantee to be made that the payment of the second half of the Retention Money referred to above must have been received by the contractor on its account number *[insert account number]* at *[insert name and address of Bank]*.

This guarantee shall expire, at the latest, 21 days after the date when the procuring entity has received a copy of the Performance Certificate issued by the Engineer. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

1. Non performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the bidder have been exhausted. [↑](#footnote-ref-1)
2. This requirement also applies to contracts executed by the bidder as JV member. [↑](#footnote-ref-2)
3. The bidder shall provide accurate information on the related form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the bidder or any member of a joint venture may result in failure of the bid. [↑](#footnote-ref-3)
4. Substantial completion shall be based on 80% or more works completed under the contract. [↑](#footnote-ref-4)
5. For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder’s share, by value, shall be considered to meet this requirement

   6 In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.  [↑](#footnote-ref-7)
8. The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts. [↑](#footnote-ref-8)
9. If the most recent set of financial statements is for a period earlier than 12 months from the date of bid, the reason for this should be justified. [↑](#footnote-ref-9)
10. If the most recent set of financial statements is for a period earlier than 12 months from the date of Bid, the reason for this should be justified. [↑](#footnote-ref-10)
11. If applicable [↑](#footnote-ref-11)
12. The amount of the Bond shall be denominated in the currency of Jamaica or the equivalent amount in a freely convertible currency. [↑](#footnote-ref-12)
13. *1 The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the contract and denominated either in the currency (cies) of the contract or a freely convertible currency acceptable to the procuring entity.* [↑](#footnote-ref-13)
14. *2 Insert the date twenty-eight days after the expected completion date. The procuring entity should note that in the event of an extension of the time for completion of the contract, the procuring entity 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 procuring entity 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 procuring entity’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-14)
15. 1 *The Guarantor shall insert an amount representing the amount of the mobilization payment and denominated either in the currency(ies) of the mobilization payment as specified in the contract, or in a freely convertible currency acceptable to the procuring entity.* [↑](#footnote-ref-15)
16. 2 *Insert the expected expiration date of the Time for Completion. The procuring entity should note that in the event of an extension of the time for completion of the contract, the procuring entity 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 procuring entity 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 procuring entity’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-16)
17. 1 *The Guarantor shall insert an amount representing the amount of the second half of the Retention Money or or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the performance security and denominated either in the currency(ies) of the second half of the Retention Money as specified in the contract, or in a freely convertible currency acceptable to the procuring entity.* [↑](#footnote-ref-17)