



unrwa united nations relief and works agency
الأونروا for palestine refugees in the near east

Annex E Mandatory Requirements

Solicitation Number: ITB No.: GD/018/2021

**“Long Term Agreement for Tires, Batteries and Lubricants for year 2021 – 2022
extendable for two years”**

Lebanon Field Office (LFO)

Date Issued: Wednesday, 30 June 2021

Set of documents that shall be included within the submitted offer:

- Updated company registration documents (commercial Circular, Registration certificate, VAT registration documents)
- Proof showing that the company has experience in manufacturing and/or supplying relevant goods. References should be attached.
- Full address of the company and the name of the contact person in case UNRWA decides to conduct a site visit.
- The company is financially stable, ex: turn over for the previous two years 2019 and 2020.
- Confirmation from supplier that he is registered in UNGM or has the qualification to register.
- Confirmation of acceptance of the awarded supplier to submit a performance security of fixed value \$2,000 only renewable on yearly basis. “Template attached”.

Product related documents:

- Manufacturer Data Sheet or detailed specification of items
- Country of Origin/manufacturer name
- Delivery lead-time: the company shall specify the delivery lead time (between 7 to 10days) of the listed items in the Bid Sheet from the date of PO issuance.

Form of Performance Bond

[On the headed note paper of the Guarantor (Bank/Insurance Company)]

From:

[Name of the Bank/.....]

[Branch or Office]

[Address]

Fax No: [.....]

(the "**Guarantor**"

To: United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

Bayader Wadi Al-Seer

P.O.Box 140157

Amman 11814

Jordan

(the "**Beneficiary**" or "**you**")

Date:.....

Dear Sir/Madam

Re: Performance Bond in respect of [Long Term Agreement for Tires, Batteries and Lubricants for year 2021 – 2022]'s performance obligation under the Contract [Ref no. GD/018/2021] (the "Performance Bond**") [Performance Bond No. []]**

1. We, have been informed that [supplier.....]
(the "**Principal**") has entered into a contract [full name of the contract] dated, with you, the Beneficiary, for the supply of [insert brief description of goods and services.....] (the "**Contract**").

2. Further, we understand that, according to the conditions of the Contract, an on-demand performance bond is required as a security for the performance of the Principal's obligations under the Contract.

3. At the request of the Principal and in consideration of you entering into the Contract with the Principal, we [bank name] hereby guarantee to you that we shall, without proof and notwithstanding any contest or dispute by the Principal, pay you in full, without any deductions, set-off or withholdings, any sum or sums not exceeding in total an amount of USD [insert the amount in figures.....] ([insert the amount in words.....] United States Dollar) (the "**Bond Amount**") claimed by you, upon, and in any event within 3 (three) days after, receipt by us of your first written demand stating: that the Principal is in breach of his obligation(s) under the Contract;

the mentioned amount is payable in cash and immediately, or through wire transfer to UNRWA bank account in fresh money, to a bank account designated by UNRWA.

4. You may make any number of demands, but any case not later than expiry date, from time to time, under this Performance Bond. The maximum aggregate liability hereunder shall not exceed the Bond Amount.

5. Our obligations constituted by this Performance Bond is irrevocable and, except as stated herein, unconditional and shall not be reduced, discharged or released for any reason, act, event or omission.

6. This Performance Bond shall expire, the latest, on *[[insert date]* (the “**Expiry Date**”).
7. Any demand for payment must be received by us at this office on or before the Expiry Date.
8. We represent and warrant that we have the full power, authority and capacity to execute and deliver this Performance Bond and to perform our obligations hereunder.
9. Any demand, notice or communication made to us under or in connection with this Performance Bond shall be in writing and made to the address written above to the attention of: (a) *[insert attention/contact details.....]*.
10. This Performance Bond shall be regulated by the Uniform Rules for Demand Guarantees, International Chamber of Commerce (“**ICC**”) Publication No. 758.
11. We acknowledge that nothing hereunder or any document entered into in relation hereto shall imply a waiver, express or implied, by UNRWA of any privileges or immunity enjoyed by you., or acceptance of the jurisdiction of the courts of any country over disputes arising thereof.

Yours faithfully,

Signed by:.....

Name:.....

Title:.....

For and on behalf of [Name of the Bank]