

PROCUREMENT OF GOODS



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB TOURISM FOR ECONOMIC GROWTH PROJECT
Ph.: 042-99332607-08**

REQUEST FOR QUOTATION

FOR

**PRINTING AND PUBLICATION OF LAHORE
BIENNALE LB-03 GUIDE BOOK & OHTERS**

August 2024

Request for Quotations of Goods

**PRINTING AND PUBLICATION OF LAHORE
BIENNALE LB-03 GUIDE BOOK & OHTERS**

Ref No: PK-PTEG-443065-GO-RFQ

Project: Punjab Tourism for Economic Growth Project (PTEP)

Country: Pakistan

Issued on: August 26, 2024

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Request for Quotations

Punjab Tourism for Economic Growth Project (PTEGP)

RFQ Ref No.: PK-PTEG-443065-GO-RFQ

RFQ Date: August 26, 2024

Request for Quotation (RFQ)

1. This RFQ is for the ***“Printing and Publication of Lahore Biennale LB-03 Guidebook & others”*** for Public Investment Facility of Project Management Unit – Punjab Tourism for Economic Growth Project (PMU-PTEGP).
2. The Government of the Punjab has received a credit from the International Development Association (World Bank Group) for the implementation of Punjab Tourism for Economic Growth Project (PTEGP) and intends to apply part of the proceeds toward payments under the contract for the ***“Printing and Publication of Lahore Biennale LB-03 Guidebook & others”***.
3. The PMU-PTEGP now invites quotations from suppliers for the Goods ***“Printing and Publication of Lahore Biennale LB-03 Guidebook & others”***, described in Annex 1: Purchaser’s Requirements, attached to this RFQ.

Fraud and Corruption

4. The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in the attachment to the Contract Conditions (Attachment A).
5. In further pursuance of this policy, Suppliers shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

Eligible Goods and Related Services

6. All the Goods, to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Para. 10.

Eligible Suppliers

7. Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract
8. A Supplier should have the nationality of Pakistan.

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9. Firms and individuals may be ineligible if so indicated in para 10 below and:
- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of Goods or the contracting of works or services required; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of Goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
10. In reference to paras. 6 and 8, for the information of suppliers, at the present time firms, goods and services from the following countries are excluded from this procurement process:
- (a) Under para. 6 and 9 (a): *"none"*.
 - (b) Under para. 6 and 9 (b): *"none"*
11. A Supplier that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the attachment to the Contract Conditions (Attachment A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
12. Suppliers that are state-owned enterprises or institutions in the Purchaser's country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
- (a) are legally and financially autonomous;
 - (b) operate under commercial law; and
 - (c) are not under supervision of the Purchaser.
13. A Supplier shall not have a conflict of interest. Any Supplier found to have a conflict of interest shall be disqualified. A Supplier may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Supplier:
- (a) directly or indirectly controls, is controlled by or is under common control with another Supplier that submitted a Quotation; or
 - (b) receives or has received any direct or indirect subsidy from another Supplier that submitted a Quotation; or
 - (c) has the same legal representative as another Supplier that submitted a Quotation;

- (d) has a relationship with another Supplier that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Supplier, or influence the decisions of the Purchaser regarding this Request for Quotations process; or
- (e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, or Related Services, that are the subject of the Request for Quotations process; or
- (f) or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for implementing the Contract; or
- (g) would be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who:
 - (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii)
 - would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

Performance Security

14. A Performance Security is required from the Successful Supplier as specified in the Conditions of Contract.

Manufacturer's Authorization: *Not Applicable*

15. A Supplier that does not manufacture or produce the Goods it offers to supply shall submit a Manufacturer's Authorization to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country.

Validity of offers

16. The offers shall be valid until 90 days from the last date of submission of quotations.

Quoted Price

17. Prices shall be quoted in the following manner:
- (a) For Goods to be supplied from within the Purchaser's Country:

- (i) the price of the Goods quoted including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
- (ii) if known, any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the Contract is awarded to the Supplier; and
- (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) Lahore Fort.

18. The Supplier must quote all the prices in **Pak Rupees**.

Clarifications

19. Any clarification request regarding this RFQ may be sent in writing to the **Procurement Specialist, at psptegp@gmail.com**

Submission of Quotations

- 20. Quotations are to be submitted in the form attached at Annex 2 and **in one hardcopy**.
- 21. Quotations must be submitted within 10 (10) calendar days **(September 05, 2024 till 2:00pm)**.
- 22. The address for submission of Quotations is:

Project Director
Project Management Unit (PMU)
Punjab Tourism for Economic Growth Project (PTEGP)
175-A, Upper Mall Scheme, Scotch Corner, Lahore-Pakistan
Tel: 042-99332607-08

Opening of Quotations

23. Quotations will be opened immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

- 24. Quotations will be evaluated to ensure compliance with the Evaluation criteria, Technical Specifications, Delivery and Completion Schedules and any other requirements of the RFQ.
- 25. The comparison shall be on the basis of quoted prices as Delivered Duty Paid (DDP) including cost of inland transportation and insurance to place of destination, together with prices including delivery charges at site, any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted as CIP and sales and similar taxes levied in connection with the sale or delivery of goods.

26. The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.
28. Quotation will be evaluated for the whole items under this RFQ. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed not included in the Quotation, and provided that the Quotation is substantially responsive, the average of the item price as quoted by substantially responsive Suppliers will be added to the Quoted Price and the equivalent total price of the Quotation so determined will be used for price comparison.
29. For evaluation and comparison purposes, the currency of the Quotations shall be a single currency, Pak Rupees.

Evaluation Criteria & Contract Award

30. The Contract will be awarded to the Supplier/s who:
 - a) is eligible and offers eligible Products;
 - b) offers the lowest evaluated price/s;
 - c) technically compliant quotation;
 - d) guarantees delivery, in accordance with the delivery period/s;
 - e) Must be registered as Income Tax (NTN) and General Sales Tax (GST) Registration (Copies must be attached with quotation);
 - f) Must have Ten (10) years of relevant experience in publishing high-quality art books with extensive experience in publishing scholarly works on contemporary art with a focus on promoting diverse artistic voices and perspectives. ***(At least five (05)-years Verifiable similar nature documentary evidences such as copies of POs/Contract must be provided. Mandatory Requirement for Responsiveness).***
 - g) The publisher should possess or have access to state-of-the-art printing facilities and distribution networks to ensure the highest quality production and global reach for the Lahore Biennale 03-Guide Book & others ***(List of Machinery and staff must be attached).***
31. The Purchaser shall invite by the quickest means [e.g. e-mail] the successful Supplier/s for any discussion that may be needed to conclude the contract or otherwise for contract signature.

On behalf of the Purchaser:

Signature:_____ **Name:** _____ **Title/position:** _____

Attachments:

Annex 1: Purchaser's Requirements

Annex 2: Quotation Form

Annex 3: Contract Forms

Purchaser's Requirements

PROJECT BRIEF:

In order to boost tourism and cultural activities in Punjab and Lahore, PTEG is implementing an international art exhibition, scheduled to take place October–November 2024, PTEG will deepen its commitment to bringing art to the people through the placement of new art commissions and large-scale public installations at various heritage and everyday venues across the city. In addition, research into Lahore's history will contribute to the exhibition's emphasis on local and indigenous knowledge and practices as resources for thinking about the future. The international art exhibition will also integrate its discursive programming as part of its overall offering, in addition to organizing a global summit parallel to the exhibition. All of these enhancements will foster a deeper connection and understanding of Lahore by diverse communities through the rejuvenation of art and culture, and the cultivation of local economy and tourism.

OBJECTIVES

The international art exhibition will convene emerging and established artists, scholars, and researchers. The exhibition will foreground contributions by artists that suggest aesthetic, sensorial, conceptual, and collective ways to address societal challenges. Furthermore, the international art exhibition endeavors to take its diverse audiences on a journey through Lahore's cultural and historical treasures with historical and culturally significant sites, each showcasing the city's regal legacy, hidden gems, world-renowned landmarks, and vibrant culture. These sites span the expanse of the Mall Road, starting from the Nasir Bagh and culminating at Charing Cross. Encompassed within this route are celebrated cultural icons including Pak Tea House, YMCA, NCA, Tollington Market, Lahore Museum, Al-Falah Cinema, and Dyal Singh Mansion. Additionally, the art exhibition will extend its reach to encompass the remnants of Lahore's splendid regal heritage, notably the Shalimar Gardens, the Lahore Fort, and the Walled City area.

SCOPE OF WORK

i. Preservation and Promotion of Cultural Heritage:

The project seeks to preserve and promote the rich cultural heritage of Lahore by creating artistic trails across historical sites such as the Cultural Mile on Mall Road, the Lahore Fort, Shalimar Gardens, and the Walled City. By showcasing the fusion of contemporary art and the city's historical context, we aim to renew these sites and ensure their significance is appreciated by both residents and visitors for posterity. Embracing the ownership of our history and legacy within the government, public, and private sectors while fostering a stronger sense of cultural identity, preservation of heritage, and a shared commitment to sustainable development will elevate the cultural experience for the people of Lahore.

ii. Cultural Revitalization and Engagement:

The project aims to breathe new life into Lahore's cultural landscape by engaging artists, curators, and communities. By integrating contemporary art installations, performances, and exhibitions within historical sites, we create dynamic spaces that encourage dialogue, creativity, and cultural exchange with diverse publics. This project not only fosters a renewed sense of pride, ownership, and cultural appreciation in the local community, but it also paves the way for a larger global community of care.

iii. Tourism Promotion and Economic Development:

The project seeks to position Lahore as a global cultural centre, attracting domestic and international tourists. By curating art trails across multiple historical sites, we offer visitors a unique and immersive experience, enhancing tourism potential and contributing to the local economy. Through its historical impact, the international art exhibition generates employment opportunities in the tourism, hospitality, and creative sectors and fosters growth in education, urban planning, and the local economy, solidifying its role as a multi-dimensional catalyst for economic development and cultural rejuvenation in the city.

iv. Community Integration and Social Cohesion:

The project recognizes the importance of community involvement and aims to actively engage local residents, businesses, and educational institutions. By organizing community-focused events, workshops, and cultural activities, we foster social cohesion, encourage cross-generational interactions, and celebrate the shared heritage of Lahore/Pakistan. The project aims to promote creative and cultural diversity and enhance the participation of marginalized groups in the cultural sphere by bridging the gap between historical sites and the community, fostering a sense of belonging and cultural pride.

v. Education, Knowledge-Sharing, and Publications:

The project aims to serve as an educational resource, offering opportunities for learning, research, and knowledge sharing. It especially works with schools, colleges, and universities to integrate art and cultural studies into their curricula, emphasizing the significance of learning from and disseminating indigenous and historic knowledge.

An integral component of the project is the Global Summit/Symposium. In a concerted effort to address the pressing themes of climate change and to delve into the multifaceted interplay between culture and art history, the Global Summit/Symposium will actively engage prodigious researchers and scholars from diverse disciplines and will serve as a platform for collaboration. Through robust discussions and thoughtful analyses, the Summit/Symposium aims to unlock innovative perspectives and conversations that pave the way towards a sustainable and culturally enriched future.

Schedule of Requirement

a) Details

PTEG is seeking a qualified printing firm based in Lahore, Pakistan, to produce a series of high-quality publications and merchandise for the international art exhibition. This internationally renowned event attracts a vast audience and necessitates visually compelling and long-lasting printed materials, including a comprehensive guidebook, a collection of artist publications, and a program guide for the opening events. Additionally, the LBF seeks a partner to create a line of high-quality merchandise to commemorate LB03.

- **The Lahore Biennale, LB03 Guidebook:** This guidebook will serve as a comprehensive companion to the upcoming international art exhibition, providing visitors with essential information on the historic sites, the legacy of the city and critical insights on the artworks exhibited.
- **Artist Publications:** The international art exhibition investigates the critical intersection of contemporary art and ancestral knowledge (drawn from Lahore's vernacular heritage) in unravelling climate action, featuring a diverse range of artists who are developing publications as part of their artistic contributions towards making this crucial knowledge accessible to a wider audience, emphasizing collective dialogue.

Inaugural Sequence of Events Program: The international art exhibition will feature a dynamic sequence of events. This comprehensive publication will serve as a guide to the multifaceted program, consisting of interactive maps and details of the exhibitions, performances, artist talks, and other activities that will mark the inauguration of the biennale.

b) Project Phases

For all publications (Lahore Biennale Guidebook, Artist Publications, and Inaugural Sequence Program), the following project phases will apply, though with some variation depending on the specific publication.

- Content Acquisition
- Design and Layout
- Printing and Production
- Quality Control
- Delivery

c) Responsibilities of the Printing Firm**1. Production and Printing:**

- Printing all publications according to the high-quality standards outlined in this document (Section b. 1) and the agreed-upon specifications.
- Utilizing appropriate printing techniques, paper types, and finishing options outlined in this document (Section b. 1) to achieve the desired visual impact and durability for each publication.
- Producing the merchandise according to the agreed-upon designs, material specifications, and quality standards. This may involve sourcing appropriate materials, collaborating with manufacturers, and overseeing the production process.
- Implementing a quality control process to ensure all printed materials and merchandise meet the LBF's standards throughout the printing and production process. This may involve inspections at various stages of production.

1.1 List of Goods and Delivery Period

Line Item N°	Description of Goods	Quantity required	Physical unit	Place of Final Destination (Project Site)	Applicable Incoterms (e.g. CIP, EXW, etc.)	Delivery Period.
1	<i>Printing and Publication of Lahore Biennale 03 Guide Book</i>	As defined in Technical Specifications	Number	Different sites of Lahore such, Mall Road, Nasir Bagh, Lahore Fort etc.	• GST • Custom Duty & any other applicable tax	September 30, 2024

2. Delivery (Primary Responsibility)

Delivering the finished publications and merchandise to a designated location by the agreed-upon deadlines

Delivery Schedule [to be used if phased delivery is planned]
[Not Applicable]

[illegible]

1.2 List of Related Services and Completion Schedule

[Not Applicable]

Service	Description of Service	Quantity required	Physical Unit	Place where Services shall be performed	Completion Period of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert no. of days such as from Delivery Period or receipt of Goods, as appropriate]</i>

1.3 Technical Specifications

a) Requirements

The selected printing firm will be responsible for the following services:

1. Printing and Production:

a. Lahore Biennale, LB03 Guidebook:

- i. A comprehensive guide to the exhibition, including artist profiles, artwork descriptions, cultural mapping, and site information.
- ii. Book size: 15.5cm x 22cm
- iii. Total pages: 170-200
- iv. Printing: Colored
- v. Paper: 125-150 GSM Art Paper
- vi. Binding: PUR (Polyurethane Reactive) Bound Hard Cover
- vii. Copies: 3,000
- viii. Packaging: Individual shrink-wrapping, multiple copies placed in boxes, boxes placed on pallets.
- ix. delivering the publications to an address in Lahore

b. Lahore Biennale, LB03 Artist Publications:

- i. A series of unique publications created by individual artists participating in LB03 (specifications will vary by artist).
- ii. Standard specifications for all Artist Publications:
 1. Book size: 14.8cm x 21cm
 2. Total pages: Up to 100 pages
 3. Printing (variable): Colored/Black and White/Xerox
 4. Paper: 80 GSM
 5. Binding: Saddle stitching/Staple Binding
 6. Copies: 1,500 for each publication
 7. Packaging: Individual shrink-wrapping, multiple copies placed in boxes, boxes placed on pallets.
 8. delivering the publications to an address in Lahore

c. LB03 Inaugural Program: Sequence of Events Program:

- i. A program guide for the opening events of LB03, including artist talks, performances, exhibitions, and an interactive map.
- ii. Publication size: Standard Newspaper Size Format (approx. 11" x 15.5")

- iii. Total pages: Up to 10 pages
- iv. Printing: Full-Color Printing
- v. Paper Stock: High-Quality Paper Stock
- vi. Binding: Not applicable (Newspaper Format)
- vii. Copies: 5,000
- viii. delivering the publication to an address in Lahore

The selected firm will ensure all printed materials meet the highest quality standards in terms of colour accuracy, paper quality, and finishing, and deliver the finished publications to the designated location by the agreed-upon deadlines.

2. Merchandise Production

The printing firm will produce a line of high-quality merchandise featuring the international art exhibition's branding and potentially incorporating elements from the LB03 Guidebook and/or the Lahore Biennale Reader (LB02).

- Merchandise will include, but is not limited to

Sr.	Description	Qty
1.	Totebags	500
2.	T-Shirts	200
3.	Waterbottles	200
4.	Notebooks	200
5.	Branded Pen/Pencils	200
6.	Batwas	200
7.	Mugs	200
8.	Book Marks	200

1.3.3 Drawings

This Request for Quotations includes ***“no”*** drawings.

1.3.4 Inspection and Tests

The following inspections and tests shall be performed:

1. After successfully installed and delivered items as per specifications shall be inspected / tests shall be done (if required) at site.

ANNEX 2: Quotation Forms

Supplier Quotation Form

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Email:	<i>[Insert Supplier's email address]</i>

To:	<i>[Insert Purchaser's name]</i>
Purchaser's Representative:	<i>[Insert name of Purchaser's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address :	<i>[Insert Purchaser's address, including email]</i>
RFQ Ref No.:	
Date of Quotation:	

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Goods, *[add if applicable: “and the Related Services,”]* as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ, including the Contract.

2. Eligibility

We meet the eligibility requirements and have no conflict of interest, in accordance with the Request for Quotations.

3. Suspension and Debarment

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

4. Quotation Price

The total price of our offer is *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

5. Quotation Validity

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

6. Performance Security *[delete if performance security is not required]*

If we are awarded the Contract, we commit to obtain a Performance Security in accordance with the RFQ.

7. Commissions, gratuities, fees

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation

[If none has been paid or is to be paid, indicate "none."]

Name of Recipient	Address	Reason	Amount

8. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers.

9. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

Price Schedules

Quotation for Goods: Price Schedule 1 (Not-Applicable)

For Goods to be supplied from outside the Purchaser' country

1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price DDP <i>[insert place of destination]</i>	DDP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the Goods to their final destination specified in RFQ	Total Price per Line item (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date quoted phased Delivery periods if applicable]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price DDP per unit]</i>	<i>[insert total DDP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
							Quotation Price	

Quotation for Goods: Price Schedule 2 (Applicable)

For Goods to be supplied from within the Purchaser' country

1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5)	[IF REQUIRED] Price per line item for inland transportation and other services required in the Purchaser's Country to convey the Goods to their final destination, specified in RFQ	[if known] Sales and other taxes payable per line item if Contract is awarded	Total Price per line item (Col. 6+7)
[insert number of the item]	[insert name of Good]	[insert quoted Delivery Date/ quoted phased Delivery dates if applicable]	[insert number of units to be supplied and name of the physical unit]	[insert EXW unit price]	[insert total EXW price per line item]	[insert the corresponding price per line item]	[insert sales and other taxes payable per line item if Contract is awarded]	[insert total price per item]
							Quotation Price	

Quotation for Related Services: Price Schedule 3

1		2	3	4	5	6	7
Item No.	Item description	Description of Services (excludes inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination)	Country of Origin	Completion Period at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the item]</i>		<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert Delivery Period at place of final destination per Service]</i>	<i>[insert number of items to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
Quotation Price							

Total Quotation: Price Schedule 4

The total price for the supply and delivery of the Goods, and related Services is as follows:

Price Schedule	Amount
Goods: Price Schedule 1	
Goods: Price Schedule 2	
Related Services: Price Schedule 3 <i>[if applicable]</i>	
Total Quotation	

Manufacturer's Authorization (Not Applicable)

[The Supplier shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Quotation submission]*
RFQ No.: *[insert number of RFQ process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of the Supplier]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 20 of the Conditions of Contract, with respect to the Goods offered by the above firm.

We confirm that we do not engage or employ (i) forced labor or persons subject to trafficking in accordance with Clause 27 or (ii) child labor in accordance with Clause 28, of the Conditions of Contract. We also confirm that we comply with applicable health and safety obligations in accordance with Clause 29 of the Conditions of Contract.

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

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEX 3: Contract Forms

THIS AGREEMENT made the ----- day of -----, 2024.

BETWEEN

(1) **Project Management Unit – Punjab Tourism for Economic Growth Project (PMU-PTEGP)**, and having its principal place of business at 175 A Scotch Center, Upper Mall Scheme, Lahore, Pakistan (hereinafter called “**the Purchaser**”), of the one part, and

(2) M/s ----- having its principal place of business at -----
-----, (hereinafter called “**the Supplier**”), of the other part:

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., “**Printing and Publication of Lahore Biennale LB-03 Guidebook & others**” and has accepted a quotation by the Supplier for the supply of those Goods and Services at Contract Price **PKR() inclusive of all taxes**.

The Purchaser and the Supplier 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.
 - (a) Notification of Intension to Award
 - (b) the Letter of Bid
 - (c) Special Conditions of Contract
 - (d) General Conditions of Contract
 - (e) the Specification (including Schedule of Requirements and Technical Specifications)
 - (f) the completed Schedules (including Price Schedules)
 - (g) the Performance Security
3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services 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 **Pakistan** on the day, month and year indicated above.

FOR AND BEHALF OF PURCHASER:

FOR AND BEHALF OF SUPPLIER:

Muhammad Waqas Malik
Project Director, PMU-PTEGP

Name

WITNESSES:

WITNESSES:

1. Signature _____

2. Signature _____

Name:

Name:

Designation:

Designation:

Address: _____

Address: _____

CNIC:

CNIC:

Conditions of Contract

1. Definitions	1.1 The following words and expressions shall have the meanings hereby assigned to them: (a) “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA). (b) “CC” means the Conditions of Contract. (c) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein. (d) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto. (e) “Contract Price” means the price payable to the Supplier as specified in CC 8.1, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. (f) “Day” means calendar day. (g) “Completion” means the fulfillment of the Related Services, as applicable, by the Supplier in accordance with the terms and conditions set forth in the Contract. (h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract. (i) “Party” means the Purchaser or the Supplier, as the context requires, and “Parties” means both of them. (j) “Purchaser” means the entity purchasing the Goods and Related Services as applicable, as specified in CC 2. (k) “Purchaser’s Country” is the country specified in the CC 2. (l) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract, as applicable. (m) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of
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	the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier. (n) “Supplier” means the person, private or government entity, or a combination of the above, whose Quotation to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement. (o) “The Project Site,” where applicable, means the place named CC 2.
2. Purchaser, Purchaser’s Country, Project Site/Final Destination	2.1 The Purchaser is: Project Management Unit – Punjab Tourism for Economic Growth Project (PTEGP) 2.2 The Purchaser’s Country is: Islamic Republic of Pakistan 2.3 The Project Site(s)/Final Destination(s) is/are: Different sites of Lahore like Lahore Fort, Al-hamara Art, Mall Road etc.
3. Incoterms	3.1 The edition of Incoterms that shall apply is: <i>N/A</i>
4. Notices and Addresses for notices	4.1 Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address hereafter using the quickest available method such as electronic mail with proof of receipt. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. <u>Address for notices to the Purchaser:</u> <i>Procurement Specialist,</i> <i>PMU-PTEGP</i> 175-A, Upper Mall Scheme, Scotch Corner, Lahore, Pakistan. <i>Email: pmuptegp@gmail.com</i> <u>Address for notices to the Supplier:</u> <i>[insert the name of officer authorized to receive notices]</i> <i>[title/position]</i> <i>[department/work unit]</i> <i>[address]</i> <i>[Electronic mail address]</i>
5. Governing Law	5.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s Country. 5.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser’s Country when:

	(a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
6. Settlement of Disputes	6.1 In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser's Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser's Country.
7. Shipping and other documents to be provided	7.1 The Delivery of the Goods and Completion of the Related Services as applicable shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Details of Documents to be furnished by the Supplier are: i. Supplier's invoice/sales tax/PRA invoice showing items description, quantity, unit price, and total amount ii. Work /Delivery completion certificate by the respective/concerned official of PTEGP. iii. Manufacturer's or Supplier's warranty certificate The above documents shall be received by the Purchaser on delivery.
8. Contract Price	8.1 The Contract Price is -----. 8.2 Subject to CC 31 and 32, the prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier and accepted by the Purchaser.
9. Terms of payment	9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment for Goods and Services supplied from within the Purchaser's Country shall be made in Pak Rupees, as follows: Hundred Percent (100%) Payment shall be paid on receipt and inspection of the Goods within 30 days after submission of the documents specified in CC 7.
10. Taxes and Duties	10.1 For Goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties,

	license fees, and other such levies imposed outside the Purchaser's Country. 10.2 For Goods Manufactured within the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser. 10.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
11. Performance Security	11.1 On the receipt of notification of award from the Procuring Agency, the successful Firm shall furnish the Performance Guarantee in accordance with the Conditions of Contract. 11.2 The amount of performance security, as a percentage of the Contract Price, shall be 10% (Five percent) in the shape of pay order, demand draft, call deposit or non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan against the warranty for a period of one (01) years on the prescribed format attached with the document in the name of "Project Director, PMU-PTEGP". 11.3 The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract. 11.4 The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
12. Subcontractors	12.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Quotation. Such notification, in the original Quotation or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
13. Specifications and Standards	13.1 The Goods and Related Services if applicable supplied under this Contract shall conform to the technical specifications and standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.

14. Packing, marking and documentation	14.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit. 14.2 The packing, marking and documentation within and outside the packages shall be addressed to PMU-PTEGP.
15. Insurance cover	15.1 The insurance coverage shall be as specified in the Incoterms.
16. Transportation	16.1 Responsibility for transportation of the Goods shall be DDP as specified in the Incoterms. If not in accordance with Incoterms, responsibility for transportations shall be as follows: The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser's Country, defined as the Project Site. Transport to such place of destination in the Purchaser's Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
17. Inspections and Tests	17.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out the tests and/or inspections of the Goods and Related Services as are specified in the Technical Specifications. 17.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in any other location, as specified in the Technical Specifications. Subject to CC 17.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser. 17.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC 17.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses. 17.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the

	place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection. 17.5 In accordance with CC 31, the Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specification's codes and standards under the Contract. 17.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection. 17.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC 17.5. 17.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC 17.7, shall release the Supplier from any warranties or other obligations under the Contract
18. Delivery Date and Completion Date	18.1 The Delivery Date of the Goods shall be: September 30, 2024 from the start of the Contract
19. Liquidated damages and bonuses	19.1 The liquidated damage shall be 0.5 % of the price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. The maximum amount of liquidated damages shall be 10 % of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC 26.
20. Warranty	20.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. 20.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination. 20.3 The warranty shall remain valid for 12 months after the Goods, or any portion thereof as the case may be, have been delivered to and

	accepted at the final destination, or for 12 months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier. 20.4 The period for repair or replacement after being notified of the defect by the Purchaser shall be 7 days. 20.5 If having been notified, the Supplier fails to remedy the defect within the period specified in CC 20.4, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract. 20.6 For purposes of the warranty, the place(s) of final destination(s) shall be: Lahore Fort.
21. Copyright	21.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
22. Fraud and Corruption	22.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Attachment A to the Conditions of Contract. 22.2 The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the request for quotations or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.
23. Inspections and Audit by the Bank	23.1 Pursuant to paragraph 2.2 e. of the attachment to the Conditions of Contract, the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of Contract. The Supplier's and its subcontractors attention is drawn to CC 22.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract

	termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).
24. Limitation of Liability	24.1 Except in cases of criminal negligence or willful misconduct, (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement.
25. Force Majeure	25.1 The Supplier shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 25.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, and freight embargoes. 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. 25.4 If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the currency of the Contract, the Parties will attempt to develop a mutually satisfactory solution, failing which either Party may terminate the Contract by giving a notice to the other Party.

26. Termination	26.1 Termination for Default The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part: (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser; (ii) if the Supplier fails to perform any other obligation under the Contract; or (iii) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, in competing for or in executing the Contract. In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services if applicable similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services if applicable. However, the Supplier shall continue performance of the Contract to the extent not terminated. 26.2 Termination for Convenience (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect: (i) to have any portion completed and delivered at the Contract terms and prices; and/or (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services if applicable and for materials and parts previously procured by the Supplier.
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27. Forced Labor	27.1 The Supplier, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking, as described in CC 27.2 and CC 27.3. 27.2 Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements. 27.3 Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.
28. Child Labor	28.1 The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age). 28.2 The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, 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. Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work: (a) with exposure to physical, psychological or sexual abuse; (b) underground, underwater, working at heights or in confined spaces; (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads; (d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or (e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.
29. Health and safety obligations	29.1 The Supplier shall comply, and shall require its Subcontractors if any to comply, with all applicable health and safety regulations,

	laws, guidelines, and any other requirement stated in the Technical Specifications.
30. Patent Indemnity	30.1 The Supplier shall, subject to the Purchaser's compliance with CC 30.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and b) the sale in any country of the products produced by the Goods. Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract. 30.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC 30.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. 30.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf. 30.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing. 30.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may

	suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.
31. Change Orders and Contract Amendments	31.1 The Purchaser may at any time order the Supplier through notice in accordance CC 4.1, to make changes within the general scope of the Contract in any one or more of the following: (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; (b) the method of shipment or packing; (c) changes in quantities of Goods to be supplied within the range specified herewith. <i>“The maximum percentage by which quantities may be increased is: 15%; The maximum percentage by which quantities may be decreased is: 15%;</i> (d) the place of delivery; (e) any test and/or inspection not required by the Contract but deemed necessary, pursuant to CC 17.5; and (f) the Related Services to be provided by the Supplier. 31.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order. 31.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. 31.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
32. Change in Laws and Regulations	32.1 Unless otherwise specified in the Contract, if after the date of submission of Quotation, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser’s Country where the Site

	is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract.
Additional Clauses	<i>[insert any additional clauses as necessary, otherwise delete this row]</i>

Attachment A to the Conditions of Contract

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

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- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
 - d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
 - e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Sample Letter of Award of Contract

[modify as appropriate]

[use letterhead paper of the Purchaser]

[date]

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

Subject: **Notification of Award of Contract No.**

In reference to the RFQ *[insert reference number and date]*, your Quotation *[insert reference number and date]* has been accepted.

Please find enclosed herewith the Contract. You are requested to sign the contract within *[insert no of days]*.

[Insert the following only if Performance Security is required:] “You are also requested to furnish a Performance Security within *[insert no of days]* in accordance with the Conditions of the Contract, using for that purpose one of the Performance Security Forms attached to the Contract.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Performance Security

(Bank Guarantee)

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

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Employer]*

Date: *_ [Insert date of issue]*

PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *_ [insert name of Service Provider which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the Non-Consulting Services of *_ [insert name of contract and brief description of the Non-Consulting Services]* (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 Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* () *[insert amount in words]*,¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

¹ *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

² *Insert the date twenty-eight days after the expected completion date as described in GCC. The Service Provider should note that in the event of an extension of this date for completion of the Contract, the Service Provider 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 Service*

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(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.

Provider 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 Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”