



GOVERNMENT OF THE COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY
CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT

Procurement of Small Works

Procurement of:

*Refurbishment of co-working space for Newtown
Digital Innovation Hub*

Ref No: DM-MPWDE-200369-CW-RFQ

Project: Caribbean Digital Transformation Project

Employer: *Ministry of Public Works and the Digital Economy*

Country: *Commonwealth of Dominica*

Issued on: *June 27, 2022*

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Request for Quotations

RFQ Ref No.: DM-MPWDE-200369-CW-RFQ

RFQ Date: June 27, 2022

Request for Quotation (RFQ)

1. The *Government of the Commonwealth of Dominica has received* financing from the World Bank (Bank) toward the cost of the *Caribbean Digital Transformation Project* and intends to apply part of the proceeds toward payments under the contract for *Refurbishment of co-working space for Newtown Digital Innovation Hub*,
2. The *Ministry of Public Works and the Digital Economy, Caribbean Digital transformation Project – Project implementation Unit (PIU)* now invites quotations from contractors for the Works described in Annex 1: Works Requirements, attached to this RFQ.

Fraud and Corruption

3. 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 Appendix A to the Contract Conditions.
4. In further pursuance of this policy, Contractors 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 Materials, Equipment and Services

5. The materials, equipment and services to be supplied under the Contract and financed by the Bank may have their origin in any country subject to Para. 9. At the Employer's request, Contractors may be required to provide evidence of the origin of materials, equipment and services.

Eligible Contractors

6. In case the Contractor is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract 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 Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.
7. A Contractor may have the nationality of any country, subject to the restrictions pursuant to paras. 8 and 9 hereinafter. A Contractor shall be deemed to have the nationality of a country if the Contractor is constituted, incorporated or registered in, and operates in conformity with,

the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including Related Services.

8. Firms and individuals may be ineligible if so, indicated in para.9 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.
9. In reference to paras. 5 and 7, for the information of Contractors, at the present time firms, goods and services from the following countries are excluded from this procurement process:
 - (a) Under para. 5 and 8 (a): "*none*".
 - (b) Under para. 5 and 8 (b): "*none*".
10. A Contractor 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 appendix to the Contract Conditions (Appendix 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>.
11. Contractors that are state-owned enterprises or institutions in the Employer'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 Employer.
12. A Contractor shall not have a conflict of interest. Any Contractor found to have a conflict of interest shall be disqualified. A Contractor may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Contractor:
 - (a) directly or indirectly controls, is controlled by or is under common control with another Contractor that submitted a Quotation;
 - (b) receives or has received any direct or indirect subsidy from another Contractor that submitted a Quotation;
 - (c) has the same legal representative as another Contractor that submitted a Quotation;
 - (d) has a relationship with another Contractor that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of

- another Contractor, or influence the decisions of the Employer 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 works 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 Employer 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

13. *NA*

Validity of Quotations

14. The quotations shall be valid for *Ninety (90) days from the date of submission of quotations until September 25, 2022.*

Price

15. The Contractor shall quote its total price in the Contractor's Quotation Form. ***Contractors invited to quote for more than one lot may wish to offer a discount i.e., conditional discount for contract award of more than one lot.***

16. *The Contractor shall also fill in its rates and prices for all items of the Works described in the attached Bill of Quantities. Items against which no rate or price is entered by the Contractor will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.*

The rates and prices shall include all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations

17. A Contractor expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer's Country and wishing to be paid accordingly, shall indicate a foreign currency of its choice in addition to the local currency in: ***Eastern Caribbean Dollars (XCD).***

18. The currency(ies) of the Quotation and the currency(ies) of payments shall be the same.

Technical proposal

19. The Contractor shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other relevant information, in sufficient detail to demonstrate the adequacy of its proposal to meet the work's requirements and the completion time.

Pre-Bid Meeting / Site Visit

20. Project Implementation Unit shall arrange for a pre-bid meeting at the Digital Innovation Hub Newtown (formerly known as Newtown Primary School) which is the site for this activity. The bidders may visit on July 4, 2022 at 9:00 at the venue mentioned to gather better understand of the task as requested in the RFQ.

Clarifications

21. Any clarification request regarding this RFQ may be sent in writing to **Attention: Dr. Jermaine Jewel Jean-Pierre, Project Manager, Project Implementation Unit, Caribbean Digital Transformation Project (CARDTP), 2nd Floor First Domestic Building, 19-21 King George V Street, Roseau, Dominica; Email: jeanpierrej@dominica.gov.dm; cc. ntp.procurement@gmail.com** before **July 4, 2022**. The Employer will forward copies of its response to all Contractors including a description of the inquiry but without identifying its source.

Submission of Quotations

22. Quotations shall be submitted in the form attached at Annex 2 and **hand delivery, surface mail, courier service or electronically**. Quotations submitted as email attachments shall be in the form of scanned non- editable images and password protected.
23. For bidders submitting their quotations via hand delivery, surface mail or courier services shall send to the address provided below using the following wording on the outer envelope: "**Quotation – DM-MPWDE-2003699-CW-RFQ – Refurbishment of co-working space**" [Bidder's Name]
24. For bidders submitting their quotations electronically shall send to email address ntp.procurement@gmail.com using the following subject: "**Quotation – DM-MPWDE-2003699-CW-RFQ – Refurbishment of co-working space**" [Bidder's Name]
25. Bidders submitting quotation via electronically shall submit the passwords for the quotation in a separate email at the same time submitting the quotation using the following subject: "**Password for Quotation – DM-MPWDE-2003699-CW-RFQ – Refurbishment of co-working space**" [Bidder's Name]
26. **Bidders can bid on one lot, a combination of lots or all lots. For bidders bidding on more than one lot, shall use the Bill of Quantities under the Schedule to submit price per lot. Submission of quotations whether for one lot or multiple lots shall be submitted in one envelope or as one attachment via email.**
27. The deadline for submission of Quotations is **July 11, 2022 at 10:00AM Eastern Caribbean Time**. Late Bids will be rejected.
28. The address for submission of Quotations is:

Attention: **Dr. Jermaine Jewel Jean-Pierre**
Project Manager
Project Implementation Unit
Caribbean Digital Transformation Project (CARDTP)
Ministry of Public Works and the Digital Economy
Second Floor, First Domestic Building
19-21 King George V Street
Roseau
00109-8000
Commonwealth of Dominica

E-mail address: jeanpierrej@dominica.gov.dm cc: ntp.procurement@gmail.com

Opening of Quotations

29. Quotations will be opened by the Employer's representatives immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

30. The quotations will be evaluated to determine substantial responsiveness of the technical proposal.
31. For evaluation and comparison purposes, the currency(ies) of the Quotations shall be converted into a single currency. The currency that shall be used for comparison purposes to convert at the selling exchange rate offered prices expressed in various currencies into a single currency is: *Eastern Caribbean Dollars (XCD)*. The source of exchange rate shall be: National Bank of Dominica. The date for the exchange rate shall be: **July 4, 2022**.
32. For technically compliant quotations, the total evaluated prices, excluding provisional sums and any provision for contingencies but including day works where priced competitively, will be compared to determine the lowest evaluated price/s.
33. Quotations will be evaluated by lot, taking into account discounts offered, if any, after considering all possible combination of lots".

Contract Award

34. The contracts will be awarded to the Contractor or Contractors meeting the eligibility requirements in accordance with the RFQ, offering a technically compliant quotation, guaranteeing completion of the Works by the specified date and offering the lowest evaluated price to the Employer for combined lots
35. The Employer shall invite by the quickest means (*e-mail*) the successful Contractor/s for any discussion that may be needed to conclude the contract or otherwise for contract signature.
36. The Employer shall communicate by the quickest means with the other Contractors on its contract award decision. An unsuccessful Contractor may request clarifications as to why its quotation was not determined to be successful. The Employer will address this request within a reasonable time.
37. The Employer shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation or UNDB online, within 15 (fifteen)

days after award of contract. The information shall include the name of the successful Contractor, the Contract Price, the Contract duration, summary of its scope and the names of the Contractors and their quoted and evaluated prices.

On behalf of the Employer:

Signature:

Name: Jermaine Jewel Jean-Pierre, PhD

**Title/position: Project Manager
Project Implementation Unit
Caribbean Digital Transformation Project (CARDTP)
Ministry of Public Works and the Digital Economy**

Attachments:

Annex 1: Works Requirements

Annex 2: Quotation Form

Annex 3: Contract Forms

ANNEX 1: Works Requirements – Specifications

Newtown Digital Innovation Hub

Items	Description	Units	Qty
	<u>RENOVATION WORKS</u>		
	<u>EXISTING CLASS ROOM BUILDING</u>		
	<u>Preliminaries</u>		
A.	Allow for the inclusion of all preliminaries to execute the as detailed project to include scaffolding, formwork, cleaning and disposal of debris.	Sum	
	<u>Landscaping</u>		
B.	classroom to provide the followings:		
C.	Clearing of existing area, excavation and disposal.	Sum	
D.	2" x 6" treated timber planked table (4'-0" x 8'-0")	No.	2
E.	2"x 6" treated timber planked benches (14" x 8'-0")	No.	4
F.	Laying of rounded stones to create kerbs	Sum	
G.	Planting of flowers for beautification.	Sum	
H.	2" thick of 3/8" cutted aggregate for ground finish	Sum	
	<u>Concrete Repair Works</u>		
I.	Allow for repairs of spalling concrete with cement/sand mix 1:3 to general wall surfaces.	Sum	
	<u>New Concrete Slab Covers</u>		
J.	Allow for supply and laying of reinforced (12mm bars) concrete slabs 4" x 1'- 4" x 2'-6" to cover existing drain.	No.	6
	<u>10" Reinforced Concrete Retaining Wall</u>		
K.	Allow for excavation to wall footing 3'-0" x 3'-0" x 10'-0".	C.Y	3.5
L.	Concrete to footing 10" x 3'-0" x 10'-0" mix 1:2:4	C.Y	1
	Sub- Total pg/1		
	pg/1		

Items	Description	Units	Qty
	<u>10" Reinforced Concrete Retaining Wall</u>		
	(Cont'd)		
A.	Allow for formwork to the retaining wall	S.Y	12
B.	To concrete to vertical wall 10" x 5'-0" x 10'-0" mix 1:2:4	C.Y	2.5
C.	To 12mm vertical reinforcement to concrete wall	No.	8
D.	To 12mm horizontal reinforcement to footing	No.	27
E.	Allow for backfilling to retaining wall.	C.Y	2.5
	<u>New Timber Doors</u>		
F.	Allow for removal and replacement of timber panelled doors 3'-0" x 6'-8" .		
	<u>Folding Doors Repairs</u>		
G.	Allow for oiling of the hinges to make fully operational.	Sum	
	<u>Windows Repair</u>		
H.	Allow for readjustment to timber windows	Sum	
	<u>New Plexiglass Framework</u>		
	Allow for supply, fabrication and installation of timber windows (8 # 48" x 64") and doors (4 # 24" x 64") over open blockwork vents in classrooms.		
I.	2" x 4" treated timber outer frame	L.Y	27
J.	1 1/4" white pine inner doors frames	L.Y	22
K.	1/4" plexiglass clear	S.Y	7
L.	Allow for 3" tapcon screws	No.	64
M.	Allow for 1 1/4" fixing screws	Lbs.	10
	Sub- Total pg/2		
	pg/2		

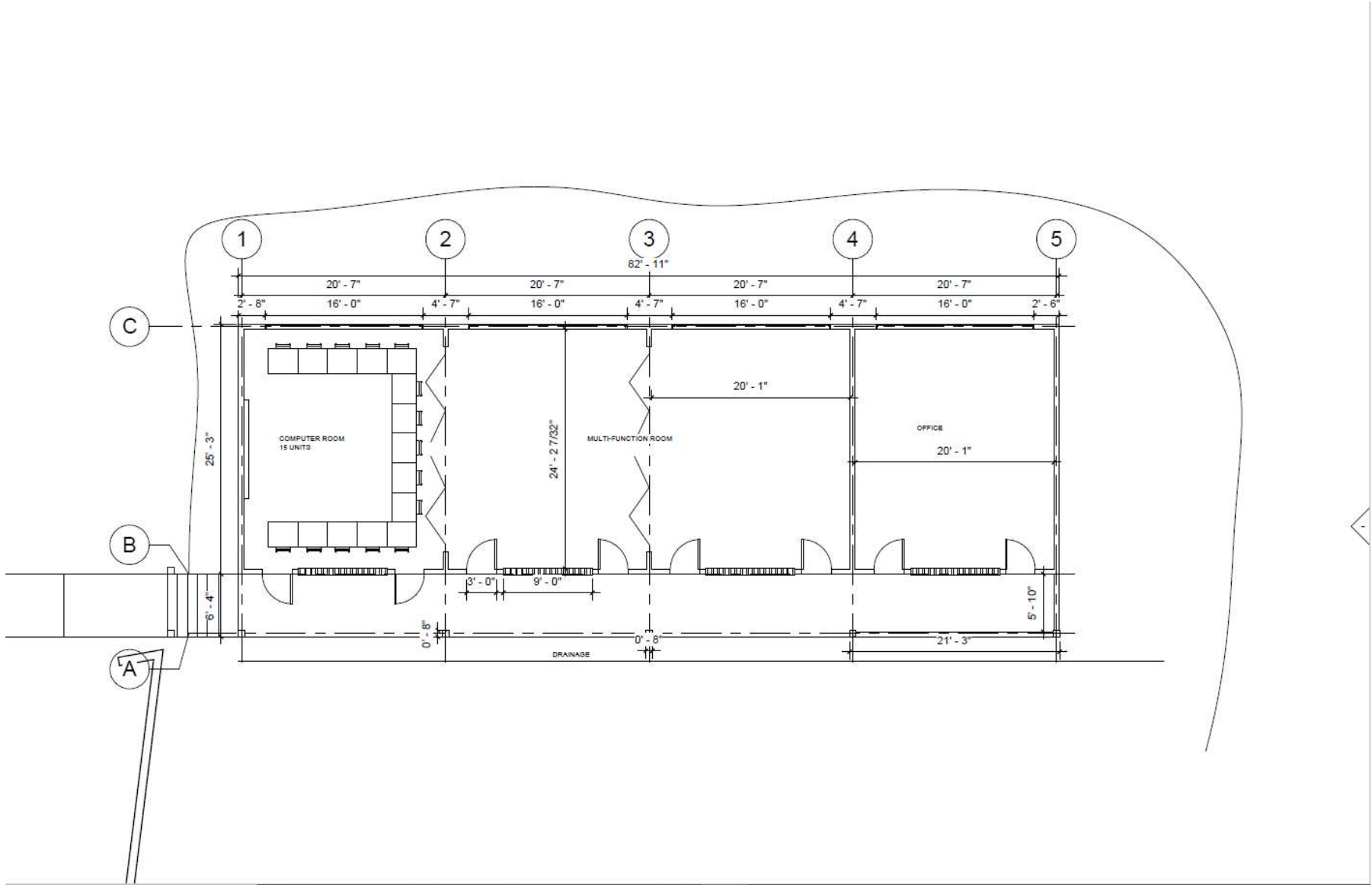
Items	Description	Units	Qty
	<u>RENOVATION WORKS</u>		
	<u>New Plexiglass to Roof Gable Framework</u>		
	Allow for supply and installation of plexiglass to opened timber louvers to roof vents		
A.	1/4" plexiglass clear	S.Y	55
B.	Allow for 1 1/4" fixing screws	Lbs.	20
	<u>Painting To Plastered Wall Surfaces</u>		
	Allow for one coat of primer and two coats of emulsion paint to concrete surfaces,		
C.	To inner and outer walls surfaces	S.Y	688
	<u>Painting To Timber Surfaces</u>		
	Allow for one coat of primer and two coats of gloss paint to timber surfaces,		
D.	Timber doors and frames	S.Y	40
E.	Timber Windows and frames	S.Y	80
F.	Timber folding internal doors and frames	S.Y	84
	<u>Power-washing To Concrete Roof</u>		
	Allow for power-washing to remove dirt, algae and other contaminants from concrete surface.		
G.	To general roof surface	S.Y	280
	<u>Water Sealing to Concrete Roof Surface</u>		
	Allow for the application of a concrete roof sealant.		
H.	To general roof surface	S.Y	280
	Sub- Total pg/3		
	pg/3		

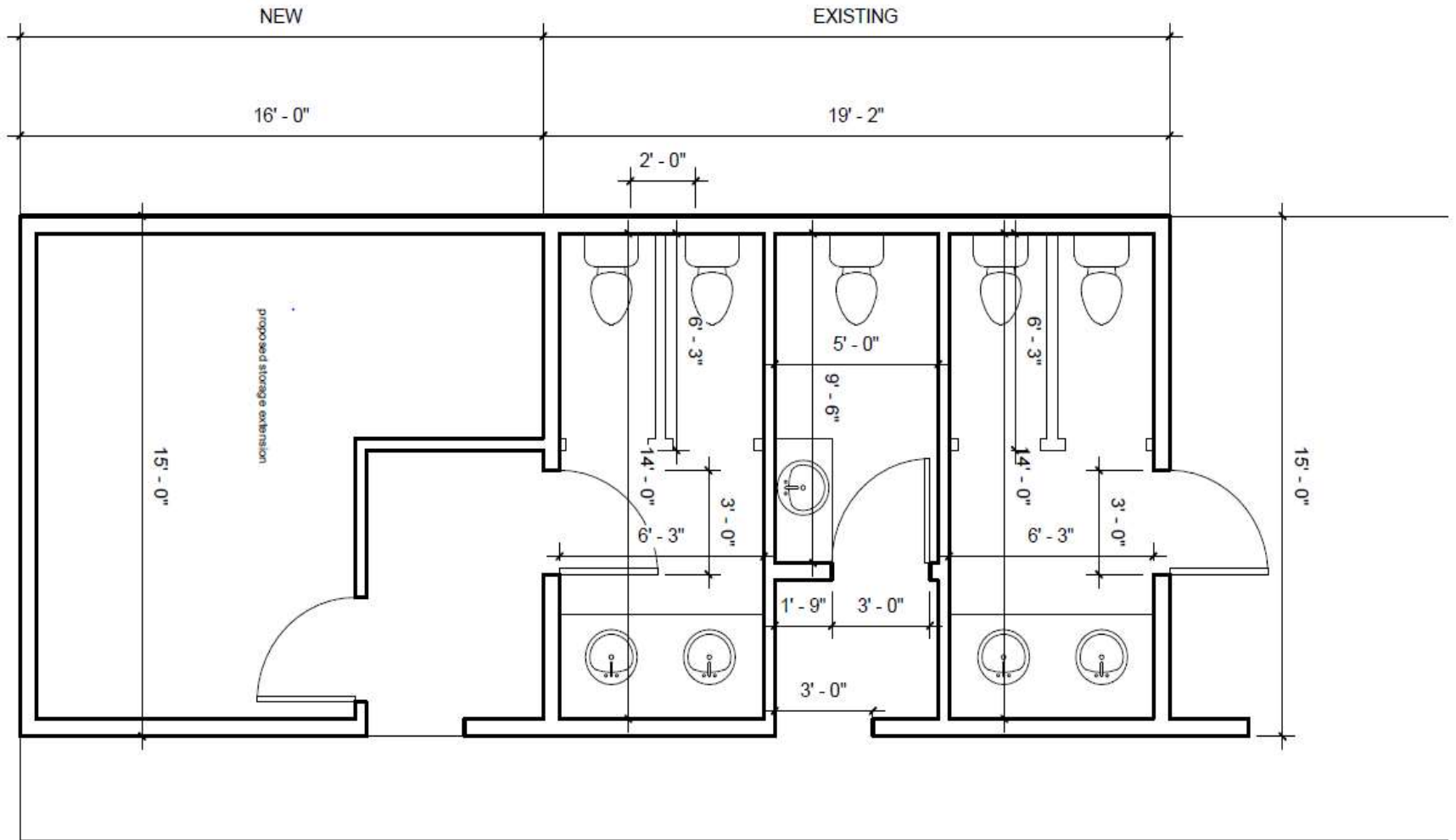
Items	Description	Units	Qty
	<u>RENOVATION WORKS</u>		
	<u>General Concrete Floor Power-washing</u>		
	Allow for power-washing to remove dirt, algae and other contaminants from concrete surface.		
A.	To general floor surface	S.Y	224
	<u>Internal Concrete Floor Finishes</u>		
	Providing and laying 9.5 mm thick ceramic tiles approved quality over bed of 1/2" thick cement mortar 1:4 mix (cement/sand), grouting of joints with epoxy based grout (grey).		
B.	To general floor area with 12" x 12" ceramic tiles	S.Y	224
	<u>Electrical Works</u>		
C.	Allow for testing of all electrical circuitry.	Sum	
	Allow for supply and installation of electrical fittings to include all wiring.		
D.	To 240 volt double sockets outlets (boxes included)	No.	20
E.	To two-way gang switch	No.	4
F.	To four circuit main panel	No.	1
G.	Allow for all surface trunking	Sum	
H.	To 4'-0" enclosed LED fluorescent lamps (complete)	No.	20
	<u>Air Condition Units</u>		
I.	Allow for supply and installation of 20000 btu air conditioning units, to include all wiring and circuitry.	No.	4
	<u>Ironmogery</u>		
J.	Allow for provision of all nails, screws. locks, hinges etc.	Sum	
	Sub- Total pg/4		
	pg/4		

Items	Description	Units	Qty
	<u>RENOVATION WORKS</u>		
	<u>Washroom Block</u>		
	<u>General Concrete Floor Power-washing</u>		
	Allow for power-washing to remove dirt, algae and other contaminants from concrete surface.		
	To general floor surface	S.Y	40
	<u>Door Locks</u>		
	Supply and install new cylindrical locks to doors.	No.	3
	<u>Water Closet Repair</u>		
	Clean and repair faulty existing water closet, including repair to supply line and sewage line etc.	No.	5
	<u>Face Basin Water Faucet</u>		
	Clean and repair faulty existing water faucet, including repair to supply line etc.		
	<u>Painting To Plastered Wall Surfaces</u>		
	Allow for one coat of primer and two coats of emulsion paint to concrete surfaces. Prepare surface before application.		
	To inner and outer walls surfaces	S.Y	150
B,	To timber surfaces allow one coat primer and two coats of gloss		
	<u>Electrical Works</u>		
	Allow for repairs of all faulty electrical fittings to include all wiring.	Sum	
C,	To two-way gang switch to provide lighting to new storage shed	No.	1
E,	Allow for all surface trunking to connect to storage shed.	Sum	
F,	To 2'-0" enclosed LED fluorescent lamps (complete) to storage shed,	No.	1
	Sub - Total pg/5		
	pg/5		

Items	Description	Units	Qty
	<u>NEW WORKS</u>		
	<u>New Covered Walkway to Toilet Block</u>		
	Provide to construct a covered walkway to the Washroom from the main classroom section, measuring 5'-5" wide by 40'-0" long.		
A.	Allow for 3" diameter x 9'-0" high galvanise pipe support to roof timbered framework, secured in concrete footing.	No.	6
B.	To 2" x 6" treated plates to roof	L.Y	40
C.	To 2" x 4" treated rafters to roof	L.Y	51
D.	To 2" x 3" treated purlins to roof	L.Y	60
E.	To 24 gauge galvanise roof covering	L.Y	30
F.	To roofing screws	Bags	2
G.	To 1 1/4" white pine timber fascia boards	L.Y	30
H.	To PVC 4" squared guttering to include all brackets, joints, bucket and downpipe etc.	L.Y	15
I.	To painting of timber roof framing components and galvanised pipes.	Sum	
	Sub- Total pg/6		
	pg/6		

Items	Description	Units	Qty
	NEW WORKS		
	<u>New Storage Shed annexed to the Washroom Block</u>		
	Provide for the construction of the storage shed attached to the Washroom Block, allowing for 6" concrete reinforced blockwork external walls, BRC reinforced concrete floor and timber framed roof with galvanised covering. Shed measures 16'-0" x 15'-0" x 10'-0"high.		
A.	Allow for clearing of the site	Sum	
B.	Excavation works to foundation (18" x 30" x 62'-0")	C.Y	9
C.	To concrete to strip footing (10" x 18" x 62'-0")	C.Y	3
D.	To 1/2"diameter reinforcement bars to strip footing	No.	20
E.	To vertical reinforcement to blockwork 1/2" diameter bars	No.	12
F.	To 6" hardcore to base of ground floor.	C.Y	5
G.	To polythene damp proof membrane to ground floor.	S.Y	30
H.	To BRC A142 wire mesh to ground floor	S.Y	30
I.	To concrete to ground floor 1:2:4 mix 4" thick	C.Y	3
J.	To 6" blockwork external walls	S.Y	52
K.	To 1/2" plaster to external wall both sides	S.Y	104
L.	To backfilling to ground floor	C.Y	5
M.	To new timber door frame 36" x 80"	No.	1
N.	To supply and installation of new panelled door 36"x 80" with hinges and lock	No.	1
	<u>Painting To Plastered Wall Surfaces</u>		
	Allow for one coat of primer and two coats of emulsion paint to concrete surfaces,		
O.	To inner and outer walls surfaces	S.Y	104
P.	To timber surfaces allow one coat primer and two coats of gloss	S.Y	6
	Sub- Total pg/7		
	pg/7		









ANNEX 2: Environmental Health and Safety Protection

The Contractor shall ensure compliance with the World Bank's Environmental and Social Standards, the Caribbean Digital Transformation Project Environmental and Social management Framework (<http://cardtp.gov.dm/>) and the laws of the Commonwealth of Dominica. The Contractor's Environmental, Social, Health and Safety (ESHS) obligations under the Contract are to manage the associated ESHS risks (security and site access control, noise and dust control, solid and construction waste disposal, sanitation for workers, worker safety and protection equipment, grievance redress for workers, sexual exploitation and abuse, and sexual harassment) for the retrofitting of the Digital Innovation Hubs to support delivery of the Digital Skills Training Programme. The Contractor shall:

- (a) be responsible for the safety of all activities on the Site;
- (b) comply with all applicable World Bank environmental and social standards, as well as the environmental, social, health and safety regulations and Laws of the Commonwealth of Dominica;
- (c) take care for the health and safety of all persons entitled to be on the Site and other places, if any, where the Works are being executed;
- (d) keep the Site and Works clear of unnecessary obstruction so as to avoid danger to these persons;
- (e) 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;
- (f) protect the environment (both on and off the Site);
- (g) limit damage and nuisance to people and property resulting from pollution, noise and other results of the Contractor's operations and/ or activities;
- (h) ensure that emissions, surface discharges, effluent and any other pollutants from the Contractor's activities shall exceed neither the values indicated in the Specification, nor those prescribed by applicable laws;
- (i) in the event of damage to the environment, property and/or nuisance to people, on or off Site as a result of the Contractor's operations, the Contractor shall agree with the Project Manager and IST Safeguards Advisor the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition. The Contractor shall implement such remedies at its cost to the satisfaction of the Project Manager and IST Safeguards Advisor.

The Contractor shall submit its **Code of Conduct** that will apply to its Personnel to ensure compliance with the Environmental, Social, Health and Safety (ESHS) obligations under the Contract. The Contractor shall use for this purpose the Code of Conduct form provided in **Annex 3**. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks.

ANNEX 3: CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [*enter name of Contractor*]. We have signed a contract with [*enter name of Employer*] for [*enter description of the Works for retrofitting of the Digital Innovation Hubs*]. These Works will be carried out at [*enter the Site and other locations where the Works will be carried out*]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as “**Contractor's Personnel**” and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel. Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;

7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Contractor's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor's contact person with relevant experience*] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Contractor:

Signature: _____

Date: (day month year): _____

**ATTACHMENT 1 TO THE CODE OF CONDUCT FORM
BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND
BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)**

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

(1) Examples of sexual exploitation and abuse include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g., cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) Examples of sexual harassment in a work context

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.
- A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

ANNEX 4: Quotation Forms

Contractor Quotation Form

From:	<i>[Insert Contractor's name; in case of a joint venture, specify the name of the joint venture]</i>
Contractor's Representative:	<i>[Insert name of Contractor's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Contractor's address]</i>
Email:	<i>[Insert Contractor's email address]</i>

To:	<i>Ministry of Public Works and the Digital Economy Caribbean Digital Transformation Project (CARDTP)</i>
Employer's Representative:	<i>Dr. Jermaine Jewel Jean-Pierre</i>
Title/Position:	<i>Project Manager Project Implementation Unit</i>
Address:	<i>Second Floor, First Domestic Building 19-21 King George V Street Roseau 00109-8000 Commonwealth of Dominica jeanpierrej@dominica.gov.dm cc: dtp.procurement@gmail.com</i>
RFQ Ref No.:	DM-MPWDE-283019-CW-RFQ
Date of Quotation:	

Dear *Dr. Jermaine Jewel Jean-Pierre*:

SUBMISSION OF QUOTATION

1. Conformity and No Reservations

In response to the above named RFQ, we offer to execute the Works 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 Employer'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 one of the options below as appropriate]*

Option 2, in case of multiple lots:] (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*; (c) *Cross-discount for award of more than one lot indicate any cross discounts*

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 Contractors.

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 Contractor:

Name of the person duly authorized to sign the Quotation on behalf of the Contractor: ***[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]***

*The power of attorney shall be attached to the Quotation.

Schedules

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>RENOVATION WORKS</u>				
	<u>EXISTING CLASS ROOM BUILDING</u>				
	<u>Preliminaries</u>				
A.	Allow for the inclusion of all preliminaries to execute				
	the as detailed project to include scaffolding, formwork, cleaning and disposal of debris.	Sum			
	<u>Landscaping</u>				
B.	classroom to provide the followings:				
C,	Clearing of existing area, excavation and disposal.	Sum			
D.	2" x 6" treated timber planked table (4'-0" x 8'-0")	No.	2		
E.	2"x 6" treated timber planked benches (14" x 8'-0")	No.	4		
F.	Laying of rounded stones to create kerbs	Sum			
G.	Planting of flowers for beautification.	Sum			
H.	2" thick of 3/8" cutted aggregate for ground finish	Sum			
	<u>Concrete Repair Works</u>				
I.	Allow for repairs of spalling concrete with cement/sand				
	mix 1:3 to general wall surfaces.	Sum			
	<u>New Concrete Slab Covers</u>				
J.	Allow for supply and laying of reinforced (12mm bars) concrete slabs 4" x 1'-4" x 2'-6" to cover existing drain.	No.	6		
	<u>10" Reinforced Concrete Retaining Wall</u>				
K.	Allow for excavation to wall footing 3'-0" x 3'-0" x 10'-0".	C.Y	3.5		
L.	Concrete to footing 10" x 3'-0" x 10'-0" mix 1:2:4	C.Y	1		
	Sub- Total pg/1				
	pg/1				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>10" Reinforced Concrete Retaining Wall</u>				
	(Cont'd)				
A.	Allow for formwork to the retaining wall	S.Y	12		
B.	To concrete to vertical wall 10" x 5'-0" x 10'-0" mix 1:2:4	C.Y	2.5		
C.	To 12mm vertical reinforcement to concrete wall	No.	8		
D.	To 12mm horizontal reinforcement to footing	No.	27		
E.	Allow for backfilling to retaining wall.	C.Y	2.5		
	<u>New Timber Doors</u>				
F.	Allow for removal and replacement of timber panelled doors 3'-0" x 6'-8" .				
	<u>Folding Doors Repairs</u>				
G.	Allow for oiling of the hinges to make fully operational.	Sum			
	<u>Windows Repair</u>				
H.	Allow for readjustment to timber windows	Sum			
	<u>New Plexiglass Framework</u>				
	Allow for supply, fabrication and installation of timber windows (8 # 48" x 64") and doors (4 # 24" x 64") over open blockwork vents in classrooms.				
I.	2" x 4" treated timber outer frame	L.Y	27		
J.	1 1/4" white pine inner doors frames	L.Y	22		
K.	1/4" plexiglass clear	S.Y	7		
L.	Allow for 3" tapcon screws	No.	64		
M.	Allow for 1 1/4" fixing screws	Lbs.	10		
	Sub- Total pg/2				
	pg/2				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>RENOVATION WORKS</u>				
	<u>New Plexiglass to Roof Gable Framework</u>				
	Allow for supply and installation of plexiglass to				
	opened timber louvers to roof vents				
A.	1/4" plexiglass clear	S.Y	55		
B.	Allow for 1 1/4" fixing screws	Lbs.	20		
	<u>Painting To Plastered Wall Surfaces</u>				
	Allow for one coat of primer and two coats of				
	emulsion paint to concrete surfaces,				
C.	To inner and outer walls surfaces	S.Y	688		
	<u>Painting To Timber Surfaces</u>				
	Allow for one coat of primer and two coats of				
	gloss paint to timber surfaces,				
D.	Timber doors and frames	S.Y	40		
E.	Timber Windows and frames	S.Y	80		
F.	Timber folding internal doors and frames	S.Y	84		
	<u>Power-washing To Concrete Roof</u>				
	Allow for power-washing to remove dirt, algae				
	and other contaminants from concrete surface.				
G.	To general roof surface	S.Y	280		
	<u>Water Sealing to Concrete Roof Surface</u>				
	Allow for the application of a concrete roof				
	sealant.				
H.	To general roof surface	S.Y	280		
	Sub- Total pg/3				
	pg/3				

Items	Description	Units	Qty	Rates	Amount (XCD)
	RENOVATION WORKS				
	<u>General Concrete Floor Power-washing</u>				
	Allow for power-washing to remove dirt, algae and other contaminants from concrete surface.				
A.	To general floor surface	S.Y	22 4		
	<u>Internal Concrete Floor Finishes</u>				
	Providing and laying 9.5 mm thick ceramic tiles approved quality over bed of 1/2" thick cement mortar 1:4 mix (cement/sand), grouting of joints with epoxy based grout (grey).				
B.	To general floor area with 12" x 12" ceramic tiles	S.Y	22 4		
	<u>Electrical Works</u>				
C.	Allow for testing of all electrical circuitry.	Sum			
	Allow for supply and installation of electrical fittings to include all wiring.				
D.	To 240 volt double sockets outlets (boxes included)	No.	20		
E.	To two-way gang switch	No.	4		
F.	To four circuit main panel	No.	1		
G.	Allow for all surface trunking	Sum			
H.	To 4'-0" enclosed LED fluorescent lamps (complete)	No.	20		
	<u>Air Condition Units</u>				
I.	Allow for supply and installation of 20000 btu air conditioning units, to include all wiring and circuitry.	No.	4		
	<u>Ironmogery</u>				
J.	Allow for provision of all nails, screws. locks, hinges etc.	Sum			
	Sub- Total pg/4				
	pg/4				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>RENOVATION WORKS</u>				
	<u>Washroom Block</u>				
	<u>General Concrete Floor Power-washing</u>				
	Allow for power-washing to remove dirt, algae and other contaminants from concrete surface.				
	To general floor surface	S.Y	40		
	<u>Door Locks</u>				
	Supply and install new cylindrical locks to doors.	No.	3		
	<u>Water Closet Repair</u>				
	Clean and repair faulty existing water closet, including				
	repair to supply line and sewage line etc.	No.	5		
	<u>Face Basin Water Faucet</u>				
	Clean and repair faulty existing water faucet, including repair to supply line etc.				
	<u>Painting To Plastered Wall Surfaces</u>				
	Allow for one coat of primer and two coats of emulsion paint to concrete surfaces. Prepare surface				
	before application.				
	To inner and outer walls surfaces	S.Y	150		
B,	To timber surfaces allow one coat primer and two coats of gloss				
	<u>Electrical Works</u>				
	Allow for repairs of all faulty electrical fittings to include all wiring.	Sum			
C,	To two-way gang switch to provide lighting to new	No.	1		
	storage shed				
E,	Allow for all surface trunking to connect to storage shed.	Sum			
F,	To 2'-0" enclosed LED fluorescent lamps (complete)				
	to storage shed,	No.	1		
	Sub - Total pg/5				
	pg/5				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>NEW WORKS</u>				
	<u>New Covered Walkway to Toilet Block</u>				
	Provide to construct a covered walkway to the Washroom from the main classroom section, measuring 5'-5" wide by 40'-0" long.				
A.	Allow for 3" diameter x 9'-0" high galvanise pipe support to roof timbered framework, secured in concrete footing.	No.	6		
B.	To 2" x 6" treated plates to roof	L.Y	40		
C.	To 2" x 4" treated rafters to roof	L.Y	51		
D.	To 2" x 3" treated purlins to roof	L.Y	60		
E.	To 24 gauge galvanise roof covering	L.Y	30		
F.	To roofing screws	Bags	2		
G.	To 1 1/4" white pine timber fascia boards	L.Y	30		
H.	To PVC 4" squared guttering to include all brackets, joints, bucket and downpipe etc.	L.Y	15		
I.	To painting of timber roof framing components and galvanised pipes.	Sum			
	Sub- Total pg/6				
	pg/6				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>NEW WORKS</u>				
	<u>New Storage Shed annexed to the Washroom Block</u>				
	Provide for the construction of the storage shed attached to the Washroom Block, allowing for 6" concrete reinforced blockwork external walls, BRC reinforced concrete floor and timber framed roof with galvanised covering. Shed measures 16'-0" x 15'-0" x 10'-0"high.				
A.	Allow for clearing of the site	Sum			
B.	Excavation works to foundation (18" x 30" x 62'-0")	C.Y	9		
C.	To concrete to strip footing (10" x 18" x 62'-0")	C.Y	3		
D.	To 1/2"diameter reinforcement bars to strip footing	No.	20		
E.	To vertical reinforcement to blockwork 1/2" diameter bars	No.	12		
F.	To 6" hardcore to base of ground floor.	C.Y	5		
G.	To polythene damp proof membrane to ground floor.	S.Y	30		
H.	To BRC A142 wire mesh to ground floor	S.Y	30		
I.	To concrete to ground floor 1:2:4 mix 4" thick	C.Y	3		
J.	To 6" blockwork external walls	S.Y	52		
K.	To 1/2" plaster to external wall both sides	S.Y	10 4		
L.	To backfilling to ground floor	C.Y	5		
M.	To new timber door frame 36" x 80"	No.	1		
N.	To supply and installation of new panelled door 36"x 80" with hinges and lock	No.	1		
	<u>Painting To Plastered Wall Surfaces</u>				
	Allow for one coat of primer and two coats of emulsion paint to concrete surfaces,				
O.	To inner and outer walls surfaces	S.Y	10 4		
P.	To timber surfaces allow one coat primer and two coats of gloss	S.Y	6		
	Sub- Total pg/7				
	pg/7				

Items	Description	Units	Qty	Rates	Amount (XCD)
	<u>SUMMARY RENOVATION WORKS</u>				
	-				
	<u>TO COLLECTION</u>				
A.	SUB-TOTAL PG/1				
B.	SUB-TOTAL PG/2				
C.	SUB-TOTAL PG/3				
D,	SUB-TOTAL PG/4				
E.	SUB-TOTAL PG/5				
F.	SUB-TOTAL PG/6				
G.	SUB-TOTAL PG/7				
	TOTAL				
	VALUE ADDED TAX				
	15%				
	TOTAL PRICE				
				
	Contractor's Name				
				
	Contractor's Telephone				
				
	Date				
	pg/8				

Technical Proposal

The Contractor shall provide:

- the names and details of the suitably qualified key personnel to perform the Contract
- adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment for the Contract
- information on Site organization
- its method statement on the execution of the works
- mobilization and construction schedule
- A summary of other information, if any, that the Contractor considers relevant

ANNEX 3: Contract Forms

Contract Agreement

THIS AGREEMENT made theday of, between *Ministry of Public Works and the Digital Economy*, (hereinafter “the Employer”), of the one part, and [*name of the Contractor*].(hereinafter “the Contractor”), of the other part:

WHEREAS the Employer invited a Quotation for the execution of Works, *Retrofitting of the Digital Hub Satellite Sites to support delivery of the Digital Skills Training Programme*”, and has accepted the Quotation by the Contractor for the Works:

The Employer 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.
 - (a) the Letter of Award of Contract
 - (b) the Contractor’s Quotation
 - (c) the Conditions of Contract, including Appendices
 - (d) the Specifications
 - (e) the Drawings
 - (f) Bill of Quantities;¹ and
 - (g) any other document listed in the CC as forming part of the Contract.
3. In consideration of the payments to be made by the Employer to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects 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.

¹ In lump-sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule.”

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

for and on behalf of the Employer

for and on behalf the Contractor

Signed by: _____

**ROLAND ROYER (MR)
PERMANENT SECRETARY**

Signed by: _____

in the
presence
of: _____

Witness, Name, Signature, Address, Date

in the
presence
of: _____

Witness, Name, Signature, Address, Date

Conditions of Contract

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Conditions of Contract

[Note: All italicized text is for use in completing the contract and shall be deleted from the final Conditions of Contract]

A. General

1. Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them. Boldface type is used to identify defined terms.
- (a) The **Accepted Contract Amount** means the amount accepted in the Letter of Award of Contract for the execution and completion of the Works and the remedying of any defects.
 - (b) The **Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump-sum contract. It includes a lump-sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
 - (c) The **Adjudicator** is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in **CC 21**.
 - (d) **“Bank”** means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
 - (e) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Contractor’s Quotation.
 - (f) **Compensation Events** are those defined in **CC 40**.
 - (g) The **Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with **CC 49.1**.
 - (h) The **Contract** is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in **CC 3.3** below.
 - (i) The **Contractor** is the party whose Quotation to carry out the Works has been accepted by the Employer.
 - (j) The **Contractor’s Quotation** is the completed quotation document submitted by the Contractor to the Employer.

- (k) The **Contract Price** is the Accepted Contract Amount stated in the Letter of Award of Contract and thereafter as adjusted in accordance with the Contract.
- (l) **Days** are calendar days; months are calendar months.
- (m) **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- (n) A **Defect** is any part of the Works not completed in accordance with the Contract.
- (o) The **Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.
- (p) The **Defects Liability Period** is the period specified in **CC 2.12** and calculated from the Completion Date.
- (q) **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 Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- (r) The **Employer** is the party who employs the Contractor to carry out the Works, **as specified in CC 2.1**.
- (s) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- (t) "**In writing**" or "**written**" means hand-written, type-written, printed or electronically made, and resulting in a permanent record.
- (u) The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works as specified in **CC 2.1**.
- (v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- (w) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- (x) The **Project Manager** is the person named in **CC 2.1** (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising

the execution of the Works and administering the Contract.

- (y) The **Site** is the area defined as such in the **CC 2.1**.
- (z) **Site Investigation Reports** are those, if any, that were included in the request for quotations documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- (aa) **Specifications** means the Specifications of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- (bb) The **Start Date** is **given in CC 2.1**. It is the latest date when the Contractor shall commence execution of the Works.
- (cc) A **Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- (dd) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- (ee) A **Variation** is an instruction given by the Project Manager which varies the Works.
- (ff) The **Works** are what the Contract requires the Contractor to construct, install, and turn over to the Employer, as defined in the **CC 2.1**.
- (gg) “**Contractor’s Personnel**” refers to all personnel whom the Contractor utilizes on the Site or other places where the Works are carried out, including the staff, labor and other employees of each Subcontractor.
- (hh) “**Key Personnel**” means the positions (if any) of the Contractor’s personnel that are included in the contract.
- (ii) “**Sexual Exploitation and Abuse**” “**(SEA)**” means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;

- (jj) **“Sexual Harassment” “(SH)”** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by the Contractor’s Personnel with other Contractor’s or Employer’s Personnel; and
- (kk) **“Employer’s Personnel”** refers to the Project Manager and all other staff, labor and other employees (if any) of the Project Manager and of the Employer engaged in fulfilling the Employer’s obligations under the Contract; and any other personnel identified as Employer’s Personnel, by a notice from the Employer or the Project Manager to the Contractor.

1.2 General

- (a) The **Employer** is: *Ministry of Public Works and the Digital Economy, 1st Floor, Government Headquarters, Kennedy Avenue, Roseau, Commonwealth of Dominica; Mr. Roland Royer, Permanent Secretary*
- (b) The **Intended Completion Date** for the whole of the Works shall be: *[insert date]*
[If different dates are specified for completion of the Works by section (“sectional completion” or milestones), these dates should be listed here]
- (c) The **Project Manager** is: *Dr. Jermaine Jewel Jean-Pierre, Project Manager, Project Implementation Unit, Caribbean Digital Transformation Project (CARDTP), Ministry of Public Works and the Digital Economy, Second Floor, First Domestic Building, 19-21 King George V Street, Roseau, 00109-8000, Commonwealth of Dominica*
- (d) The **Site** is located at *[insert address of Site]* and is defined in drawings No. *[insert numbers]*
- (e) The **Start Date** shall be: *[insert date]*.
- (f) The Works consist of: *[insert brief summary, including relationship to other contracts under the Project]*

- 1.3 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.

Address for notices to the Employer:

***Dr. Jermaine Jewel Jean-Pierre,
Project Manager,
Project Implementation Unit,
Caribbean Digital Transformation Project (CARDTP),
Ministry of Public Works and the Digital Economy,
Second Floor First Domestic Building,
19-21 King George V Street,
Roseau,
00109-8000,
Commonwealth of Dominica
Jeanpierrej@dominica.gov.dm
cc: ntp.procurement@gmail.com***

Address for notices to the Contractor:

*[insert the name of officer authorized to receive notices]
[title/position]
[department/work unit]
[address]
[Electronic mail address]*

- 1.4 In accordance with CC 3.2, Sectional Completions are: ***[insert nature and dates, if appropriate; otherwise delete]***
- 1.5 The language of the contract is ***[insert name of the language. The language shall be that of the Quotation].***
- 1.6 The Contract shall be governed by the law of ***Commonwealth of Dominica.***

The contract specific information for the listed Conditions of Contract (CC) clauses follows:

- 1.7 **CC 12:** The minimum **insurance** amounts and deductibles shall be:
- (a) for loss or damage to the Works, Plant and Materials: ***[insert amounts].***
 - (b) For loss or damage to Equipment: ***[insert amounts].***
 - (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract ***[insert amounts].***
 - (d) for personal injury or death: of the Contractor's employees: ***[amount]*** of other people: ***[amount].***
- 1.8 **CC 13: Site Data** are: ***[list Site Data].***

- 1.9 **CC 18: Site Possession Date(s)** shall be: *[insert location(s) and date(s)]*
 - 1.10 **CC 21: Appointing Authority** of Adjudicator: *[insert name of Authority]*.
 - 1.11 **CC 25.1: A Program** for the Works shall be submitted within: *[insert: number]* days from the date of the Letter of Award of Contract.
 - 1.12 **CC 25.2:** The period for submission of **progress reports** is: *[insert period]*.
 - 1.13 **CC 33:** The **Defects Liability Period** shall be: *[insert number]* days from the date of Completion.
 - 1.14 **CC 43:** The **retention** amount shall be *[insert percentage]*.
 - 1.15 **CC 44.1:** The **liquidated damages** for the whole of the Works shall be: *[insert percentage]* of the final Contract Price per day..
 - 1.16 **CC 44.1:** The **maximum amount of liquidated damages** for the whole of the Works is: *[insert percentage]* of the final Contract Price.
 - 1.17 **CC 44.3:** the **Bonus** for the whole of the Works is: *[insert percentage]* of the final Contract Price per day. The **maximum amount of Bonus** for the whole of the Works is *[insert percentage]* of the final Contract Price. *[If early completion would provide benefits to the Employer, this clause should remain; otherwise delete. The Bonus is usually numerically equal to the liquidated damages.]*
 - 1.18 **CC 45:** The **Advance Payment** shall be: *[insert %]* of the Accepted Contract Amount and shall be paid to the Contractor no later than *[insert number of days]* after the Contractor submits an acceptable Bank Guarantee. *[The Employer may decide to waive the requirement for a bank guarantee for advance payments not exceeding 10% of the Accepted Contract Amount.]*
- [The Employer may decide to waive the requirement for Performance Security for the subject emergency procurement. If a Performance Security is required, insert the following:*
- 1.19 **CC 46:** The Performance Security amount shall be for an amount of: *[insert %]* of the Accepted Contract Amount. *[insert percentage; not exceeding 10% for Bank guarantee and 30% for performance bonds.]*
 - 1.20 **CC 52.1:** The date by which operating and maintenance manuals are required is *[insert date]*. In accordance with CC

52.1, the date by which “as built” drawings are required is ***[insert date]***.

- 1.21 **CC 52.2**: The amount to be withheld: ***[insert amount]***.
- 1.22 **CC 54.1**: The percentage to apply to the value of the work not completed is: ***[insert percentage]***. ***[insert percentage, considering the Employer’s additional cost for completing the Works]***

2. Interpretation

- 2.1 In interpreting these CC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these CC.
- 2.2 If sectional completion is specified in **CC 2.3**, references in the CC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming the Contract shall be interpreted in the following order of priority:
- (a) the Contract Agreement,
 - (b) The Letter of Award of Contract
 - (c) The Contractor’s Quotation,
 - (d) the Conditions of Contract, including Appendices
 - (e) the Specifications,
 - (f) the Drawings,
 - (g) the Bill of Quantities,¹ and
 - (h) any other document ***[include other documents if any]***.

3. Prohibitions

- 3.1 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Employer’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

¹ In lump-sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule.”

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.

- 4. Project Manager's Decisions** 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.

- 5. Subcontracting** 5.1 The Contractor may subcontract with the approval of the Project Manager but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.

- 6. Cooperation** 6.1 The Contractor shall cooperate with and allow appropriate opportunities for other contractors, public authorities, utilities, and the Employer, to carry out on or near the Site work, if any, not included in the Contract.

7. Personnel and Equipment

- 7.1 The Contractor shall employ the Key Personnel and use the Equipment identified in its quotation, to carry out the Works or other personnel and Equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and Equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the quotation.
- 7.2 The Project Manager may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Key Personnel (if any), who:
- (a) persists in any misconduct or lack of care;
 - (b) carries out duties incompetently or negligently;
 - (c) fails to comply with any provision of the Contract;
 - (d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment;
 - (e) engages in Sexual Harassment, Sexual Exploitation, Sexual Abuse or in any form of sexual activity with individuals under the age of 18 except in case of pre-existing marriage;
 - (f) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works; or
 - (g) has been recruited from the Employer's Personnel.

As appropriate, the Contractor shall then promptly appoint (or cause to be appointed) a suitable replacement with equivalent skills and experience.

7.3 Labor

8.3.1 Engagement of Staff and Labor. The Contractor shall provide and employ on the Site for the execution of the Works such skilled, semi-skilled and unskilled labor as is necessary for the proper and timely execution of the Contract. 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.

8.3.2 Labor Laws. The Contractor shall comply with all the relevant labor 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.:

8.3.3 *Facilities for Staff and Labor.* ***[if facilities for staff and labor are to be provided by the Contractor, insert this sub-clause; otherwise delete]*** The Contractor shall provide and maintain all necessary accommodation and welfare facilities for the Contractor's Personnel.

8.3.4 *Supply of Foodstuffs.* ***[if food to its personnel is to be provided by the Contractor, insert this sub-clause; otherwise delete]*** The Contractor shall arrange for the provision of a sufficient supply of suitable food at reasonable prices for the Contractor's Personnel for the purposes of or in connection with the Contract.

8.3.5 *Supply of Water.* ***[if water to its personnel is to be provided by the Contractor, insert this sub-clause; otherwise delete]*** 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.

8.3.6 *Forced Labor.* The Contractor, including its Subcontractors, shall not employ or engage forced labor. 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.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harboring 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.

8.3.7 *Child Labor.* The Contractor, 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).

The Contractor, 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.

The Contractor including its Subcontractors, shall only employ or engage children between the minimum age and the age of 18 after an appropriate risk assessment has been conducted by the Contractor with the Project Manager's

approval. The Contractor shall be subject to regular monitoring by the Project Manager that includes monitoring of health, working conditions and hours of work.

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
- (d) transport of heavy loads;
- (e) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or
- (f) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.

8.3.8 *Employment Records of Workers.* The Contractor shall keep complete and accurate records of the employment of labor at the Site.

8.3.9 *Non-Discrimination and Equal Opportunity.* The Contractor shall not make decisions relating to the employment or treatment of Contractor's Personnel on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment of Contractor's Personnel on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship.

8.3.10 *Contractor's Personnel Grievance Mechanism.* The Contractor shall have a proportionate grievance mechanism for Contractor's Personnel.

8.3.11 *Awareness of Contractor's Personnel.* The Contractor shall provide appropriate awareness to relevant Contractor's Personnel on any applicable environmental and social aspects of the Contract, including on health, safety and prohibition of SEA and SH.

- 8. Employer's and Contractor's Risks** 8.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.
- 9. Employer's Risks** 9.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:
- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - (ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
 - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 9.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to
- (a) a Defect which existed on the Completion Date,
 - (b) an event occurring before the Completion Date, which was not itself an Employer's risk, or
 - (c) the activities of the Contractor on the Site after the Completion Date.
- 10. Contractor's Risks** 10.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.
- 11. Insurance** 11.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles specified in **CC 2.6**, for listed events which are due to the Contractor's risks:

- 11.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 11.3 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 11.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 11.5 Both parties shall comply with any conditions of the insurance policies.
- 12. Site Data**
- 12.1 The Contractor shall be deemed to have examined any Site Data referred to in **CC 2.7**, supplemented by any information available to the Contractor.
- 13. Contractor to Construct the Works**
- 13.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.
- 14. Approval by the Project Manager**
- 14.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 14.2 The Contractor shall be responsible for design of Temporary Works.
- 14.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 14.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 14.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.
- 15. Health, Safety and Protection of the Environment**
- 15.1 The Contractor shall be responsible for the safety of all activities on the Site, and for taking care of the health and safety of all persons entitled to be on the Site and any other place where the Works are being executed.
- 15.2 The Contractor shall comply with all applicable health and safety regulations and laws.

15.3 Protection of the environment

- (a) The Contractor shall take all necessary measures to: protect the environment (both on and off the Site); and
- (b) limit damage and nuisance to people and property resulting from pollution, noise and other results of the Contractor's operations and/ or activities.

In the event of damage to the environment, property and/or nuisance to people, on or off Site as a result of the Contractor's operations, the Contractor shall agree with the Project Manager the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition. The Contractor shall implement such remedies at its cost to the satisfaction of the Project Manager.

16. Archaeological and Geological Findings

- 16.1 All fossils, coins, articles of value or antiquity, structures, groups of structures, and other remains or items of geological, archaeological, paleontological, historical, architectural or religious interest found on the Site shall be placed under the care and custody of the Employer.

17. Possession of the Site

- 17.1 If possession of a part is not given by the date stated in **CC 2.8**, the Employer shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

18. Access to the Site

- 18.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

19. Instructions, Inspections and Audits

- 19.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

- 19.2 The Contractor shall keep and shall make all reasonable efforts to cause its Subcontractors and subconsultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.

19.3 Inspections & Audit by the Bank

Pursuant to paragraph 2.2 e. of Appendix A to the CC- Fraud and Corruption, the Contractor 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

procurement process, selection and/or contract execution, and to have such accounts, records and other documents audited by auditors appointed by the Bank. The Contractor's and its Subcontractors' and subconsultants' attention is drawn to **CC 23.1** (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).

20. Appointment of the Adjudicator

- 20.1 The Employer and the Contractor shall jointly appoint an adjudicator with relevant experience, within 7 (seven) days of contract signature. In case of disagreement between the Employer and the Contractor on the appointment of the Adjudicator within this period, either party will request the Appointing authority stated in **CC 2.9**, to appoint the Adjudicator within 7 (seven) days of receipt of such request.
- 20.2 Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 14 (fourteen) days, the Adjudicator shall be designated by the Appointing Authority stated in **CC 2.9**, at the request of either party, within 7 (seven) days of receipt of such request.

21. Procedure for Disputes

- 21.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 (fourteen) days of the notification of the Project Manager's decision.
- 21.2 The Adjudicator shall give a decision in writing within 14 (fourteen) days of receipt of a notification of a dispute. The adjudicator's cost (hourly fee and reimbursable expenses) shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator.
- 21.3 Both parties shall attempt to settle the dispute amicably before commencement of arbitration. If the dispute is not settled amicably within 14 (fourteen) days of the Adjudicator's written decision, either party may refer a decision of the Adjudicator to an Arbitrator. If neither party refers the dispute to arbitration within 28 (twenty eight) days of the Adjudicator's written

decision, the Adjudicator's decision shall be final and binding. The arbitration shall be conducted in accordance with the following arbitration procedures. *[For smaller contracts, the institution is usually from the Employer's Country. For larger contracts, and contracts that are likely to be awarded to international contractors, it is recommended that the arbitration procedure of an international institution is used]*
[CC 22.3(a) shall be retained in the case of a Contract with a foreign Contractor and CC 22.3 (b) shall be retained in the case of a Contract with a national of the Employer's Country.]

(a) Contract with foreign Contractor:

[unless the Employer chooses the commercial arbitration rules of another international arbitral institution, the following sample clause should be inserted:]

All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.

(b) Contracts with Contractor national of the Employer's Country:

In the case of a dispute between the Employer and a Contractor who is a national of the Employer's Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Employer's Country.]

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 Appendix A to the CC.

22.2 The Employer requires the Contractor 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. Security of the Site

23.1 *[Insert the following where the Contractor is responsible for the security of the Site]* The Contractor shall be responsible for the security of the Site, and:

(a) for keeping unauthorized persons off the Site;

- (b) authorized persons shall be limited to the Contractor's Personnel, the Employer's Personnel, and to any other personnel identified as authorized personnel (including the Employer's other contractors on the Site), by a notice from the Employer or the Project Manager to the Contractor.

The Contractor shall require the security personnel to act within the applicable Laws.

B. Time Control

24. Program and Progress Reports

24.1 The Contractor shall submit for approval a Program for the Works, within the period stated in **CC 2.10**. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show any effect of Variations and Compensation Events.

24.2 The Contractor shall monitor progress of the Works and submit progress reports to the Project manager at intervals no longer than the period stated in **CC 2.11**.

24.3 In addition to the progress reports stated in **CC 2.11**, the Contractor shall inform the Project Manager immediately of any allegation, incident or accident in the Site, which has or is likely to have a significant adverse effect including, but is not limited to, any incident or accident causing fatality or serious injury; significant adverse effects or damage to private property; or any allegation of SEA and/or SH.

The Contractor shall provide full details of such incidents or accidents to the Project Manager within the timeframe agreed with the Project Manager.

25. Extension of the Completion Date

25.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

25.2 If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

26. Acceleration

26.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the

Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.

26.2 If the Contractor's priced proposals for an acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.

**27. Delays Ordered
by the Project
Manager**

27.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

**28. Management
Meetings**

28.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

29. Early Warning

29.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works.

29.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control

**30. Identifying
Defects**

30.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

31. Tests

31.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specifications to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

**32. Correction of
Defects**

32.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability specified in **CC 2.12**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

32.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

33. Uncorrected Defects

33.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

34. Contract Price²

34.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

35. Changes in the Contract Price³

35.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Accepted Contract Amount, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Accepted Contract Amount is exceeded by more than 15 percent, except with the prior approval of the Employer.

35.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

36. Variations

36.1 All Variations shall be included in updated Programs⁴ produced by the Contractor.

36.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within 7 (seven) days of the

² In lump-sum contracts, replace CC 35.1 as follows:

35.1 The Contractor shall provide updated Activity Schedules within 7 (seven) days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

³ In lump-sum contracts, replace entire CC 36 with new CC 36.1, as follows:

36.1 The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

⁴ In lump-sum contracts, add "and Activity Schedules" after "Programs."

request or within any longer period stated by the Project Manager and before the Variation is ordered.

- 36.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 36.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.
- 36.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 36.6 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in **CC 36.1** or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.⁵

37. Payment Certificates

- 37.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 37.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 37.3 The value of work executed shall be determined by the Project Manager.
- 37.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed.⁶
- 37.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 37.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item

⁵ In lump-sum contracts, delete this paragraph.

⁶ In lump-sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

previously certified in any certificate in the light of later information.

38. Payments

- 38.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 28 (twenty eight) days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. The interest rate shall be at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 38.2 Items of the Works for which no rate or price has been entered in shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

39. Compensation Events

- 39.1 The following shall be Compensation Events:
- (a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to **CC 2.8**.
 - (b) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
 - (c) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
 - (d) The Project Manager unreasonably does not approve a subcontract to be let.
 - (e) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Award of Contract from the information issued to Contractors (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
 - (f) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
 - (g) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
 - (h) The advance payment is delayed.
 - (i) The effects on the Contractor of any of the Employer's Risks.

(j) The Project Manager unreasonably delays issuing a Certificate of Completion.

39.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

39.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

39.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

40. Tax

40.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date of submission of quotations for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor.

41. Price Adjustment

41.1 **Prices shall not be adjusted for any fluctuations in the cost of inputs.**

42. Retention

42.1 The Employer shall retain from each payment due to the Contractor the proportion stated in **CC 2.13** until Completion of the whole of the Works.

42.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with **CC 49.1**, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

43. Liquidated Damages and Bonuses

- 43.1 The Contractor shall pay liquidated damages to the Employer at the rate per day stated in **CC 2.14** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in **CC 2.15**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
- 43.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **CC 39.1**.
- 43.3 The Contractor shall be paid a Bonus calculated at the rate per calendar day stated in **CC 2.16** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete

44. Advance Payment

- 44.1 The Employer shall make advance payment to the Contractor in the amount specified in **CC 2.17**, against provision by the Contractor, if required in **CC 2.17**, of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor.
- 44.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 44.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

- 45. Performance Security** 45.1 The Performance Security, if required in **CC 2.18**, shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount specified in **CC 2.18**, by a bank or surety acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Certificate of Completion in the case of a Performance Bond.
- 46. Dayworks** 46.1 If applicable, the Dayworks rates in the Contractor's Quotations shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 46.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 46.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.
- 47. Cost of Repairs** 47.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

- 48. Completion** 48.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.
- 49. Taking Over** 49.1 The Employer shall take over the Site and the Works within 7 (seven) days of the Project Manager's issuing a Certificate of Completion.
- 50. Final Account** 50.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 (fifty six) days of receiving the Contractor's account if it is correct and complete. If it is not, the

Project Manager shall issue within 56 (fifty six) days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

51. Operating and Maintenance Manuals

51.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in **CC 2.19**.

51.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in **CC 2.19**, or they do not receive the Project Manager’s approval, the Project Manager shall withhold the amount stated in **CC 2.20** from payments due to the Contractor.

52. Termination

52.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

52.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) the Contractor stops work for 28 (twenty eight) days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 28 (twenty eight) days;
- (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 84 (eighty four) days of the date of the Project Manager’s certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required;
- (g) the Contractor has delayed the completion of the Works for which the maximum amount of liquidated damages can be paid, as specified in **CC 2.15**; or

(h) if the Contractor, in the judgment of the Employer has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the CC, in competing for or in executing the Contract, then the Employer may, after giving 14 (fourteen) days written notice to the Contractor, terminate the Contract and expel him from the Site.

52.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

52.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

52.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under **CC 53.2** above, the Project Manager shall decide whether the breach is fundamental or not.

53. Payment upon Termination

53.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage specified in **CC 2.21** to apply to the value of the work not completed. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

53.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

54. Property

54.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor's default.

55. Release from Performance

55.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this

certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

**56. Suspension of
Bank Loan or
Credit**

56.1 In the event that the Bank suspends the Loan or Credit to the Employer, from which part of the payments to the Contractor are being made:

- (a) The Employer is obligated to notify the Contractor of such suspension within 7 (seven) days of having received the Bank's suspension notice.
- (b) If the Contractor has not received sums due to it within the 28 (twenty eight) days for payment provided for in **CC 39.1**, the Contractor may immediately issue a 14 (fourteen)-day termination notice.

APPENDIX A TO CONTRACT CONDITIONS

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.
- 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 Employer]

[date].

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

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

This is to notify you that your Quotation dated *[insert date]* for execution of the
. *[insert name of the contract and identification number, as given in the CC]*
for the Accepted Contract Amount of *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Request for Quotations is hereby accepted by our Agency.

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

[Delete if not applicable]

[If Performance Security applies, this is recommended]

Performance Security - Bank Guarantee

[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 Contractor, 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 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 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 Award of Contract less provisional sums, if any, 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 CC 49.1. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must*

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.

be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer 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."

[Delete if not applicable]

Performance Security - Performance Bond

By this Bond *[insert name of Principal]* as Principal (hereinafter called “the Contractor”) and *[insert name of Surety]* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[insert name of Employer]* as Obligee (hereinafter called “the Employer”) in the amount of *[insert amount in words and figures]*, 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 themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a written Agreement with the Employer dated the ___ day of _____, 20 _____, for *[name of contract and brief description of Works]* 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 Employer to be, in default under the Contract, the Employer having performed the Employer’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 Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Employer 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 Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer 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 issue of the Certificate of Completion.

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

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 _____ 20 ____.

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 _____

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

Advance Payment Security

Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

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

Date: *[Insert date of issue]*

ADVANCE PAYMENT 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 Contractor, 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 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 advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

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 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 either that the Applicant:

- (a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*..

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our

¹ *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.*

receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*,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 (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.

² *Insert the expected completion date as described in CC 49.1. The Employer should note that in the event of an extension of the expected completion date of the Contract, the Employer 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 Employer 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."*