

PROCUREMENT GUIDELINE REFERENCE: 5.4.8 (Contd.)

**ACCEPTABLE FORMAT FOR PERFORMANCE
GUARANTEE**

..... [Issuing Agency's Name and Address of Issuing Branch or Office]

Beneficiary : [Name and Address of Employer]

Date:

PERFORMANCE GUARANTEE No :

We have been informed that [Name of Contractor / Supplier]
(hereinafter called "the Contractor") has entered into Contract NO
[reference number of the contract] dated with you , for the
..... (insert " construction " or " supply") of [Name
of contract and brief description of works] (hereinafter called " the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of Agency]
hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
[amount of [amount in figures] (.....) [amount in words],
such sum being payable in the types and proportions of currencies in which the Contract Price is
payable, upon receipt by us of your first demand in writing accompanied by a written statement
stating that the Contractor is in breach of its obligation(s) under the Contract, without your
needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of20..... [insert date , 28 days
beyond the scheduled contract completion date] and any demand for payment under it must be
received by us at this office on or before that date.

.....
[Signature (S)]