INVITATION FOR BIDS (IFB)

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

Engagement of a Creative Communications and Video Production Agency or Production House - National TVET Success Stories Initiative - "My Skill. My Story."

Contract No: MOE/VESD/LOG/PRO/07/15/2026

The Secretary, Vocational Education Division of the Ministry of Education, Higher Education and Vocational Education, invites eligible and experienced **Engagement of a Creative Communications and Video Production Agency or Production House - National TVET Success Stories Initiative - "My Skill. My Story."**

The selected service provider will be responsible for, inter alia:

- Visual production for the existing "Nipunatha Geethaya" TVET song.
- Production of 12 TVET graduate success-story documentaries;
- Production of related social media video content;
- Development of graphic and communication assets;
- Production of the "My Skill. My Story." Coffee Table Book;
- Development of recognition designs; (E-Flyers, Leaflet, Banner, Poster. Billboard)
- Handover of all relevant final, editable and source files. (4K, HD or High Resolution)

Interested and eligible Agency/ Production House with proven experience in video production, creative design and related multimedia services may obtain further information and the relevant bidding documents from the Procurement Division from 21/09/2026 until 02/10/2026 from 0900 hrs to 1600 hrs during working hours or available in the website **www.skillsmin.gov.lk.**

Duly completed Bidding Document (Technical and financial proposals should be submitted separately.) under sealed cover must be addressed to the Chairman, Ministry Procurement Committee (Minor) and delivered to the address given below on or before 2.00 pm on 05th of October 2026. Late submissions will not be accepted.

Pre Bid meeting will be held at the Secretary Conference room in 1st Floor at 10.00 Hrs on 23/09/2026.

Chairman
Ministry Procurement Committee (Minor),
Ministry of Education, Higher Education and Vocational Education,
Vocational Education Division,
"Nipunatha Piyasa"
No. 354/2, Elvitigala Mawatha,
Narahenpita, Colombo 05.

Democratic Socialist Republic of Sir Lanka
Vocational Education Division
Ministry Of Education, Higher Education and Vocational Education
No.354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Narahenpita, Colombo 05.

Bid Document

Title of Procurement	: -	**Engagement of a Creative Communications and Video Production Agency or Production House - National TVET Success Stories Initiative – "My Skill. My Story."**
Contract No	: -	**MOE/VESD/LOG/PRO/07/15/2026**
Company Name	: -	
Address	: -	
Date	: -	

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- Bidding Data Sheet (BDS)
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- Form of Performance Guarantee

BIDDING DATA SHEET

Basis: Standard Bidding Document – Procurement of General Goods, National Competitive Bidding, populated using the attached Technical Specification/TOR. The NCB template is retained for the standard ITB, Conditions of Contract and forms; the fields below are the purchaser-specific entries and schedules to be inserted into the corresponding sections.

Particular	**Filled Entry**
Purchaser	The Secretary, Ministry of Education, Higher Education and Vocational Education
Contract Title	Engagement of a Creative Communications and Video Production Agency or Production House - National TVET Success Stories Initiative – "My Skill. My Story."
Contract / Bid Identification No.	MOE/VESD/LOG/PRO/07/15/2026
Lots	Single Lot – Complete Scope of Work
Source of Funding	Government of Sri Lanka (GOSL)
Clarification Officer	For **Clarification of biding document and further information purposes only**. The Purchaser's address is Attention : Director (Vocational Training), Ministry of Education, Higher Education and Vocational Education Address: No. 354/2, Nipunatha Piyasa , Elvitigala Mw, Narahenpita, Colombo 05. Telephone: 0112136500/552 **Pre bid meeting** Date : 2026.09.23 Time : 10.00 AM Venue : 1st Floor Secretary Conference Room Telephone : 011 – 2136500/555
Documents Comprising the Bid (Any other document required in the BDS)	• Company registration / legal registration evidence. • Evidence of minimum three (03) years of relevant experience. • Portfolio / work samples demonstrating relevant video, documentary, creative campaign and/or publication assignments. • Proposed multidisciplinary team and CVs / profiles of key personnel, including Creative/Project Director, Graphic/Motion Graphic Designer, Writer/Content Developer, Photographer and Sinhala/Tamil/English language personnel, as applicable. • Detailed methodology and work plan covering all areas specified in the TOR. • Detailed three-month implementation schedule. • Evidence of access to professional HD/4K-capable cameras, professional lighting and audio equipment, and drone equipment where required. • Detailed technical compliance statement against the Technical Specifications, identifying any deviations.

	• Detailed financial proposal covering the complete scope and all specified deliverables. • Any other statutory / procurement documents required under the applicable Government procurement procedure.
Minimum Quantity Requirement	100% of the specified scope and quantities for the single lot
Currency	Sri Lankan Rupees (LKR)
Bid Validity	Bid validity period: Should be Valid up to **04th of January 2027 (91 days)**
Bid Security	Amount of bid security: Rs. 350,000 .00 Validity of the bid security: Up to 02nd of February 2027
Deadline for Submission of Bids	For bid submission purposes, the Purchaser's address is: Attention: **The Chairman, Ministry Procurement Committee (Minor), Ministry of Education, Higher Education & Vocational Education** Address: **No.354/2, Nipunatha Piyasa , Elvitigala Mw, Narahenpita, Colombo 05, Sri Lanka** The deadline for the submission of bids is: Date: **05.10.2026** Time: **2.00 pm**
Bid Opening	The purchaser shall conduct the bid opening in public at: Address: **Vocational Education Division, 354/2, Nipunatha Piyasa , Elvitigala Mw, Narahenpita, Colombo 05** Date: **05.10.2026** Time: **02.00 pm**
Performance Security	Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms.
Delivery / Completion Period	Two (02) months from the date of contract award
Alternative Bids	Not permitted
Procurement Method	National Competitive Bidding (NCB); Two-Envelope System for Technical and Financial Proposals, as specified in the TOR

TERMS OF REFERENCE (TOR)
ENGAGEMENT OF A CREATIVE COMMUNICATIONS AND VIDEO PRODUCTION AGENCY OR PRODUCTION HOUSE
National TVET Success Stories Initiative – "My Skill. My Story."

1. Scope of Procurement

The selected agency shall provide creative communications, video production, photography, graphic design and publication services for the **"My Skill. My Story." National TVET Success Stories Initiative**.

The assignment shall include:

1. Visual production for the existing **"Nipunatha Geethaya"** TVET song;
2. Production of **12 TVET graduate success-story documentaries**;
3. Production of related social media video content;
4. Development of graphic and communication assets;
5. Production of the **"My Skill. My Story." Coffee Table Book**;
6. Development of recognition designs; (E-Flyers, leaflet, banner, poster. Billboard)
7. Handover of all relevant final, editable and source files. (4K, HD or High Resolution)

2. Detailed Technical Specifications

2.1 "Nipunatha Geethaya" and TVET institute and courses promotional cut with background narration

The Ministry shall provide the **existing "Nipunatha Geethaya" song/audio**. The agency shall develop and produce the visual video to accompany the existing song. The agency shall not be required to compose, record or produce a new song. The agency shall undertake:

- Develop an appropriate creative concept and storyboard for the song.
- Produce visually engaging content reflecting the **modern TVET sector in Sri Lanka**.
- Capture suitable visuals of TVET institutions, training centres, laboratories, workshops and facilities identified by the Ministry.
- Showcase modern technologies, machinery, equipment, innovation, digitalisation and green technologies.
- Include suitable visuals of TVET students, trainees, trainers and graduates.
- Cover a diverse range of TVET trades and occupational areas.
- Use professional cinematography, lighting and production techniques.
- Use drone cinematography where appropriate and legally permissible.
- Synchronise the visual content with the existing song.
- Undertake professional editing, colour grading, graphics, motion graphics and visual effects as appropriate.
- Submit the proposed creative concept and storyboard to the Ministry for approval prior to principal filming.
- AI-generated videos shall not be used for this purpose.

Deliverables

Item	Quantity
Complete "Nipunatha Geethaya" Visual Music Video	1
5-Minute TVET institute and courses promotional cut with background narration	1
15–30 second social media Launching trailer	2
"Nipunatha Geethaya" 30 second Video reel	1

Main music video outputs shall be provided in **16:9 horizontal and 9:16 vertical formats**, as appropriate for the intended platform. The launch trailer and video reel output must be provided in an appropriate social media resolution.

2.2 "My Skill. My Story." – Graduate Success Stories

The agency shall produce **12 documentary-style success stories** featuring TVET graduates selected and approved by the Ministry. The agency shall undertake:

- Story discovery and development;
- Interviews with shortlisted graduates;
- Preparation of storyboards and interview guides;
- Development of appropriate narratives;
- Filming of approved graduates;
- Professional videography and photography of each graduate;
- Using professional voice artists for background narration
- Editing and post-production of the final videos.
- Undertake professional editing, colour grading, graphics, motion graphics and visual effects as appropriate.

Standard Story Structure

Each success story shall follow the following six-part narrative framework:

1. **My Beginning** – Background and starting point of the graduate.
2. **My Challenge** – Personal, educational, social or economic challenges faced by the graduate.
3. **My Turning Point** – How TVET changed the individual's direction, opportunities and career pathway.
4. **My Skill** – Skills, knowledge and technical competencies acquired through TVET.
5. **My Success** – Employment, entrepreneurship, income generation, achievements or other measurable outcomes resulting from the acquired skills.
6. **My Advice to Young People** – Personal advice to young people, together with the graduate's future aspirations.

The graduate shall remain the **principal character** of each story, with emphasis on personal transformation and the impact of skills development rather than institutional promotion.

2.3 Coverage of TVET Trades

The 12 stories should provide appropriate diversity across traditional, modern and emerging TVET occupational areas, including, where applicable Robotics; Mechatronics; ICT; Media & Graphic Design;

Tourism; Automobile Technology; Construction; Welding; Hair and Beauty; Fashion Design; Agriculture; Renewable Energy; Refrigeration and Air Conditioning; Caregiving; Electrical Technology; Plumbing; Marine Technology; and Hospitality. The final selection of graduates and occupational areas shall be approved by the Ministry.

2.4 Documentary Video Deliverables

For each of the **12 graduates**, the agency shall produce:

Deliverable	Specification	Quantity
Graduate Success Stories Video	Approximately 5-minute documentary-style success story	12
Social Media Edit	Approximately 45 seconds	12
Social Media Reel	Approximately 20 seconds	12
Transcript	Final transcript	12
Subtitles	Sinhala, Tamil and English	Complete set
Professional Photography	Portrait, workplace/action, lifestyle/family and environmental photographs	Complete set per graduate

All applicable video deliverables shall be provided in **16:9 horizontal and 9:16 vertical formats**. The documentary production shall incorporate appropriate documentary techniques, including workplace/action footage, close-up technical work, natural workshop sounds, customer interactions and community settings. Drone footage and slow-motion sequences may be used where appropriate. Video reel output must be provided in an appropriate social media resolution.

2.5 Graphic and Communication Asset Suite

The agency shall develop and provide a complete graphic and communication asset package, including:

- Video thumbnails;
- Quote cards and Promotional posters;
- High-resolution photographs;
- Social media captions;
- E-Flyers and Transcripts, Sinhala, Tamil and English subtitles;
- Lower-third graphics; Intro/outro graphics; Logo/motion graphics;
- End screens; and other campaign graphics required under the assignment.

All final graphic materials shall be supplied in appropriate **high-resolution and editable formats**. The transcripts, subtitles and photographs are **the same deliverables associated with the 12 graduate stories**, not additional quantities. AI-generated voices, AI voiceovers, and AI-created/generated visual materials shall not be used in any final deliverables.

2.6 "My Skill. My Story." Coffee Table Book

The agency shall conceptualise, research, write, edit, photograph, design, produce and print the: **"My Skill. My Story." – Annual TVET Success Stories Coffee Table Book**. The publication shall showcase inspiring

TVET graduate success stories and highlight the contribution of TVET to employment, entrepreneurship, innovation and national development.

Technical Specifications

Item	Minimum Requirement
Publication Type	Coffee Table Book - The Book shall be professionally finished and branded/designated as approved by the Ministry.
Size	(10 inches * 7 inches) Portrait
Length	80 pages
Cover logo and main name	Emboss and spot varnish
Bookmark	Ribbon/cord bookmark attached to the book
Cover edges	Suitable iron clips
Printed Copies	100 copies
Printing	Full colour, four-colour process
Cover	Minimum 300 GSM art card/board
Cover Finishing	High-quality lamination
Inner Pages	Minimum 150 GSM coated art paper
Binding	Professional binding
Photography	Original professional photography
Digital Version	Final PDF soft copy (E-copy)
Artwork	Print-ready artwork approved by the Ministry
Editable Files	Complete editable source files
QR Codes	Links to relevant approved video stories
Book Pouch	A durable, high-quality protective book pouch shall be provided for each printed copy, suitably sized to accommodate the coffee table book. The pouch shall be made of an appropriate premium-quality material. The pouch shall be professionally finished and branded/designated as approved by the Ministry.

Editorial Content

The publication shall include, as appropriate: Message of the Hon. Minister, Deputy Minister, Message of the Secretary and Additional Secretary (Vocational Training), National TVET statistics and overview, TVET graduate success stories, Emerging occupations, Green skills, Digital skills, AI and automation, Employer perspectives, Trainers who inspire and TVET institution highlights, Future vision; and other relevant vocational education articles approved by the Ministry. Featured graduate shall be presented through approximately 4–6 pages**,** including professional photographs, personal story, career journey, achievements, community impact and a QR code linking to the corresponding video. Appropriate e-flyers should be prepared for social media promotion.

Approval and Printing

The complete designed publication shall be submitted to the Ministry for review and approval before printing. Following approval, the agency shall print and deliver **100 high-quality final copies** to the Ministry, together with the final **PDF soft copy** and editable source artwork.

2.7 Recognition Designs

The agency shall develop the following recognition and event-related designs:

Design Item	Quantity
2 D and 3 D animation TVET Logo	1
Trophy Concept	1
Certificate Design and Gold Recognition Seal	1
Social Media Content	1
Stage Backdrop Design	1
Award Presentation Visuals	1 set

The designs shall maintain a consistent visual identity with the overall **"My Skill. My Story."** campaign.

2.8 Source and Archive Files

Upon completion of the assignment, the agency shall hand over all relevant source and archive materials as the digital copies including:

- Raw video footage;
- Final edited videos;
- High-resolution photographs;
- Music/audio files and stems relevant to the assignment;
- Premiere/After Effects project files;
- Motion graphics files;
- Graphic design source files;
- Editable publication artwork;
- Final publication PDF;
- Licensed fonts/music where transferable;
- Drone footage;
- Scripts;
- Storyboards;
- Transcripts;
- Subtitles; and
- Other relevant project-related digital assets.

3. Minimum Requirements of the Agency or Production House

The bidder shall:

1. Be a legally registered professional video production/creative communications company.
2. Have a minimum of **three (03) years of relevant experience**.
3. Demonstrate experience in relevant video production, documentary production, creative campaigns and/or publication production.
4. Demonstrate capacity to undertake a multi-location assignment.
5. Have access to professional production equipment, including **HD/4K-capable cameras, professional lighting, audio equipment and drone equipment**, where required.

6. Have an appropriate multidisciplinary team including, as applicable (Preproduction, Production, Post-Production):
    - Creative/Project Director;
    - Graphic/Motion Graphic Designer;
    - Writer/Content Developer;
    - Photographer; and
    - Sinhala/Tamil/English language personnel.
7. Submit evidence of relevant previous assignments and portfolio/work samples.
8. Demonstrate capacity to complete the assignment within **two (2) months**.

4. Methodology and Work Plan

The bidder shall submit a clear methodology and work plan covering:

- Understanding of the assignment;
- Creative approach;
- Approach to the **"Nipunatha Geethaya"** visual production;
- Approach to development of the 12 graduate success stories;
- Documentary filming methodology;
- Photography approach;
- Post-production methodology;
- Coffee Table Book development, design and printing;
- Graphic and recognition design approach;
- Quality assurance;
- Ministry coordination and approval process; and
- Detailed implementation schedule.

5. Duration and Implementation Schedule

The assignment shall be completed within **three (03) months from the date of contract award**.

Phase	Duration
Pre-production, music video storyboard, story discovery and curation	2 weeks
Filming, "Nipunatha Geethaya" visual production and editorial writing	4 weeks
Editing, post-production and Coffee Table Book layout	4 weeks
Final submission, Ministry approval and delivery	By end of 2nd month

The bidder shall provide a detailed work plan within the two-month implementation period.

6. Quality Assurance and Ministry Approval

The agency shall maintain close coordination with the Ministry's designated project team throughout the assignment. All major creative outputs, including: Music video concept/storyboard, Graduate stories, Video drafts, Graphic designs, Coffee Table Book artwork; and Other major campaign materials **shall be submitted to the Ministry for review and approval before finalisation or public release**.

The agency shall incorporate reasonable comments and corrections provided by the Ministry within the agreed scope of work.

7. Intellectual Property and Third-Party Rights

All materials specifically created under the contract shall become the property of the **Ministry of Education, Higher Education and Vocational Education**, subject to applicable third-party intellectual property rights. The agency shall obtain and provide all necessary licences, permissions, releases and clearances required for the Ministry's intended use of the deliverables. The agency shall not reuse, reproduce, publish, distribute or commercially exploit materials created under this assignment without prior written approval from the Ministry.

8. Consolidated Deliverables

No.	Product Category	Specification	Quantity
1	**"Nipunatha Geethaya" Visual Music Video**	Visual video for the existing TVET song, featuring TVET institutions, modern technology, trainees, graduates and sector activities	1
2	**TVET institute and courses promotional cut with background narration**	5 minute Video	1
3	**Music Video Teasers according to Nipunatha Geethaya" Visual Music Video**	15–30 second social media teaser videos	2
	"Nipunatha Geethaya" Video reel		1
4	**12 Hero Videos**	Approximately 5-minute documentary-style success story per TVET graduate	12
5	**12 Social Media Edits**	Approximately 45-second edit per graduate	12
6	**12 Social Media Reels**	Approximately 20-second reel per graduate	12
7	**Graphic & Communication Asset Suite**	Thumbnails, quote cards, promotional posters, high-resolution photographs, social media captions, transcripts and Sinhala/Tamil/English subtitles	Complete set
8	**"My Skill. My Story." Coffee Table Book**	10''*7'' Portrait, 80 pages, minimum 300 GSM cover**,** minimum 150 GSM inner pages, full-colour printing and professional binding	100 printed copies and final PDF soft copy
9	**Recognition Designs**	Trophy concept, certificate design, gold recognition seal, social media badge, stage backdrop and award presentation visuals	Complete set
10	**Source & Archive Files**	Raw video footage, photographs, audio files/stems, editable video and graphic files, publication source files, drone footage and other relevant project assets	Complete set

General Video Format Requirement: All applicable video deliverables shall be provided in **Horizontal 16:9 and Vertical 9:16 formats**, as appropriate for the intended platform.

Video reel output must be provided in an appropriate social media resolution.

9. Technical Evaluation – 100 Marks

The technical proposals shall be evaluated using the following criteria:

No.	Technical Evaluation Criterion	Marks
1	Creative Concept, "Nipunatha Geethaya" Visual Approach and Storytelling	15
2	Understanding of TVET Communication and Campaign Objectives	15
3	Relevant Experience and Portfolio	20
4	Proposed Team Composition and Expertise	15
5	Methodology, Work Plan and Quality Assurance	15
6	Approach to Coffee Table Book Development, Design and Production	10
7	Technical Production Capability and Resources	10
	TOTAL TECHNICAL MARKS	**100**

Technical Qualification

The TEC shall evaluate each technical proposal out of 100 marks**.** Only bidders who achieve the **70% minimum** technical qualifying score specified in the bidding document shall **proceed to the financial evaluation.**

10. Financial Evaluation – Two-Envelope System

This procurement shall be conducted under the **Two-Envelope System** in accordance with the applicable Government procurement procedure. The **Technical Proposal and Financial Proposal** shall be submitted **separately** as specified in the bidding document.

Technical Stage

The TEC shall first evaluate the Technical Proposals without considering the financial proposals. Only bidders who obtain the required **minimum 70% technical qualifying score** shall be considered technically qualified.

Financial Stage

The Financial Proposals of technically qualified bidders shall thereafter be opened and evaluated separately in accordance with the applicable Government procurement procedure and the conditions of the bidding document.

The financial evaluation shall include, as applicable total evaluated bid price, completeness of the financial proposal, Arithmetic accuracy, applicable taxes and other relevant cost components, compliance with the required deliverables and quantities; and price reasonableness and competitiveness.

The final recommendation shall be made in accordance with the applicable Government procurement guidelines and the approved bidding document**.**

11. Reporting and Coordination

The selected agency shall work under the overall guidance of the Director (Vocational Training), Ministry of Education, Higher Education and Vocational Education, and coordinate closely with the Ministry's designated project team. All draft and final deliverables shall be submitted to the Ministry for formal review and approval prior to public release.

The agency shall provide progress updates and coordinate with the Ministry throughout the two-month implementation period.

FORM OF BID GUARANTEE

[Note: the purchaser is required to fill the information marked as "" and delete this note prior to selling of the bidding document]*

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

---------- *[insert issuing agency's name, and address of issuing branch or office]* ------

***Beneficiary: The Secretary, Ministry of Education, Higher Education & Vocational Education**, "Nipunatha Piyasa", 354/2 , Elvitigala Mawatha, Narahenpita, Colombo 05

Date: ---------- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ---------- *[insert (by issuing agency) number]*

We have been informed that ---------- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated --------- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. ---------- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ---------- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- *[insert amount in figures]* ---------- [*insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) Has withdrawn its Bid during the period of bid validity specified; or

(b) Does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ------ *(insert date)*

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

[Signature of authorized representative(s)]

FORM OF BID SUBMISSION

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

No. ----------*[insert number of bidding process)*

To**: The Secretary, Ministry of Education, Higher Education & Vocational Education**

We, the undersigned, declare that:

a. We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda];*
b. We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services: **Engagement of a Creative Communications and Video Agency/ Production House– National TVET Success Stories Initiative "My Skill. My Story."**
c. The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures];*

d. The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures];*

e. Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

f. If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
g. We have no conflict of interest in accordance with ITB Sub-Clause 4.3;

h. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance;

i. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

j. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*
In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*
Name: *[insert complete name of person signing the Bid Submission Form]*
Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

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

FORM OF PERFORMANCE SECURITY

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

---------- [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 Supplier] (hereinafter called "the Supplier") has entered into Contract No. ---------- [Reference number of the contract] dated---------- with you, for the ---------- Supply of ---------- [name of contract and brief description] (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 Supplier, we ---------- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an 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 of ……, 2026 [Insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date

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[Signatures]