



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS
Procurement Policies and Procedures Manual

Appendices

APPENDICES



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS

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Appendix 1-1 Agreement Form

This Agreement made theday of20.....Betweenofhereinafter called “the Employer”and.....ofhereinafter called “the Contractor” of the other part.

Whereas the Employer desires that the Works known as should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

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 Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of Agreement:

The Letter of Acceptance dated.....

The Letter of Tender dated

The Addenda nos.....

The Conditions of Contract

The Specification

The Drawings

The completed Schedules

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein, in conformity 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 at the times in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.



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For and on behalf of the Employer in the
presence
of

For and on behalf of the Employer in the
presence
of

Witness.....Witness.....

Name Name

Address.....Address.....

Date.....Date.....

SIGNED by:..... SIGNED by:.....



Conditions Of Contract

Clauses

PERCENTAGE ADDITIONS ON PRIME COST

- (i). Labour% (ii). Materials% (iii). Plant%

DEFECTS LIABILITY PERIOD

(If none other stated is 6 months from the day named in the Certificate of Practical Completion of the Works).

PERCENTAGE TO COVER PROFESSIONAL FEES

DATE FOR POSSESSION

DATE FOR COMPLETION

LIQUIDATED AND ASCERTAINED DAMAGES

PERIOD OF DELAY

- (i). by reason of loss or damage caused by any one of the contingencies referred to in clause (.....) if appli-cable (if none stated in 3 months)
- (ii). for any other reason (if none stated is 1 month)

PRIME COST SUMS

for which the contractor desires to Tender ...



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PERIOD OF INTERIM CERTIFICATES

(if none stated is one month)

PERIOD OF HONOURING CERTIFICATES

(if none stated is 14 days)

RATE OF INTEREST TO BE PAID

to the Contractor on overdue amounts
(if none stated 2% per month)

PERCENTAGE OF CERTIFIED VALUED RETAINED

(if none stated 10% up to the limit
of the retention fund)

LIMIT OF RETENTION FUND

(if none stated 5% of the Contract
Sum)

PERIOD OF FINAL MEASUREMENT


and valuation (if none stated 3 months
from the day named in the Certificate of
Practical Completion of the Works)
Appendix 1-2 Sample Purchase Order



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Appendix 1-2 Sample Purchase Order

	THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS, KINGSTON 7. JAMAICA, W.I	PURCHASE ORDER #: <div style="border: 1px solid black; padding: 2px; display: inline-block;">P0092876</div> <small>Please show this number on all packages and documents related to this order</small> Date: 25/09/2002 Due Date:
Vendor L0023A APPLIANCE TRADERS LIMITED 23A HALF-WAY-TREE ROAD KINGSTON 5.	Ship To: SCHOOL OF EDUCATION UWI MONA, KINGSTON 7. ATTN: Mrs Arlene Supersad	
PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER AND GIVE DELIVERY DATE		
<small>If further information is required please contact the Purchases Unit 876-927-2260 or 876-970-4470 / purchases@uwimona.edu.jm</small>		SEND INVOICES: THE BURSARY THE UNIVERSITY OF THE WEST INDIES

Item	Description	Units	Unit Price	Extended Price
1	WHITEBOARD MARKERS	20 BOX	150.00	3000.00
2	FOLDING CHAIRS	5 EA	2000.00	10000.00
TOTAL:				13000.00

SALE TO THE UNIVERSITY OF THE WEST INDIES, MONA ARE BY THE LAWS OF JAMAICA,
 EXEMPT FROM ALL TAXATION
 SEE REVERSE SIDE FOR TO ADDITIONAL TERMS AND CONDITIONS
WARNING: SUPPLY OF GOOD AND SERVICES WITHOUT AN OFFICIAL ORDER
 IS CONTRARY TO THE UNIVERSITY RULES

(SEE REVERSE SIDE)

 AUTHORISED SIGNATURE



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ADDITIONAL TERMS AND CONDITIONS

1. **Acceptance:** Acceptance of this Purchase Order by the supplier is limited to the terms and conditions on the face and back hereof and shall not in any way be changed, limited, controlled or restricted by any oral statements or the provisions of the Suppliers forms, letters or papers which are inconsistent herewith, unless specifically authorized in writing by the University.
2. **Reference:** Please refer to Purchase Order Number and Item Number in all correspondence and telephone conversation relating to this Purchase Order.
3. **Delivery:** The Supplier shall deliver the items to the University or its agents at the time, place and in the manner specified by the order. Goods and services not supplied within three months after the order date are automatically cancelled, unless a later delivery date is confirmed in writing with the University. The Supplier is urged to inform the University of a future delivery date. Delivery time is of the essence and the Supplier should deliver all items on this order under the shipping conditions agreed between the parties.
4. **Insurance:** The Supplier should provide suitable Insurance to cover all risks, from his warehouse to the compound or agent.
5. **Defects:** The Supplier warrants that all goods or services furnished hereunder shall be merchantable and free from any defects in workmanship or material. The Supplier shall indemnify and save the University harmless from any breach of this warranty and no limitations on the university's remedy in Supplier's documents shall operate to reduce this indemnification.
6. **Inspection:** All items shall be subject to inspection by the University for defect and non-compliance with specifications. If the Supplier delivers any items which do not conform to the specifications the University may, as its options, annul and set aside the order either in whole or in part.
7. **Property Rights:** The Supplier shall indemnify the University against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement or alleged infringement of copyright, patent, registered design or other property right used by or on behalf of the Supplier for the purpose of Contract providing that any such infringement is not knowingly caused by an act of the University.
8. **Prices:** The Supplier warrants that the prices quoted are the lowest price at which these or similar articles are sold by the Supplier. In the event of any price reduction between the execution of the purchase order and the delivery of the goods, the University shall be entitled to such reduction.



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9. **Payment:** Payment will be made on presentation of an invoice, or as otherwise arranged; e.g. by letter of credit. The University undertakes to pay the Contract Price on presentation of a valid invoice quoting the University Purchase Order Number and confirming that property in the goods has passed to the University or its agents normally within 30 days following that in which the invoice is received.
10. **Invoice:** Foreign Suppliers must forward without delay a commercial invoice together with a “CARICOM INVOICE” (in triplicate) along with the Original Bill of Lading/Air Waybill etc. to facilitate prompt customs clearance.
11. **Confidentiality:** The Supplier undertakes to treat as confidential all information which may be derived from or obtained in the course of the Contract.
12. **Sub-Contract:** The Supplier shall not give, bargain, assign, sell, sub-contract or otherwise dispose of the Contract or any part thereof without the prior consent in writing of the University. This Purchase Order shall become null and void, unless ratified in writing by the University as to such transfer.
13. **Conflict:** Where special or supplementary terms and conditions exist they shall be included in the Contract and such terms and conditions shall prevail.
14. **Additional Information:** If further information is required, please contact the Purchases Unit,
telephone: 876-927-1660-9 or 876-92-72260, fax: 876-970-4470,
e-mail: purchases@uwimona.edu.jm



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Appendix 1-3 Tender Notice

TENDER FOR

- 1). The University of the West Indies, Mona invites bids from interested firms for the undertaking of the following Works at the.....
.....
- 2). Bidding documents may be obtained from the (office) of the University of the West Indies, Mona during the hours of 8:30 a.m. to 4:00 p.m. [after presentation of a receipt showing payment of a non-refundable fee of J\$..... to the cashier at the Bursary on the first floor of the Senate Building] if relevant.
- 3). A site visit is scheduled for (day/month/year) at (hour).
- 4). Bids must be accompanied by a valid Income Tax certificate dated not more than six (6) months prior to the closing date of the Bid.
- 5). The Bid Price must remain valid for a minimum period of ninety (90) days after the date for submission of Tenders.
- 6). Bids shall be placed in a sealed envelope clearly marked:

“TENDER -”

And addressed to:

The Procurement Manger
Bursary
The University of the West Indies
Mona Campus, Kingston 7

and deposited in the Tender Box appropriately marked and located at

- 7). Sealed Bids shall be received up to 12:00 noon on (day/month/year).
- 8). Bids received after the deadline for submission shall be rejected.



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- 9). The University of the West Indies does not bind itself to accept the lowest or any other Bid.

[if relevant] Bids shall be publicly opened at (hour) on (day/month/year) at (location). Bidders are invited to send a representative to the opening.

The Procurement Manger
Bursary
The University of the West Indies
Mona Campus, Kingston 7



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Appendix 1-4 Department Service Log Form

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THE UNIVERSITY OF THE WEST INDIES
DEPARTMENT SERVICE LOG

DEPARTMENT:	
SUPPLIER NAME:	
SUPPLIER ADDRESS:	
CONTACT NAME:	
PHONE #:	FAX #:

SANITATION SERVICE CONTRACT		DATE OF CONTRACT	
-----------------------------	--	------------------	--

EQUIPMENT MAINTENANCE		DATE OF CONTRACT	
-----------------------	--	------------------	--

AGREEMENT DETAILS:

DATE	DESCRIPTION	SIGNATURE OF SERVICE REP.
Aug		
Sep		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		

 Budget Holder Signature



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Appendix 1-5 Vendor request Form

THE UNIVERSITY OF THE WEST INDIES
PURCHASES DEPARTMENT

VENDOR REQUEST FORM

REQUESTING DEPT:

DOCUMENT #:

DATE REQUIRED:

PROPOSED VENDOR NAME:

VENDOR ADDRESS:

CONTACT NAME:

PHONE NUMBER:

FAX #:

E-MAIL ADDRESS:

REASON FOR VENDOR SELECTION:

KINDLY SUBMIT COPIES OF THE DOCUMENTS REQUESTED BELOW:

1. TRN NUMBER - for individuals
2. CERTIFICATE OF INCORPORATION
3. CERTIFICATE OF COMPANY REGISTRATION
4. THE NAMES OF THREE (3) REPUTABLE COMPANIES FOR WHICH THE VENDOR HAS TRANSACTED BUSINESS

Budget Holder Signature



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Appendix 1-6 Prepayment Acknowledgement Form

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THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
PREPAYMENT ACKNOWLEDGEMENT FORM

I.....hereby acknowledge that I have received cheque #
 _____for the sum of.....\$.....
 dated.....as a deposit on job # P00.....for
Department.

.....
 Budget Holder Signature

.....
 Supplier Signature

Kindly return the signed form to the Purchases Unit of the Bursary.



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Appendix 1-8 Bid Registration Checklist

BID REGISTRATION CHECKLIST

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Item No.	Conditions				
1.	Bids completed in one ORIGINAL and one copy				
2.	Sealed in separate envelopes marked ORIGINAL & COPY				
3.	Both Inner Envelopes placed in outer Envelopes endorsed				
4.	All envelopes addressed to Employer				
5.	Name and Identification No. of Loan “ ”				
6.	Lodged in box				
7.	Bid Price				
8.	Contract Period				
9.	Bid Security				
10.	Bidders Representative				
11.	Name & Title of Signatory (Block Letters)				
12.	Organizational Chart				
13.	Operational Plan				
14.	Method				
15.	Programme				

Bids opened by:

NAME AND TITLE OF SIGNATORY

SIGNATURE



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Appendix 1-9 Bid Evaluation Form

BID EVALUATION FORM

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3.

1.1 PROJECT TITLE

No. of Bids invited.....

No of bids received.....

Bid closing date.....

Bids opened on.....

Validity expires.....

1.2 BIDS RECEIVED

No.	Bidders	Bid Price		GCT %	Remarks
		as received	arithmetically corrected		
1					
2					
3					
4					
5					

1.3 University's estimate for Contract \$.....
 (Provisional sum included in estimate \$.....)

1.4 COMPARISON SUMMARY OF PREFERRED BIDDERS

(Not to exceed three)



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Appendix 1-10 Tender Security Form

TENDER SECURITY FORM

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WHEREAS
(hereinafter called “the Bidder”) has submitted its bid dated.....
for the supply of
(hereinafter called “the Bid”).....
KNOW BY ALL MEN by these presents that WE.....
of
having our registered office at
(hereinafter called “the Bank”) are bound unto.....
(hereinafter called “the University”) in the sum of
for which payment well and truly to be made to the said University, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this day of, 20.....

THE CONDITIONS of this obligation are:

- 4. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
- 5. If the Bidder, having been notified of the acceptance of its bid by the University during the period of bid validity:
 - a). fails or refuses to execute the Contract Form, if required; or
 - b). fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

We undertake to pay to the University up to the above amount upon receipt of its first written demand, without the University having to substantiate its demand, provided that in its demand the University will note the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 30 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)



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Appendix 1-11 Advance Payment Agreement

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ADVANCE PAYMENT AGREEMENT

THIS AGREEMENT is made between **THE UNIVERSITY OF THE WEST INDIES** having its principal place of business **Mona, Kingston 7** of the **ONE PART** (hereinafter called “the Employer”), and.....
 a registered company incorporated under the laws of.....
 with principal place of business at.....
 of the **OTHER PART** (hereinafter called “**the Contractor**”).

W H E R E A S:

- (1) The Employer has employed the Contractor to construct
 - (2) The Employer and the Contractor have concluded a contract for the construction of the said project.
 - (3) It is customary, necessary and desirable that a sum of money calculated as a percentage of the cost of construction, should be paid by the Employer to the Contractor, to place the Contractor in funds in order to properly mobilize plant and equipment, pre-purchase materials and cover the initial commencement expenses of the Contract and the said Contract provides for payment thereof;
 - (4) The parties have agreed that the said mobilization should commence as soon as possible and that for that reason, it is desirable and expedient to make advance of money to the Contractor to carry out the mobilization functions as indicated at (iii) above;
 - (5) The parties have agreed that the Employer should make a loan to the Contractor sufficient for the purpose hereinbefore described and the Contractor should accept the said loan which shall be made in fulfilment of the payment for mobilization contemplated in the said Contract.
 - (6) **NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**
 - (7) The Employer shall lend to the Contractor, the sum of
- (\$.....)



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- (8) The said loan shall be paid by the Employer to the Contractor:-
- a). Upon signing hereof by the parties; and
 - b). Upon the Employer being satisfied that the Contractor has established an acceptable Bank Guarantee similar to the one contained in the Appendix hereto, or other approved instruments of undertaking issued by an acceptable financial institution for the full amount of the Mobilization Payment.
 - c). Upon the Employer being satisfied that the Performance Bond which has been or will be required to be established by the Contractor, has been established in a sum not less than the sum being loaned hereunder.
 - d). Upon the Compliance with all terms and conditions contained herein to the satisfaction of the Architect.
- (9) The sum hereby loaned by the Employer to the Contractor, shall be applied by the Contractor for the purpose of mobilizing all relevant sections of the Works in accordance with the Programme for completion of the Works. Such mobilization shall include mobilization of all Nominated Sub-Contractors and Suppliers.
- (10) Where any part of the sums hereby loaned is applied in making payments for mobilization to any Nominated Sub-Contractor or Supplier, then to the extent appropriate as between Contractor and Nominated Sub-Contractor or Supplier, the Contractor shall enter into an Agreement similar to the Agreement herein contained covering such Nominated Sub-Contractors and Suppliers relative to the proportion of the loan which the Contractor has loaned to them prior to the disbursement of such sum or sums.
- (11) The loan hereby granted shall be applied as follows:-
- 1). For pre-purchase of materials as scheduled in Appendix A to this Agreement.
 - 2). For General Mobilization.
 - 3). For Nominated Sub-Contractors and Suppliers.

TOTAL

The Employer reserves the right, in the case of non-nomination of Sub-Contractors and Suppliers, to defer that portion of this mobilization agreement and subsequently make direct payment to Nominated Sub-Contractors if and when required.

- (12) The Contractor shall ensure that insurance of all goods, materials and services acquired with the proceeds of this loan, shall be established and maintained in an insurance company acceptable to the Employer up to their full insurable value and the Contractor



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shall assign the benefit of the said insurance or otherwise and secure the payment thereof to the Employer.

- (13) All payments due from the Contractor to the Employer by way of repayment of this loan, shall be deducted by the Employer from any sum due and payable from the monthly payment certificates. Such deduction to be made in monthly installments; the first such deduction to commence with the first monthly payment certificate certified after sixty (60) days from the date of the first disbursement of the loan.
- (14) No escalation on the materials and equipment covered by the mobilization loan as listed in Appendix A and in accordance with the 'Fluctuation of Material Cost' Clause of Part Two of the Conditions of Contract, will be entertained if such escalation takes place after fourteen (14) days from receipt of the said loan.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this day of 20.....

SIGNED for and on behalf of

THE UNIVERSITY OF THE WEST INDIES

by

.....

in the presence of:

.....

WITNESS

SIGNED for and on behalf of

.....



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Appendix 1-12 Performance Bond

FORM OF PERFORMANCE BOND

The following is a suggestion of the Conditions that the Employer will require for the Bond. The actual wording and Form of Performance Bond will be as approved by the University of the West Indies subsequent to submissions by the Contractor

BY THIS BOND _____ as Principal (hereinafter called “The Contractor” and _____ as Surety (hereinafter called “The Surety”, are held and firmly bound unto **THE UNIVERSITY OF THE WEST INDIES** as ablige (hereinafter called “The Employer”) in the amount of _____

(\$ _____) 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 _____ 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 Conditions 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:-

Complete the Contract in accordance with its terms and conditions; or obtain a tender or tenders from qualified Tenderers 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 Tenderer, arrange for a Contract between such Tenderer 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, shall mean the total amount payable by



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Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or 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 the issuing of the Maintenance Certificate.

No right of action shall accrue on this Tender to or for the use of any personal 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 cause these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this _____ day of _____ 20_____.

SIGNED, SEALED AND DELIVERED

SIGNED SEALED AND DELIVERED

by the Surety _____

by the Contractor _____

in the presence of _____

in the presence of _____

(Witness)

(Witness)



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Appendix 1-13 Form of Tender

FORM OF TENDER

NAME OF CONTRACT:* _____

TO:* _____

Having examined the Conditions of Contract, Specification, Drawings, and Bill of Quantities and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the Conditions of Contract, Specification, Drawings, Bills of Quantities and Addenda for the sum of _____

_____ or such other sum as may be ascertained in accordance with the said Conditions.

We acknowledge that the Appendix forms part of the Tender.

We undertake, if our Tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Engineer's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Tender.

We agree to abide by this Tender for the period of* _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Unless and until a formal Agreement is prepared and executed this Tender, together with our written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____



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Signature _____ in the capacity of _____
duly authorized to sign tenders for and on behalf of

(IN BLOCK CAPITALS)

Address _____

Witness _____

Address _____

Occupation _____

(Note: All details marked * shall be inserted before issue of Tender document.)



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Sub-Clause

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Amount of security (if any)	10.1 % of the Contract Price
Minimum amount of third party insurance	23.2 per Occurrence, with the number of occurrences unlimited
Time for issue of notice to commence	41.1days
Time for Completion	43.1days
Amount of liquidated damages	47.1per day
Limit of liquidated damage	47.1	
Defects Liability Period	49.1days
Percentage for adjustments of Provisional Sums	59.4 (c) per cent
Percentage of invoice value of listed materials and Plant	60.1(c) per cent
Percentage of Retention	60.2 per cent
Limit of Retention Money	60.2
Minimum Amount of Interim payment Certificates	60.2
Rate of Interest upon unpaid sums	60.1 per cent per annum

Initials of Signatory of
Tender _____



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(Notes: All details in the list above, other than percentage figure against Sub-Clause 59.4, shall be inserted before issue of Tender documents. Where a number of days is to be inserted, it is desirable, for consistency with the Conditions, that the number should be a multiple of seven.

Additional entries are necessary where provisions is included in the Contract for:

22. completion of Sections (Sub-Clauses 43.1 and 48.2(a))
 23. liquidated damages for Sections (Sub-Clause 47.1)
 24. a bonus (Sub-Clause 47.3 - Part II)
 25. payment for materials on Site (Sub-Clause 60.1(c))
 26. payment in foreign currencies (Clause 60 - Part II)
 27. an advance payment (Clause 60 - Part II)
 28. adjustments to the Contract Price on account of Specified Materials (Sub-Clause 70.1 - Part II)
- rates of exchange (Sub-Clause 72.2 - Part II)



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Appendix 1-14 Letter of Acceptance

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LETTER OF ACCEPTANCE

Dear :

Subject: Letter of Acceptance

The University of the West Indies, Mona Campus wishes to inform you that your company's offer has been accepted for the (project's name) in the negotiated sum of (amount in words) (amount in figures) for a period of (duration of contract) from the date of commencement.

Further to the meeting of (date), you are requested to submit to the (department/office in charge of works) a work schedule which should clearly indicate how the work will be executed and also a payment schedule.

Pursuant to the Instruction to Bidders and the Conditions of Contract, you are required to provide a Performance Bond, a valid Tax Compliance Certificate and to execute the Agreement with the Employer within the times stipulated in the Bidding Document.

Please note that in accordance with the Instructions to Bidders, failure to provide the Performance Bond, a valid tax Compliance Certificate or to execute the Agreement shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security.

You are required to acknowledge receipt of this Letter of Acceptance by returning a signed copy to: The Procurement Manager, Bursary, U.W.I., c/o (department/office and address) - [if necessary]

Sincerely,

.....

(NAME & TITLE)
FOR AND ON BEHALF OF
THE UNIVERSITY OF THE WEST INDIES

Acknowledged by:

.....

(NAME & COMPANY)



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Appendix 1-15 Letter of Rejection

REJECTION LETTER

Dear :

Subject: Bid for (project's name)

Please be advised that your tender for the captioned project (name of project) was unsuccessful.

We however would like to take this opportunity to thank your firm for being a part of this exercise and to wish you all the very best in other future tender exercises.

Yours sincerely,

.....

(NAME AND TITLE)

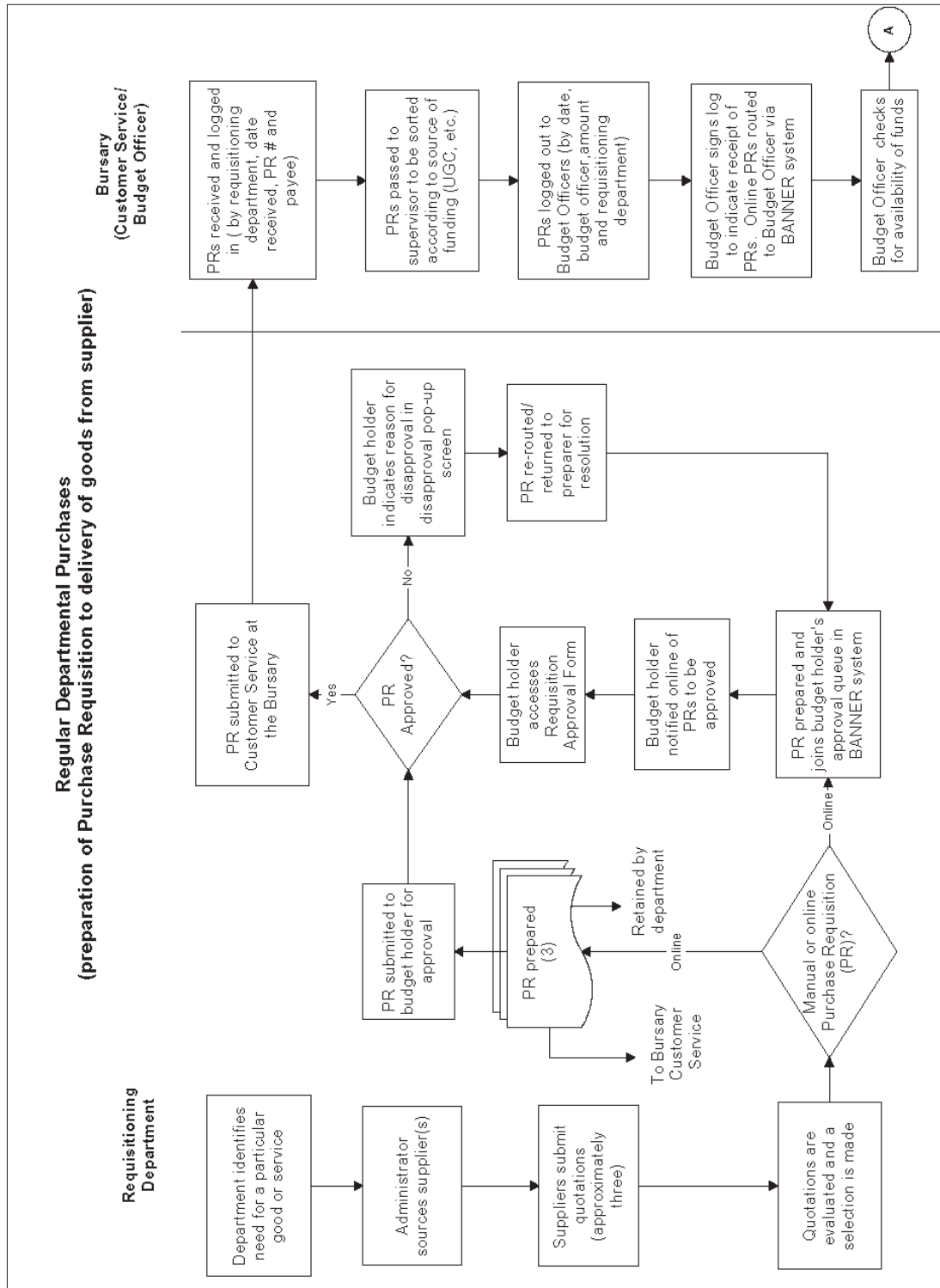
FOR AND ON BEHALF OF THE UNIVERSITY OF THE WEST INDIES



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Appendices

Appendix 2 - Process Flow Charts

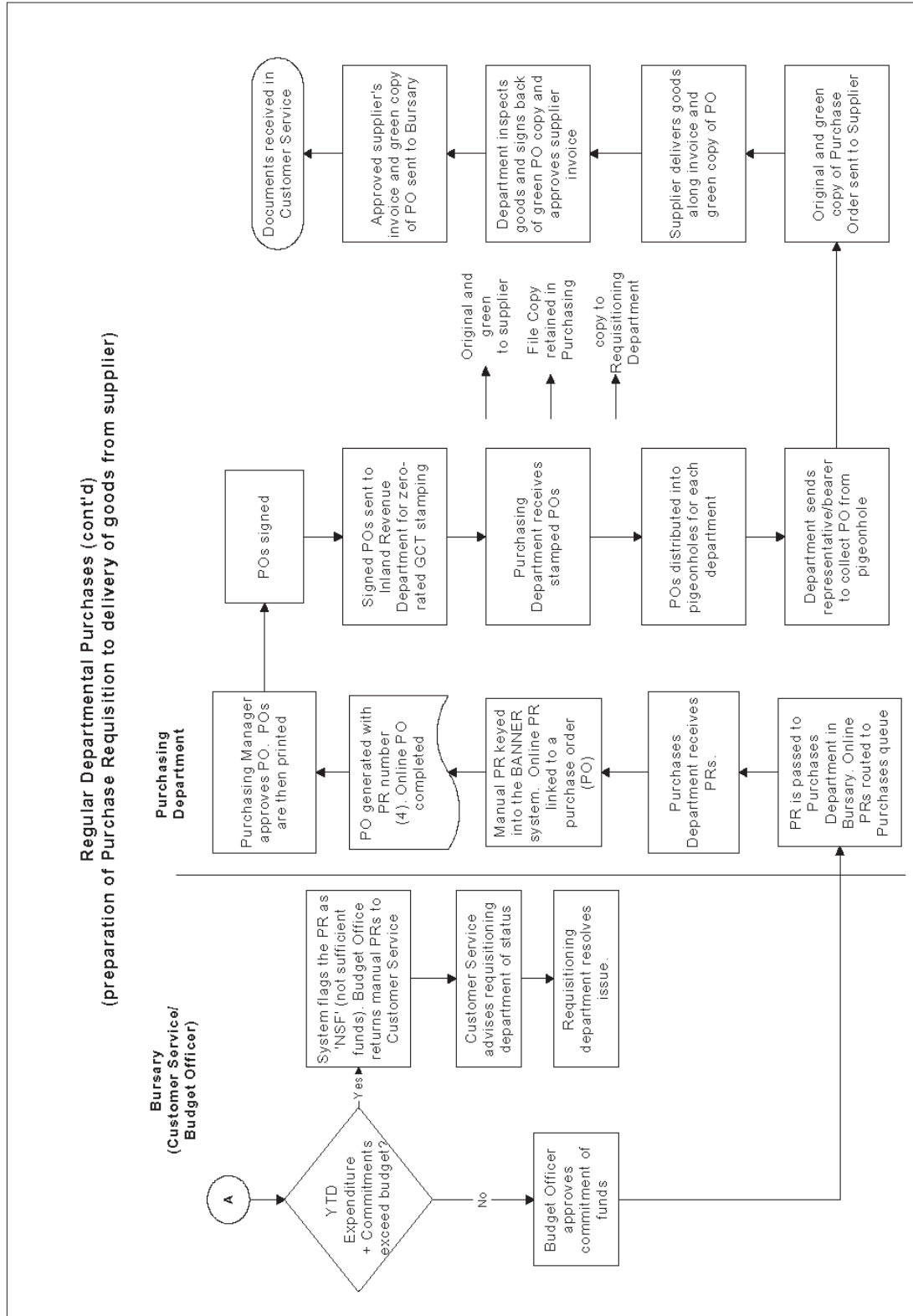




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