

Template for Advance Payment Security

[Guarantor letterhead or SWIFT identifier code]

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

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 Supplier, 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 Goods and related Services]* (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 toward delivery of Goods; 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 receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, 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.*

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 Purchaser.*

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Purchaser's Notification to the Supplier of Award of Contract;

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A handwritten signature in black ink, consisting of a stylized, cursive script.

Bid Submission Sheet and the Price Schedules Submitted by the Supplier;

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Schedule of Requirements;

1. List of Textbooks and Delivery Schedule
2. Schedule of Delivery (Annex 1)
3. Technical Specifications



MK PUBLISHERS LTD.

School & Academic books.

Our ref: MK1-UTSEP/2015/2

MK Book House
Plot 1187 Kampala Entebbe Road,
Tel/Fax 041-269150,
P.O.Box 12385
E-mail: mkironde.mkpublishersltd@yahoo.com
Kampala, Uganda
www.mkpublishers.com

12th August 2015

To: **The Head Procurement and Disposal Unit**
Ministry of Education, Science, Technology & Sports
P. O. Box 7063, Kampala - Uganda
Plot 9-11, King George VI Way
Embassy House
7th Floor Room 7.2

Gentlemen and/or Ladies,

SUBMISSION LETTER

In response to your invitation for Bids for Supply and Delivery of Textbooks (English and Mathematics), IFB Number MoES/Suppls/14-15/00054, we enclose herewith the following:-

- 1.1) Bid Submission Form
- 1.2) Price Schedule
- 1.3) Bid Security for each lot
- 1.4) Powers of Attorney
- 1.5) Certificate of Incorporation
- 1.6) Copy of Valid Trading license
- 1.7) Income Tax Clearance Certificate
- 1.8) Copy of VAT Registration Certificate
- 1.9) Copy of Bid Document purchase receipt
- 1.10) Bidder's Information form
- 1.11) MK Publishers Ltd Company profile
- 1.12) Structure and Organization form
- 1.13) Organization Chart
- 1.14) List of Text Books and Delivery Schedule .
- 1.15) Methodology for distribution of the textbooks to the multiple locations as indicated in the schedule of requirements .
- 1.16) Suppliers/Manufacturers Warrant;
- 1.17) Copyright Authorization and confirmation that the Publisher agrees to provide the Ministry of Education, Science, Technology & Sports with a free license for the production of Braille, large prints or other formarts ;
- 1.18) Copyright and Licensing Statement;
- 1.19) Statement of Guarantee that the materials will meet the physical production specifications and the type requirements;

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MK PUBLISHERS (R) LTD
Avenue Burera, Nyarugenge
Tel/Fax 55117152, BP 68,
Kigali, Rwanda
email : k.kins@yahoo.com

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Tel:+ 255719033162



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Ref: MK1-UTSEP/2015/3

MK Book House
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Tel/Fax 041-269150,
P.O Box 12385
E-mail: mrkironde.mkpublisherltd@yahoo.com
Kampala, Uganda
www.mkpublishers.com

1) Specification and Compliance Sheet and Detailed description of essential technical and performance characteristics; show the source/manufacturer and indicating detailed technical specifications such as basis mass, thickness, moisture, smoothness, brightness, opacity, ISO standard and target values (for text paper) and grammage, basis weight, thickness call per pt, bending stiffness, smoothness top, smoothness back, brightness back, brightness top and gloss (for cover board)

2) Experience forms

3) Copies of Audited Statements for the last five years

4) Sample contracts completed.

5) Articles and Memorrundum of Association including names and positions of directors

I do confirm that we accept the terms of the proposed contract.

Signed:  In the capacity of: **General Manager**
Name: **Majwega Ronald Kironde**

Authorised to sign the bid for and on behalf of:

MK. PUBLISHERS LTD.

Box 12385 Kampala

MK Book House, Plot 1187, Kibuye,

Kampala - Entebbe Road

Dated on 12th day of August 2015

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P.O. Box 55117152, BP 68,
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ref: MK1-UTSEP/2015/4

Letter of Bid

Date: **12th August, 2015**

No: **MoES/Suppls/14-15/00054**

Reference for Bid No.: **MoES/Suppls/14-15/00054**

Alternative Bid No.: **N/A**

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**The Head Procurement and Disposal Unit
Ministry of Education, Science, Technology & Sports**

P. O. Box 7063, Kampala - Uganda

Plot 9-11, King George VI Way

Embassy House

7th Floor Room 7.2

The undersigned, declare that:

We have examined and we have no reservations to the Bidding Document, including Addenda issued in accordance with Instruction to Bidders (ITB 8); Minutes of bid meeting, Addendum no. 1 issued on 16th July 2015 and Addendum no. 2 issued on 1st July 2015 .

We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;

We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid Securing Declaration in the Purchaser's country in accordance with ITB 4.6

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 Services: **TEXTBOOKS (ENGLISH AND MATHEMATICS) FOR PRIMARY SCHOOLS**

Lot 1A: Supply of English Language Pupils Books and Teacher's guides for Primary 1-3

Lot 1B: Printing of Curriculum Books in English, Teacher's Guide Books in English and Teacher's Resource Books in English

Lot 2: Supply of English Language Pupils Books and Teacher's guides for Primary 4-7

Lot 3: Supply of Mathematics Pupils Books and Teacher's guides for Primary 1-3

Lot 4: Supply of Mathematics Pupils Books and Teacher's guides for Primary 4-7

The total price of our Bid, excluding any discounts offered in item (f) below, is:

Lot 1: United States Dollar One million eight hundred ninety nine thousand eight hundred seven cents fifteen only **(USD 1,899,807.15)**

Lot 2: United States Dollar Two million eight hundred twenty eight thousand nine hundred thirty only **(USD 2,828,930.00)**

Lot 3: United States Dollar One million six hundred eighty four thousand one hundred seventy seven cents ninety three only **(USD 1,684,177.93)**

Lot 4: United States Dollar Two million two hundred eighty five thousand eight hundred one cents fourteen only **(USD 2,285,801.14)**

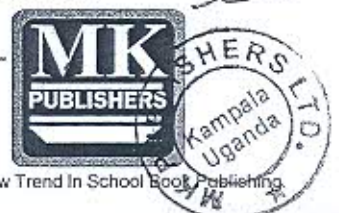
The discount offered and the methodology for their application are **NONE**;

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- g) Our bid shall be valid for a period of **119 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.2(e), other than alternative bids submitted in accordance with ITB 13;
- (j) We, including any of our subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Bank, under the Purchaser's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (k) We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB 4.51;
- (l) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity: **(None)**
- m) 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; and
- n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- p) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of Bidder: **MK. PUBLISHERS LTD.**

Name of Person duly authorized to sign the Bid on behalf of Bider: **Majwega Ronald Kironde**

Title of the Person Signing the Bid: **General Manager**

Signature of the person named above: 

Date signed: **12th day of August 2015**



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