

SAMPLE BID/PROPOSAL SECURITY

FIRST DEMAND GUARANTEE

First Demand Guarantee No [XXXXXX] in favour of:

UNOPS, United Nations Office for Project Services,
Att.: [INSERT FULL NAME AND ADDRESS OF REGIONAL DIRECTOR, CHIEF AT UNOPS OR FUNCTION THAT REGIONAL DIRECTOR/CHIEF HAS DECIDED SHOULD HAVE CUSTODY OF BID/PROPOSAL SECURITIES (E.G. A UNOPS FINANCE OFFICER)]

We [INSERT NAME OF BANK] have been informed that [INSERT NAME AND ADDRESS OF THE BIDDER] (hereinafter called “the Bidder) has submitted their offer dated [INSERT DATE WHEN OFFER WAS SIGNED] against UNOPS [Invitation to Bid (ITB)/Request for Proposal (RFP)] [INSERT REFERENCE NUMBER AND TITLE] dated [INSERT DATE WHEN SOLICITATION DOCUMENTS WERE ISSUED], for [INSERT DESCRIPTION OF SERVICES/WORKS/GOODS] (hereinafter called “the Bid”)

At the request of the bidder, we hereby irrevocably undertake to pay UNOPS any sum or sums not exceeding a total of [INSERT AMOUNT OF GUARANTEE] upon receipt of the first demand in writing from UNOPS stating that:

1. The Bidder fails or refuses to sign the Contract, or
2. The Bidder fails or refuses to submit the Performance Security

This guarantee shall be valid until.....[INSERT DATE AND/OR EVENT(S)].

Consequently, any demand of payment under this guarantee must be received at this office on or before that date.

Signature and Seal of the Guarantor
Name of Bank
Address
Date