

APPENDIX (3)
FORM OF BANK GUARANTEE

(Letterhead of the bank)

Form of Demand Guarantee under URDG 758.

(Guarantor Letterhead or SWIFT identifier code)

To: [Insert name and contact information of Guarantor]

Date: [Insert date of issue]

Type of guarantee: (Specify tender guarantee, advance payment guarantee, performance guarantee, payment guarantee, Retention money guarantee, warranty guarantee, etc.)

Guarantee No. [Guarantor to insert guarantee reference number]

The Guarantor: [Guarantor to insert name and address of place of issue, unless indicated in the addressee field above]

The Applicant: [Insert name and address]

The Beneficiary: [Insert name and address)

The Underlying Relationship: The Applicant's obligation in respect of [Insert reference number or other information identifying the contract, tender conditions or other relationship between the applicant and the beneficiary on which the guarantee is based]

Guarantee Amount and currency: [Insert in figures and words the maximum amount payable and the currency in which it is payable)

Any document required in support of the demand for payment, apart from the supporting statement (indicating in what respect the applicant is in breach of its obligations under the underlying relationship) that is explicitly required in the text below: [Insert any additional document required in support of the demand for payment. If the guarantee requires no documents other than the demand and the supporting statement, keep this space empty or indicate "none"]

Language of any required documents: [Insert the language of any required document. Documents to be issued by the applicant or the beneficiary shall be in the language of the guarantee unless otherwise indicated herein]

Form of presentation: [Insert paper or electronic form. If paper, indicate mode of delivery. If electronic, indicate the format, the system for data delivery and the electronic address for presentation]

Place for presentation: [Guarantor to insert address of branch where a paper presentation is to be made or, in the case of an electronic presentation, an electronic address as the Guarantor's SWIFT address. If no Place for presentation is indicated in this field, the Guarantor's place of issue indicated above shall be the Place for presentation]

Expiry of Guarantee: [Insert expiry date]

CONFIDENTIAL

The party liable for the payment of any charges: [Insert the name of the party]

As Guarantor, we hereby irrevocably undertake to pay the Beneficiary regardless of any objection whatsoever, any amount up to the Guarantee Amount upon presentation of the Beneficiary's complying demand, in the form of presentation indicated above, supported by such other documents as may be listed above and in any event by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, indicating in what respect the Applicant is in breach of its obligations under the Underlying Relationship.

Any demand under this Guarantee must be received by us on or before Expiry at the Place for presentation indicated above.

This Guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

Article 5 of the URDG 758 states the following:

A guarantee is by its nature independent of the underlying relationship and the application, and the guarantor is in no way concerned with or bound by such relationship. A reference in the guarantee to the underlying relationship for the purpose of identifying it does not change the independent nature of the guarantee. The undertaking of a guarantor to pay under the guarantee is not subject to claims or defences arising from any relationship other than a relationship between the guarantor and the beneficiary as described in the form of the guarantee.

To: Qatar Fuel Additives Company Limited , The Gate, Bay Tower 2, 13'h Floor, West Bay, P.O. Box: 22700, State of Qatar

1. Type of Guarantee:TENDER GUARANTEE

2. Guarantee No:

3. The Guarantor: DUKHAN BANK, P.O. Box 27778, Doha Qatar

4. The Applicant: ALCAT CONTRACTING COMPANY, CR NO. 53, PO BOX 681, DOHA, STATE OF QATAR.

5. The Beneficiary: Qatar Fuel Additives Company Limited , The Gate, Bay Tower 2, 13'h Floor, West Bay, P.O. Box: 22700, State of Qatar

6. The Underlying Relationship: The Applicant's obligation in respect of: FOUR (4) YEARS CALL OFF CONTRACT FOR STANDARDIZATION, INSTALLATION OF SAFTEY SIGN BOARDS AT QAFAC PLANT, MESAIEED (QAFAC REFERENCE NO. QTC/028/24)

7. Guarantee Amount and Currency: QAR 20,000.00 (QATARI RIALS TWENTY THOUSAND ONLY).

8. Any Document required in support of the demand for payment, apart from the supporting statement: Original Guarantee and Its amendments(if any). (indicating in what respect the applicant is in breach of its obligations under the underlying relationship)

9. Language of any required documents: ENGLISH

10. Form of presentation: Paper Form.

11. Place of Presentation: DUKHAN BANK, Corporate Branch, Trade Finance Dept., Mezzanine Floor, Old Airport– Doha, Qatar,

12. Expiry of Guarantee: As mentioned in application.

13. The party liable for the payment of any charges: The Applicant.

As Guarantor, we hereby irrevocably undertake to pay the Beneficiary regardless of any objection whatsoever, any amount up to the Guarantee Amount upon presentation of the Beneficiary's complying demand, in the form of presentation indicated above, supported by such other documents as may be listed above and in any event by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, indicating in what respect the Applicant is in breach of its obligations under the Underlying Relationship.

Any demand under this Guarantee must be received by us on or before Expiry at the Place for presentation indicated above.

Applicable law: this Guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

Article 5of the URDG 758 states the following

A guarantee is by its nature independent of the underlying relationship and the application, and the guarantor is in' no way concerned

with or bound by such relationship. A reference in the guarantee to the underlying relationship for the purpose of identifying it does not change the independent nature of the guarantee. The undertaking of a guarantor to pay under the guarantee is not subject to the claims or defences arising from any relationship other than a relationship between the guarantor and the beneficiary as described In the form of the guarantee.



QATAR FUEL ADDITIVES COMPANY LIMITED

INVITATION TO TENDER

FOR

**FOUR (4) YEARS CALL OFF CONTRACT FOR
STANDARDIZATION, INSTALLATION OF SAFTEY SIGN
BOARDS AT QAFAC PLANT, MESAIEED**

ISSUED BY

QATAR FUEL ADDITIVES COMPANY LIMITED (“QAFAC”)

**[SUPPLY CHAIN DEPARTMENT]
4476 6777 / 78**

QAFAC REFERENCE NO.

QTC/028/24



SECTION (A)
INSTRUCTION TO BIDDERS
QTC/028/24

A. INSTRUCTION TO BIDDERS

1.1 Invitation to Tender

QAFAC invites Tenders for the required study described herein (the "Services").

Tenders shall be submitted, in two separate envelopes A - Commercial offer (Only Original) & B - Technical unpriced offer and must be One (1) Original & two (2) copies in sealed envelopes addressed to:

**QTC Secretary
Qatar Fuel Additives Company Limited (QAFAC)
The Gate, Bay Tower 2, 13th Floor, West Bay,
P.O. Box: 22700,
State of Qatar**

Attention: The Secretary, QAFAC Tender Committee

The tender shall be clearly marked "Confidential Bid QTC/028/24 and are due on or before 12:00 noon – 21st April 2024

Note: Tender Bond must be included in the Technical Bid and not with the Commercial Bid.

In case of regret to the tender, the regret must be sent to QAFAC

1.02 Requirements of Bidders

Before submitting its tender, the Bidder shall carefully examine all specifications, drawings, information and documents contained or referred to in this Invitation to Tender, shall inform itself fully as to all applicable codes, conditions and limitations, and shall include in its bid price the cost of all items included in the Scope of Work set forth in SECTION (B) of this Invitation to Tender.

The Bidder is requested to notify by email to msulaiman@qafac.com.qa if clarification is needed of any requirement of this Invitation to Tender or of the Goods/services described herein or if any discrepancy or omission is found in the description of such SERVICE.

1.3 Required Information

The Bidder shall include with its tender adequate information to allow proper evaluations of its proposal and shall state each exception taken to the terms and



conditions set forth in SECTION (C) of this Invitation to Tender, together with the reason for the exception and a proposed alternate term or condition acceptable to the Bidder. Failure to provide this information with respect to each such exception shall constitute acceptance by the Bidder of all such terms and conditions.

1.4 Identification of Parties

In this Invitation to Tender, "QAFAC" or "Company" shall mean Qatar Fuel Additives Company Limited, "Bidder" shall mean any supplier who has submitted a tender to supply the Goods described herein and "Contractor" shall mean the Bidder who submits the successful tender.

1.05 Scope of Work

The Goods required to be supplied by the Contractor are described in the Scope of Work set forth in section (B) of this Invitation to Tender.

1.06 Alternatives

Tenderers must submit a Tender which complies with all the requirements of this "Invitation to Tender" but may if they so wish, submit additional alternative proposals providing they comply with the scope and specification of this inquiry.

If there could be any benefit to the Company, Tenderers may submit a combined bid for the supply of the goods referred under this Invitation to Tender plus other goods for which they have received an Invitation to Tender.

1.07 Tender Closing Date

Tender closing date is as stated in the "Invitation to Tender" Letter paragraph 1.1 above. Extensions will not normally be granted. Extension request, if required, shall be informed to QAFAC by email to msulaiman@qafac.com.qa five (5) days prior to the closing date. Extensions to Tender closing date shall not be granted without the written approval of Company. If approval is given, all Tenderers will be informed.

1.08 Tender Bond

Tenderers must submit with their offer a Bank Guarantee of Qrs. 20,000/- that shall remain valid for a period of 120 days from the Closing Date.

1.09 Validity of Tenders

Tenders shall be firm for one hundred twenty (120) days after the day on which submitted to QAFAC and may be accepted by QAFAC within such period. Tenders may not be withdrawn or modified on any grounds except as set forth in Paragraph 1.10 below prior to the expiry of the said one hundred twenty (120) days or until superseded by the formal contract, whichever is earlier.