

Steps to apply for eGuarantee for PUB Contracts

- 1) Obtain the correct Guarantee Template and the following details from PUB Procurement and Contracts Department :

No.	Data	Description	Value to input
1	Guarantee Template Reference Code	<p>This indicates the Guarantee Template to be used for PUB procurement contracts.</p> <p>List of the Guarantee Templates and the corresponding Reference Codes can be found here: https://www.eguarantee.gov.sg/templates/List-of-eGuarantee-templates/existing/</p>	<p>“GOV_POC_FD” – Security Deposit for Fixed Duration Procurement Contracts <https://www.eguarantee.gov.sg/files/GOV_POC_FD.pdf></p> <p>“GOV_POC_NFD” - Security Deposit for Non-Fixed Duration Procurement Contracts <https://www.eguarantee.gov.sg/files/GOV_POC_NFD.pdf></p>
2	Case Reference No.	This is the contract reference number.	“Tender Reference No.”
3	Beneficiary Name	This refers to name of PUB.	“Public Utilities Board”
4	Applicant Name	<p>This refers to your official name</p> <p>If you are a business and a company, please indicate your official name which is registered with ACRA.</p>	-
5	Applicant reference no.	If you are a business and company, please indicate your UEN.	-
6	Currency code	<p>This refers to the currency of the guaranteed sum.</p> <p>Most eGuarantees required by PUB will be in Singapore dollars. For other currency, please refer to ISO 4217 for the naming convention.</p>	“SGD” for Singapore dollars.

No.	Data	Description	Value to input
7	Guaranteed Sum	This refers to the guaranteed sum of the Guarantee- Indicate the numerical amount in 2 decimal places with <u>no commas</u> .	"1000000.00" for One million dollars.
8	Guarantee Effective Date	This refers to the date upon which the Guarantee will take effect. Indicate start date in DD/MM/YYYY format.	"31/12/2022" for 31 st December 2022.
9	Guarantee Expiry Date	This field pertains to the expiry date of the Guarantee. Indicate expiry date in DD/MM/YYYY format.	"31/12/2023" for 31 st December 2023.
10	Auto extension period	If you are using the Guarantee Template GOV_POC_NFD this refers to the successive extension period for which the Guarantee shall be automatically extended for in days. This should in multiples of 30 days with a minimum of 180 days (e.g.180, 210, 240).	"360" for 360 days to represent 12 months
11	Final extension period	If you are using the Guarantee Template GOV_POC_NFD this refers to the final extension period for which the Guarantee shall be extended for in days.	"360" for 360 days to represent 12 months

2) Financial Institution will process your application and send the eGuarantee electronically to PUB

Your bank or insurance company will inform you that your eGuarantee has been issued. There is no need for you to collect the eGuarantee and courier it to PUB.

3) PUB will process your eGuarantee

Once your eGuarantee has been lodged successfully, PUB will inform via an email notifying that the eGuarantee has been registered.