**STANDARD PROCUREMENT DOCUMENT**

Procurement of Goods

**(****One Stage – Two envelope process)**

**Caribbean Development Bank**

**April 2023**

**Revisions**

**June 2024**: ITB 36.1 and 40.2 revised to allow Purchaser to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Bidder to perform the contract.

**Foreword**

This Standard Procurement Document (SPD) for the Procurement of Goods has been prepared by Caribbean Development Bank (the Bank) and is based on the Master Document for Procurement of Goods prepared by the Multilateral Development Banks and International Financing Institutions. This document reflects the structure and the provisions of the Master Document, except where specific considerations within the respective multilateral development bank have required a change.

This document is to be used for the procurement of goods and, where applicable, Related Services, e.g., for installation, operation and maintenance, under the International Competitive Bidding (ICB) method, one (1) stage – two (2) envelope process, under projects that are financed in whole, or in part, by the Bank. This document for Procurement of Goods assumes that no prequalification has taken place before Bidding. Where prequalification has been conducted then the applicable Sections of this SPD will need to be modified accordingly.

Circumstances when the selection approach, as addressed in this SPD, is justified should be recorded and submitted for approval by the Bank in the project procurement plan and, where relevant, the Procurement Strategy. Examples for the use of this selection approach include: (i) when technical criteria cannot readily be evaluated by assigning monetary values to them for the purposes of evaluation, or (ii) further to point (i), the need for innovation in technical offering or solution is paramount.

If the user has questions regarding the use of this SPD, the appropriate Bank official should be consulted.

To obtain further information on procurement under Caribbean Development Bank-financed projects, contact:

Procurement Policy Unit

Caribbean Development Bank

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**Preface**

This Bidding Document is based on the Standard Procurement Document for Procurement of Goods has been prepared by the Caribbean Development Bank and is consistent with CDB’s Procurement Policy for Projects Financed by CDB and the Procurement Procedures for Projects Financed by CDB (November 2019) or the Procurement Procedures for Projects Financed by CDB (January, 2021).

***Note to client:*** This SPD has been updated to customise the integrity requirements to reflect the provisions of either the Procurement Procedures for Projects Financed by CDB (November 2019) or the Procurement Procedures for Projects Financed by CDB (January 2021), as appropriate. Advisory text guides the Client in finalising the relevant Sections where noted are throughout the Bidding Document in the following sections:

* Section I. Instructions to Bidders: sub-clause 4.6;
* Section II. Bid Data Sheet (BDS): sub-clause: 4.6;
* Section IV. Bidding forms: point (h) of the Letter of Bid – Technical Part;
* Section VI. Prohibited Practices and Other Integrity Related Matters: point (b) (iii); and
* Section IX. Special Conditions of Contract, point (b) (iii) of Appendix, Prohibited Practices and Other Integrity Related Matters

The text throughout the Bidding Document shows in italics “Notes to the Client”. These notes provide guidance to the entity in preparing the specific Bidding Document (example Recipient or Executing Agency). The “Notes to the Client”, Foreword and Preface should be deleted from the final Bidding Document that is issued to Bidders.

**Summary Description**

**Standard Procurement Documents for Procurement of Goods**

**PART 1 – BIDDING PROCEDURES**

**Section I Instructions to Bidders (ITB)**

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

**Section II Bid Data Sheet (BDS)**

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

**Section III Evaluation and Qualification Criteria**

This Section specifies the criteria to be used to determine the Most Advantageous Bid and the requirements for the Bidder’s qualification to perform the contract.

**Section IV Bidding Forms**

This Section includes the forms which are to be completed by the Bidder and to be submitted as part of its Bid.

**Section V Eligible Countries**

This Section includes information regarding eligible countries.

**Section VI Prohibited Practices and Other Integrity Related Matters**

This Section includes the provisions which apply to Prohibited Practices and other integrity related matters under this Bidding process.

**PART 2 – REQUIREMENTS**

**Section VII Supply Requirements**

This Section includes the List of Goods and Related Services, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

**PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

**Section VIII General Conditions of Contract (GCC)**

This Section contains the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

**Section IX Special Conditions of Contract (SCC)**

This Section contains clauses specific to each contract that modify or supplement Section VIII, GCC and the Appendix to the SCC, Prohibited Practices and Other Integrity Related Matters.

**Section X Contract Forms**

This Section includes the forms which, once completed, will form part of the contract. These forms shall be completed only by the successful Bidder after contract award.

**PROCUREMENT DOCUMENTS**

**Bidding Document for Procurement of Goods**

**One Stage – Two envelope**

**with Post qualification**

**Procurement of:**

**Issued on:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ICB No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purchaser:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standard Bidding Document**

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# **PART 1 – Bidding Procedures**

**Section I. Instructions to Bidders (ITB)**

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| **Section I. Instructions to Bidders (ITB)** | |
| **General** | |
| **Scope of Bid** | * 1. The Purchaser indicated in Section II, **Bid Data Sheet (BDS)**, issues this Bidding Document for the procurement of Goods and if applicable any Related Services, as specified in Section VII, Supply Requirements. The name, identification, and number of lots (contracts) are **provided in the BDS.** |
|  | * 1. Unless otherwise stated, throughout this Bidding Document:  1. the term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if **specified in the BDS**, distributed or received through electronic-procurement system used by the Purchaser) with proof of receipt; 2. if the context so requires, “singular” means “plural’ and vice versa; 3. “Bank” and “CDB” these terms are used interchangeably throughout the Bidding Document, and both mean the Caribbean Development Bank; 4. “Day” means calendar day, unless otherwise specified as a “Business Day.” A Business Day is any day that is a working day of the Recipient. It excludes the Recipient’s official public holidays; and 5. the terms “Subcontractor” and “Subsupplier” shall have the meanings conferred to them in Clause 1 of the General Conditions of Contract. |
| **Source of Funds** | * 1. The Recipient of CDB financing (hereinafter called “Recipient”) **indicated in the BDS** has applied for or received financing (hereinafter called “funds”) from CDB (hereinafter called “CDB” or “the Bank”) toward the cost of the project **named in the BDS**. The Recipient intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued. |
|  | * 1. Payments by the Bank will be made only at the request of the Recipient and upon approval by the Bank in accordance with the terms and conditions of the financing agreement between the Recipient and the Bank (the Financing Agreement) and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Recipient shall derive any rights from the Financing Agreement or have any claim to the funds. |
| **Prohibited Practices and Other Integrity Related Matters** | * 1. CDB requires compliance with CDB’s policy on Prohibited Practices and Other Integrity Related Matters, as set forth in Section VI, Prohibited Practices and Other Integrity Related Matters. |
|  | * 1. In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), Subcontractors, subconsultants, service providers, suppliers, Subsuppliers and personnel, to permit CDB to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, Bid submission and contract performance (in the case of award), and to have them audited by auditors appointed by CDB. |
| **Eligible Bidders** | * 1. Bidders shall meet the eligibility criteria as per this ITB and Section V. |
|  | A Bidder may be a firm that is a private entity, a stated-owned owned enterprise or institution, subject to **ITB 4.9**, or any combination of them in the form of a Joint Venture (JV) with the formal intent, as evidenced by a letter of intent, to enter into an agreement or under an existing agreement. In the case of a joint venture, all partners shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the Bidding process and during contract execution (in the event the JV is awarded the Contract). Unless **specified in the BDS**, there is no limit on the number of partners in a JV. |
|  | * 1. A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid. This includes participation as a Subcontractor in other Bids. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member may participate as a Subcontractor or Subsupplier in more than one Bid. |
|  | * 1. Bidders or joint venture partners shall have the nationality of an eligible country as detailed in Section V and shall comply with the following:  1. be legally constituted, incorporated or registered in and operates in conformity with the provisions of the laws of an eligible country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be, and have their principal place of business in an eligible country; 2. be more than fifty (50) percent beneficially-owned by a citizen or citizens and/or a bona fide resident or residents of an Eligible Country, or by a body corporate or bodies meeting these requirements, as far as the ownership can be reasonably determined; and   (c) shall have no arrangement and undertake not to make any arrangement whereby the majority of the financial benefits of the contract, i.e., more than fifty (50) percent of the value of the contract, will accrue or be paid to Subcontractors or sub-consultants that are not from an Eligible Country. |
|  | * 1. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:  1. directly or indirectly controls, is controlled by or is under common control with another Bidder; or 2. receives or has received any direct or indirect subsidy from another Bidder; or 3. has the same legal representative as another Bidder; or 4. has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Purchaser regarding this Bidding process; or 5. or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Bid; or 6. or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Recipient for the Contract implementation; or 7. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project **specified in the BDS ITB 2.1** that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or   has a close business or family relationship with professional staff of the Recipient (or of the project implementing agency, or of a recipient of a part of the financing) who: (i) are directly or indirectly involved in the preparation of the Bidding Document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Bidding process and execution of the Contract. |
|  | * 1. A Bidder that has been suspended or sanctioned by CDB [Note to Client: if project is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), please include the following text] or against whom an MDB Debarment or MDB Cross-Debarment has been imposed, subject to the provisions of Section VI, shall be ineligible to Bid for or be awarded a CDB-financed contract or benefit from a CDB-financed contract, financially or otherwise, during such period of time as CDB shall have determined [Note to Client: if Project is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), please include the following text] or an MDB Debarment or Cross-Debarment is in effect. The list of debarred firms and individuals is available at the electronic address **specified in the BDS.** |
|  | * 1. A firm that is under a sanction of debarment by the Recipient from being awarded a contract is eligible to participate in this procurement, unless CDB, at the Recipient’s request, is satisfied that the debarment; (a) relates to Prohibited Practices, as defined in Section VI, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process. |
|  | * 1. A Bidder shall not be under suspension from Bidding by the Purchaser as the result of the operation of a Bid–Securing or Proposal-Securing Declaration. |
|  | * 1. Bidders that are state-owned enterprise or institutions from an eligible country, as pursuant to Section V, may be eligible to Bid and be awarded a Contract(s) only if they can establish, in a manner acceptable to CDB, that they:  1. are legally and financially autonomous. “Legally autonomous” means a legal entity separate from the eligible country’s government. "Financially autonomous" means not receiving budget support from any public entity, and not being obliged to pass financial surplus to the same, except through dividends to shareholders; and |
|  | 1. operate under commercial law - Being vested with legal rights and liabilities similar to any commercial enterprise, including, being incorporated or established by statutory charter under local law; having the right: 2. to enter into legally binding contracts; 3. to sue; 4. to be sued; and 5. to borrow money, being liable for the repayment of debts and being able to be declared bankrupt. |
|  | * 1. Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Recipient’s Country prohibits commercial relations with that country, provided that CDB is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Recipient’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. When the project is implemented across jurisdictional boundaries (and more than one country is a Recipient, and is involved in the procurement), then exclusion of a firm or individual on the basis of **ITB 4.10** (a) above by any country may be applied to that procurement across other countries involved, if CDB and the Recipients involved in the procurement agree. |
|  | * 1. Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request. |
| **Eligible Goods and Related Services** | * 1. All Goods and Related Services to be supplied under the Contract and financed by the Bank, shall have their source and origin in any country subject to the restrictions specified in Section V, Eligible Countries, and all expenditures under the Contract will not contravene such restrictions. At the Purchaser’s request, Bidders may be required to provide evidence of the origin of Goods and Related Services. |
|  | * 1. For purposes of this ITB, the term “Goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “Related Services” includes services such as insurance, installation, training, and initial maintenance. |
|  | * 1. The term “origin” means the country where the Goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognised article results that differs substantially in its basic characteristics from its components. |
| **Contents of the Bidding Document** | |
| **Sections of the Bidding Document** | * 1. The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with **ITB 8**. |
|  | **PART 1 Bidding Procedures**   * Section I. Instructions to Bidders (ITB) * Section II. Bid Data Sheet (BDS) * Section III. Evaluation and Qualification Criteria * Section IV. Bidding Forms * Section V. Eligible Countries * Section VI. Prohibited Practices and Other Integrity Related Matters |
|  | **PART 2 Requirements**   * Section VII. Supply Requirements   **PART 3 Conditions of Contract and Contract Forms**   * Section VIII. General Conditions of Contract (GCC) * Section IX. Special Conditions of Contract (SCC) * Section X. Contract Forms |
|  | * 1. The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.   2. Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the Bidding Document, responses to requests for clarification, the minutes of the pre-Bid meeting (if any), or Addenda to the Bidding Document in accordance with **ITB 8**. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.   3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document and to furnish with its Bid all information or documentation required by the Bidding Document. |
| **Clarification of the Bidding Document, Site Visit, Pre-Bid Meeting** | * 1. A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser’s address **indicated in the BDS** or raise his enquiries during the pre-bid meeting if provided for in accordance with **ITB 7.4**. The Purchaser will respond to any request for clarification, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of Bids. The Purchaser’s response shall be in writing with copies to all Bidders who have acquired the Bidding Document in accordance with **ITB 6.3**, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under **ITB 8** and **ITB 22.1**. |
|  | * 1. Where applicable, the Bidder is advised to visit and examine the project site and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a contract for the Goods. The costs of visiting the site shall be at the Bidder’s own expense. |
|  | * 1. Pursuant to **ITB 7.2**, where the Bidder and any of its personnel or agents have been granted permission by the Purchaser to enter upon its premises and lands for the purpose of such visit, the Bidder, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the visit. |
|  | * 1. The Bidder’s designated representative is invited to attend a pre-Bid meeting and/or a site visit, **if provided for in the BDS.** The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. |
|  | * 1. The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Purchaser not later than seven working days before the meeting. |
|  | * 1. Minutes of the pre-bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document in accordance with **ITB 6.3**. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to **ITB 8** and not through the minutes of the pre-bid meeting. |
|  | * 1. Non-attendance at the pre-bid meeting or site visit will not be a cause for disqualification of a Bidder. |
| **Amendment of the Bidding Document** | * 1. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Document by issuing Addenda. |
|  | * 1. Any Addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Purchaser in accordance with **ITB 6.3.** |
|  | * 1. To give prospective Bidders reasonable time in which to take an Addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids, pursuant to **ITB 22.1**. |
| **Preparation of Bids** | |
| **Cost of Bidding** | * 1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process. |
| **Language of Bid** | * 1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language **specified in the BDS.** Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language, in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| **Documents Comprising the Bid** | * 1. The Bid shall comprise two Parts, namely the Technical Part and the Financial Part. These two Parts shall be submitted simultaneously in two separate sealed envelopes (two-envelope process). One envelope shall contain only information relating to the Technical Part and the other, only information relating to the Financial Part. These two envelopes shall be enclosed in a separate sealed outer envelope marked “Original Bid”. |
|  | * 1. The **Technical Part** shall contain the following:  1. **Letter of Bid** - **Technical Part**: prepared in accordance with **ITB 12;** 2. **Bid Security** or **Bid-Securing Declaration**: in accordance with **ITB 19.1;** 3. **Alternative Bid** - **Technical Part**: if permissible in accordance with **ITB 13**, the Technical Part of any Alternative Bid; |
|  | 1. **Authorisation**: written confirmation authorising the signatory of the Bid to commit the Bidder, in accordance with **ITB 20.3**; 2. **Bidder’s Eligibility**: documentary evidence in accordance with **ITB 17** establishing the Bidder’s eligibility to bid; 3. **Qualifications:** documentary evidence in accordance with **ITB 17** establishing the Bidder’s qualifications to perform the Contract if its Bid is accepted; |
|  | 1. **Eligibility of Goods and Related Services**: documentary evidence in accordance with **ITB 16**, establishing the eligibility of the Goods and Related Services to be supplied by the Bidder; 2. Conformity: documentary evidence in accordance with **ITB 16**, that the Goods and Related Services conform to the Bidding Document; and 3. any other document **required in the BDS, including where required by ITB 17.2 Manufacturer’s Authorisation.** |
|  | * 1. The **Financial Part** envelope shall contain the following:  1. **Letter of Bid** – **Financial Part**: prepared in accordance with **ITB 12** and **ITB 14**; 2. **Price Schedules**: completed prepared in accordance with **ITB 12** and **ITB 1**4; 3. **Alternative Bid** - **Financial Part**; if permissible in accordance with **ITB 13**, the Financial Part of any Alternative Bid; 4. any **other document required in the BDS.** |
|  | * 1. The Technical Part shall not include any financial information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part the Bid shall be declared non-responsive. |
|  | * 1. In addition to the requirements under **ITB 11.1**, Bids submitted by a JV shall include a copy of the Joint Venture Agreement (JVA) entered into by all members. Alternatively, a letter of intent to execute a JVA in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed JVA. |
|  | * 1. The Bidder shall furnish in the Letter of Bid – Financial information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid. |
| **Letters of Bid and Price Schedules** | * 1. The Letter of Bid – Technical Part and Letter of Bid – Financial Part shall be prepared using the relevant form*s* furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under **ITB 20.3.** All blank spaces shall be filled in with the information requested. |
| **Alternative Bids** | * 1. Unless otherwise **indicated in the BDS**, Alternative Bids shall not be considered. If Alternative Bids are permitted, their method of evaluation shall be as stipulated in Section III, Evaluation and Qualification Criteria |
| **Bid Prices and Discounts** | * 1. The prices and discounts quoted by the Bidder in the Letter of Bid – Financial Part and in the Price Schedules shall conform to the requirements specified below. |
|  | * 1. All lots (contracts) and items must be listed and priced separately in the Price Schedules. |
|  | * 1. The price to be quoted in the Letter of Bid - Financial Part in accordance with **ITB 12.1** shall be the total price of the Bid, excluding any discounts offered. |
|  | * 1. The Bidder shall quote any unconditional discounts and conditional discounts (as defined in **ITB 14.6**) and indicate the methodology for their application in the Letter of Bid – Financial Part, in accordance with **ITB 12.1**. |
|  | * 1. Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract and not subject to variation on any account, unless otherwise **specified in the BDS.** A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to **ITB 30**. However, if in **accordance with the BDS**, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero. |
|  | * 1. If so, specified in **ITB 1.1**, Bids are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise **specified in the BDS**, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer conditional discounts for the award of more than one Contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Conditional discounts shall be submitted in accordance with **ITB 14.4** provided the Bids for all lots (contracts) are opened at the same time. |
|  | * 1. The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, as **specified in the BDS**. |
|  | * 1. Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country, in accordance with Section V, Eligible Countries. Prices shall be entered in the following manner: |
|  | 1. For Goods manufactured in the Purchaser’s Country: 2. the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;   (ii) any Purchaser’s Country sales tax and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and  (iii) price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) **specified in the BDS.** |
|  | 1. For Goods manufactured outside the Purchaser’s Country, to be imported: 2. the price of the Goods, quoted CIP, named place of destination, in the Purchaser’s Country, as **specified in the BDS;**   (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) **specified in the BDS;** |
|  | 1. For Goods manufactured outside the Purchaser’s Country, already imported: 2. the price of the Goods, including the original import value of the Goods; plus, any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported; 3. the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported; |
|  | 1. the price of the Goods, obtained as the difference between (i) and (ii) above; 2. any Purchaser’s Country sales and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and 3. the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) **specified in the BDS.** |
|  | 1. For Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Supply Requirements, the price of each item comprising the Related Services. |
| **Cu****rrencies of Bid** | * 1. The currency(ies) of the Bid and the currency(ies) of payments shall be the same. The Bidder shall quote in the currency of the Purchaser’s Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Purchaser’s Country, unless otherwise **specified in the BDS.** |
|  | * 1. The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Purchaser’s Country. |
| **Documents Establishing the Eligibility and Conformity of Goods and Related Services** | * 1. To establish the eligibility of the Goods and Services in accordance with ITB Clause 5, Bidders shall complete the forms, included in Section IV, Bidding Forms.   2. To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Supply Requirements. |
|  | * 1. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Supply Requirements. |
|  | * 1. The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the Goods by the Purchaser. |
|  | * 1. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Supply Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Supply Requirements. |
| **Documents Establishing the Eligibility and Qualifications of the Bidder** | * 1. To establish Bidder’s eligibility in accordance with **ITB 4**, Bidders shall complete the Letter of Bid -Technical Part, included in Section IV, Bidding Forms. |
|  | * 1. The documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted shall establish to the Purchaser’s satisfaction:  1. that, if required **in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorisation using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorised by the manufacturer or producer of the Goods to supply these Goods in the Purchaser’s Country; |
|  | 1. that, if required **in the BDS**, in case of a Bidder not doing business within the Purchaser’s Country, the Bidder is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and 2. that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria. |
| **Period of Validity of Bids** | * 1. Bids shall remain valid for the period **specified in the BDS** after the Bid submission deadline date prescribed by the Purchaser or any extended date if amended by the Purchaser in accordance with **ITB 8**. The Bid Validity period starts from the date fixed for the Bid submission deadline (as prescribed by the Purchaser in accordance with **ITB 22.1**). A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. |
|  | * 1. In exceptional circumstances, prior to the expiration of the Bid validity period, the Purchasermay request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with **ITB 19**, the Bidder granting the request shall also extend the Bid Security for twenty-eight (28) days beyond the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in **ITB 18.3***.* |
|  | * 1. If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Contract price shall be determined as follows:  1. in the case of fixed price contracts, the Contract price shall be the Bid price adjusted by the factor **specified in the BDS;** 2. in the case of adjustable price contracts, no adjustment shall be made; 3. in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above. |
| **Bid Security or Bid Securing Declaration** | * 1. The Bidder shall furnish with the Technical Part of its Bid, the original of either a Bid-Securing Declaration or a Bid Security, as **specified in the BDS**, using the relevant form included in Section IV, Bidding Forms. In the case of a Bid Security, the Bid Security amount and currency shall be as **specified in the BDS.** |
|  | * 1. A Bid-Securing Declaration shall use the form included in Section IV, Bidding Forms. |
|  | * 1. If a Bid Security is specified pursuant to **ITB 19.1**, the Bid Security shall be a demand guarantee in any of the following forms at the Bidder’s option:  1. an unconditional guarantee issued by a bank or non-bank financial institution (such as an insurance, bonding or surety company); 2. an irrevocable letter of credit; 3. a cashier’s or certified check; or 4. another form of security **specified in the BDS**   from a reputable source from an eligible country. If the unconditional guarantee is issued by a non-bank financial institution located outside the Purchaser’s Country, the issuer shall have a correspondent financial institution located in the Purchaser’s Country to make it enforceable. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms or in another substantially similar format approved by the Purchaser prior to bid submission. In either case, the form must include the complete name of the Bidder. The Bid Security shall be valid for twenty-eight days (28) beyond the original validity period of the Bid, or beyond any period of extension if requested under **ITB 18.2**. |
|  | * 1. If a Bid Security is specified pursuant to **ITB 19.1**, any Bid not accompanied by a substantially responsive Bid Security or Bid-Securing Declaration shall be rejected by the Purchaser as non- responsive. |
|  | * 1. If a Bid Security is specified pursuant to **ITB 19.1**, the Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s furnishing of the Performance Security pursuant to **ITB 50.** |
|  | * 1. The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security. |
|  | * 1. The Bid Security may be forfeited, or the Bid-Securing Declaration executed:  1. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder in the Letter of Bid or any extension thereto provided by the Bidder; or 2. if the successful Bidder fails to: 3. sign the Contract in accordance with **ITB 49**;   or  (ii) furnish a Performance Security in accordance with **ITB 50**. |
|  | The Bid Security or the Bid Securing Declaration of a JV shall be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security or the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent referred to in **ITB 4.2** and **ITB 11.5**. |
|  | * 1. If a Bid Security is not required **in the BDS**, pursuant to **ITB 19.1**, and  1. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid; or 2. if the successful Bidder fails to: sign the Contract in accordance with **ITB 49**; or furnish a Performance Security in accordance with **ITB 50;**   the Recipient may, if provided for **in the BDS**, declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time as stated **in the BDS**. |
| **Format and Signing of Bid** | * 1. The Bidder shall prepare the Bid, in accordance with **ITB 11** and **ITB 21** and the number of copies **specified** **in the BDS**.   2. Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information. |
|  | * 1. The original and all copies of the Bid (Technical and Financial Parts) shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. This authorisation shall consist of a written confirmation as **specified in the BDS** and shall be attached to the Technical Part. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialled by the person signing the Bid. |
|  | * 1. In case the Bidder is a JV, the Bid shall be signed by an authorised representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorised representatives.   Any amendments, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. |
| **Submission and Opening of Bids** | |
| **Sealing and Marking of Bids** | * 1. The Bidder shall submit a signed and complete Bid comprising the documents and forms in accordance with **ITB 11**. The submission can be done by mail or by hand. When so **specified in the BDS**, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures **specified in the BDS.** |
|  | * 1. The signed Technical Part and Financial Part shall be marked “ORIGINAL”, and the copies of each Part marked “COPY” as appropriate. The number of copies is **indicated in the BDS**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.   2. The original and all the copies of the Technical Part shall be placed inside of a sealed envelope clearly marked “TECHNICAL PART”, “[Title of the Goods]”, [reference number], [name and address of the Bidder], and with a warning “DO NOT OPEN UNTIL [DATE AND THE TIME OF THE TECHNICAL PART SUBMISSION DEADLINE **INDICATED IN THE BDS**].” |
|  | * 1. Similarly, the original and all the copies of the Financial Part shall be placed inside of a sealed envelope clearly marked “FINANCIAL PART”, “[Title of the Goods]”, [reference number], [name and address of the Bidder], and with a warning “DO NOT OPEN WITH THE TECHNICAL PART.” |
|  | * 1. The sealed envelopes containing the Technical and Financial Parts shall be placed into one, outer envelope and sealed. This outer envelope shall bear the submission address, ICB reference number, the Title of the Goods, Bidder’s name and the address, and shall be clearly marked “TECHNICAL AND FINANCIAL PARTS - DO NOT OPEN BEFORE [insert the time and date of the submission deadline **indicated in the BDS]”.** |
|  | * 1. If the envelopes and packages with the Bid are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement, loss or premature opening of the Bid. |
|  | * 1. If Alternative Bids are permitted in accordance with **ITB 13**, the Alternative Bids shall be submitted as follows: the original of the Alternative Bid Technical Part and the required copies per **the BDS** shall be placed in a sealed envelope marked “Alternative Bid – Technical Part” and the Financial Part and copies shall be placed in a sealed envelope marked “Alternative BID – Financial Part” and these two separate sealed envelopes then enclosed within a sealed outer envelope marked “Alternative BID” |
|  | * 1. The envelope marked Alternative BID” shall be enclosed in the envelope containing the TECHNICAL AND FINANCIAL PARTS of the Bid, as described in **ITB 21.7**. |
| **Deadline for Submission of Bids** | * 1. Bids must be received by the Purchaser at the address specified in **ITB 21.1** and no later than the date and time **indicated in the BDS**. The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with **ITB 8**, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| **Late Bids** | * 1. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with |
|  | **ITB 22.** Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder. |
| **Withdrawal, Substitution, and Modification of Bids** | * 1. A Bidder may withdraw, substitute, or modify the Technical or Financial Parts of its Bid after it has been submitted, and before the deadline for submission of Bids, by sending a written notice, duly signed by an authorised representative, and shall include a copy of the authorisation in accordance with **ITB 20.3**, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:  1. prepared and submitted in accordance with **ITB 20** and **ITB  21** (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution (*Technical Part and/or Financial Part*),” “Modification (*Technical Part and/or Financial Part*);” and 2. received by the Purchaser prior to the deadline prescribed for submission of Bids, in accordance with **ITB 22**.    1. Bids requested to be withdrawn in accordance with **ITB 24.1** shall be returned unopened to the Bidders.    2. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Letter of Bid – Technical Part and repeated in the Letter of Bid - Financial Part, or any extension thereof. |
| **Public Opening of Technical Part of Bids** | * 1. Except as in the cases specified in **ITB 23** and **ITB 24.2**, the Purchaser shall, at this Bid opening, publicly open and read out, in accordance with the Bidding Document, all |
|  | Technical Parts of Bids received by the deadline at the date, time and place **specified in the BDS** in the presence of Bidders’ designated representatives and anyone who chooses to attend. Any specific electronic Bid opening procedures required if electronic Procurement is |
|  | permitted in accordance with **ITB 21.1**, shall be as **specified in the BDS**. |
|  | * 1. First, the written notice of withdrawal in the envelopes marked “Withdrawal” shall be opened and read out and the envelope with the corresponding Bid shall not be opened but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorised to sign on behalf of the Bidder, the corresponding Bid will be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at Bid opening.   2. Next, envelopes marked “Substitution” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorisation to request the substitution and is read out at Bid opening. |
|  | * 1. Next, envelopes marked “Modification” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorisation to request the modification and is read out at Bid opening. Only Bids that are opened and read out at Bid opening shall be considered further.   2. Next, all other envelopes marked “Technical Part” shall be opened one at a time. All envelopes marked “Financial Part” shall remain sealed and kept by the Purchaser in safe custody until they are opened at a later public opening, following the evaluation of the Technical Part of the Bids. On opening the envelopes marked “Technical Part” the Purchaser shall read out: the name of the Bidder and any previously read out Modifications; an Alternative Technical Part; the presence or absence of a Bid Security, or Bid-Securing Declaration, if required and any other details as the Purchaser may consider appropriate.   3. Only the Technical Parts of Bids and Alternative - Technical Parts that are read out at Bid opening shall be considered further in the evaluation. The Letter of Bid – Technical Part and the separate sealed envelope marked “Financial Part” are to be initialed by representatives of the Purchaser attending Bid opening in the manner **specified in the BDS**.   4. At the Bid opening the Purchaser shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with **ITB 23.1**).   5. Following the opening of the Technical Part of the Bids the Purchaser shall prepare a record that shall include, as a minimum:  1. the name of the Bidder and whether there is a withdrawal, substitution, or modification; 2. the presence or absence of a duly sealed envelope marked “Financial Part”; 3. the presence or absence of a Bid Security or Bid-Securing Declaration; and 4. if applicable, any Alternative Bid- Technical Part.    1. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders that met the deadline for submitting Bids. |
| **Evaluation and Comparison of Bids – General Provisions** | |
| **Confidentiality** | * 1. Information relating to the evaluation of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders, in accordance with **ITB 44** or in the case of a Standstill Period an Intention to Award the Contract is transmitted to all Bidders in accordance with **ITB 42.** |
|  | * 1. Any attempt by a Bidder to influence improperly the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid. |
|  | * 1. Notwithstanding **ITB 26.2,** from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the Bidding process, it should do so in writing. |
| **Clarification of Bids** | * 1. To assist in the examination, evaluation, and comparison of the Bids, and qualification of the Bidders, the Purchasermay, at its discretion, ask any Bidder for a clarification of its Bid, allowing a reasonable time for response. Any clarification submitted by a Bidder that is not in response to a request by the Purchasershall not be considered. The Purchaser’s request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with **ITB 34.1.** |
|  | * 1. If a Bidder does not provide clarifications of its Bid by the date and time set in the Purchaser’s request for clarification, its Bid may be rejected. |
| **Deviations, Reservations, and Omissions** | * 1. During the evaluation of Bids, the following definitions apply:  1. “Deviation” is a departure from the requirements specified in the Bidding Document; 2. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and 3. “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Document. |
| **Nonconformities, Errors and Omissions** | * 1. Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformities in the Bid that do not constitute a material deviation, reservation or omission.   2. Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid. |
|  | * 1. Provided that a Bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component, by adding the average price of the item or component quoted by substantially responsive Bids. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Purchaser shall use its best estimate. |
| **Evaluation of Technical Part** | |
| **Determination of Responsiveness of Technical Part** | * 1. The Purchaser will examine the Technical Part including any Alternative Bids Technical Part submitted by Bidders to determine whether they are complete, have been properly signed, and are generally in order. |
|  | * 1. The Purchaser’s determination of a Technical Part’s substantial responsiveness is to be based on the contents of the Bid itself. For purposes of this determination, a substantially responsive Bid is one that materially conforms to the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:   (a) if accepted, would:   1. affect in any substantial way the scope, quality, or performance of the Goods specified in the Contract; or   (ii) limit in any substantial way, inconsistent with the Bidding Document, the Purchaser’s rights or the Bidder’s obligations under the proposed Contract; or |
|  | 1. if rectified, would unfairly affect the competitive position of other Bidder presenting substantially responsive Bids. |
|  | * 1. Provided that a Technical Part is substantially responsive, the Purchaser may waive any nonmaterial nonconformity in the Bid.   2. Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Bid related to documentation requirements. |
| **Evaluation of Technical Parts** | * 1. For Bidders with Bids that have been determined to be substantially responsive, the Purchaser shall apply the criteria and methodologies described **in the BDS** and Section III, Evaluation and Qualification, to evaluate the Technical Part. Any scores to be given to technical factors and sub-factors are **specified in the BDS**. No other evaluation criteria or methodologies shall be permitted. |
| **Qualification of the Bidders** | * 1. The Purchaser shall determine, to its satisfaction, whether all eligible Bidders, whose Bids have been determined to be substantially responsive to the Bidding Document, meet any minimum technical score and the Qualification Criteria specified in Section III, Evaluation and Qualification Criteria. The Purchaser reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Bidder to perform the contract.   2. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to **ITB 17**. The determination shall not take into consideration the qualifications of other firms such as the Bidder’s subsidiaries, parent entities, affiliates, Subcontractors (other than specialised Subsuppliers or Subcontractors if permitted in the Bidding Document), Subsuppliers or any other firm different from the Bidder. |
| **Public Opening of Financial Parts of Bids** | |
| **Public Opening of Financial Parts** | * 1. Following the completion of the evaluation of the Technical Parts of Bid, the Purchaser shall:  1. notify in writing those Bidders whose Technical Parts were considered substantially non-responsive, including failed to meet any minimum technical score or qualification requirements in the Bidding Document, advising them of the following information: |
|  | 1. the grounds on which their Technical Part has been considered to be non-responsive; |
|  | (ii) their envelope marked “Financial Part” will be returned to them unopened after the completion of the Bid evaluation process and the signing of the Contract; |
|  | 1. simultaneously, notify in writing those Bidders whose Bids were considered substantially responsive including meeting any minimum technical score and qualification requirements in the Bidding Document, advising them that their Bid has been evaluated as substantially responsive to the Bidding Document; and 2. notify all Bidders the date, time and location of the public opening of the envelopes marked ‘Financial Part”   The opening date should allow Bidders sufficient time to make arrangements for attending the opening.   * 1. The Financial Parts will be opened in public by the Purchaser in the presence of Bidders, or their designated representatives, and anyone else who chooses to attend. Bidders whose Bids were responsive, met the Qualification and evaluation Criteria will have their envelopes marked “FINANCIAL PART” opened at the second public opening. Each envelope marked “Financial Part” shall be inspected to confirm that it has remained sealed and unopened. These envelopes shall then be opened by the Purchaser. Where envelopes with Financial “Substitutions” or “Modifications” were received before the deadline for the submission of Bids they shall be dealt with as those for the Technical parts detailed in **ITB 25.3** and **25.4**.   2. The Purchaser shall read out the names of each Bidder, and the score of the Technical Part, and the total Bid Price, per lot (contract) if applicable, including any conditional or unconditional discounts, the presence or absence of an Alternative Bid, if required and any other details as the Purchaser may consider appropriate.   3. Only envelopes of Financial Part of Bids, Financial Parts of Alternative Bids and discounts that are opened and read out at the public opening shall be considered for evaluation. The Letter of Bid - Financial and the Financial Part (Price schedules) are to be initialed by representatives of the Purchaser attending the opening of the Financial Part in the manner **specified in the BDS.**   4. The Purchaser shall neither discuss the merits of any Bid nor reject any envelopes marked “FINANCIAL PART”.   5. The Purchaser shall prepare a record of the Financial Part of the Bid opening that shall include, as a minimum:  1. the name of the Bidders whose Financial Part was opened and where relevant the scores of their Technical Parts; 2. the Bid prices, per lot (contract) if applicable, including any unconditional or conditional discounts; and 3. if applicable, any Alternative Bid - Financial Part.    1. The Bidders whose envelopes marked “Financial Part” have been opened, or their representatives who are present, shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders. |
| **Evaluation of Financial Parts** | |
| **Evaluation of Financial Parts** | * 1. To evaluate the Financial Part of each Bid, the Purchaser shall consider the following: |
|  | 1. establish that the Financial Part is responsive. |
|  | 1. will be done for Items or Lots (contracts), as specified in the BDS; and the Bid Price as quoted in accordance with **ITB 14**; 2. price adjustment for correction of arithmetic errors in accordance with **ITB 35.1**; 3. price adjustment due to discounts offered in accordance with **ITB 14.4;** |
|  | 1. converting the amount resulting from applying (b) to (d) above, if relevant, to a single currency in accordance with **ITB 36;** |
|  | 1. price adjustment due to quantifiable nonmaterial nonconformities in accordance with **ITB 29.3**; 2. price adjustment due to application of a Margin of Preference, as applicable, in accordance with **ITB 37**; and 3. any additional evaluation factors specified in Section III, Evaluation and Qualification Criteria. |
|  | * 1. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation. |
|  | * 1. If the Bidding Document allows Bidders to quote separate prices for different lots (contracts), each lot will be evaluated separately to determine the Most Advantageous Bid using the methodology specified in Section III, Evaluation and Qualification Criteria and any unconditional discounts. Conditional discounts based on the award of more than one lot, or slice shall only be considered after the MABs are identified for each lot. |
|  | * 1. The Purchaser’s evaluation of a Bid will exclude and not take into account: |
|  | 1. in the case of Goods manufactured in the Purchaser’s Country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder; 2. in the case of Goods manufactured outside the Purchaser’s Country, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder; |
|  | * 1. The Purchaser’s evaluation of a Bid may require the consideration of other factors, in addition to the Bid price quoted in accordance with **ITB 14.** These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, where applicable, unless otherwise **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in **ITB 34.1(g).** |
| **Correction of Arithmetical Errors** | * 1. In evaluating the Financial Part of each Bid, the Purchaser shall correct arithmetical errors on the following basis: |
|  | 1. if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected; |
|  | 1. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 2. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. |
|  | * 1. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with **ITB 35.1** and **ITB 35.2**, shall result in the rejection of the Bid. |
| **Conversion to Single Currency** | * 1. For evaluation and comparison purposes, the currency(ies) of the Bids shall be converted in a single currency as **specified in the BDS.** |
| **Margin of Preference** | * 1. Unless otherwise **specified in the BDS[[1]](#footnote-1)**, a margin of preference shall not apply. |
| **Comparison of Financial Parts** | * 1. The Purchaser shall compare the evaluated Price of the Bids to determine the Bid that has the lowest evaluated Price, including unconditional discounts. The comparison shall be |
|  | on the basis of CIP (place of final destination) prices for imported goods and EXW prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Purchaser’s country, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale and delivery of the Goods. |
|  |  |
| **Combined Evaluation - Technical and Financial Parts** | |
| **Evaluation of combined Technical and Financial Parts** | * 1. The Purchaser shall undertake the combined evaluation of Technical and Financial Parts by applying the weightings described in Section III, Evaluation and Qualification Criteria and as **specified in the BDS**. This results in combined Technical and Financial scores. From these combined scores the Purchaser will rank the Bids, from the highest score (highest ranked Bid), to the lowest score (lowest ranked Bid). |
| **Most Advantageous Bid** | * 1. Following the combined evaluation of Technical and Financial Parts, as specified in **ITB 39.1**, and before the award of Contract, and if applicable after applying conditional discounts and Negotiations, the Purchaser shall determine the Most Advantageous Bid or Bids, if applicable. |
|  | * 1. The Most Advantageous Bid is the Bid of the Bidder that substantively meets the Qualification Criteria, and whose Bid has been determined to be:   (a) substantially responsive to the Bidding Document;  and   1. the highest ranked Bid. |
| **Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids** | * 1. The Purchaser reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, Bid securities, shall be promptly returned to the Bidders. |
| **Standstill Period** | * 1. Where it is **specified in the BDS** that a standstill period applies, the Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall |
| be ten (10) Business Days unless extended in accordance with **ITB 48.2(b)**. The Standstill Period commences the day after the date the Purchaser has transmitted to each Bidder |
|  | the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognised by CDB, the Standstill Period shall not apply. |
| **Negotiations** | * 1. If **specified in the BDS**, the Purchaser may conduct Negotiations. This may happen following the combined evaluation of Technical and Financial Parts), and before the award of Contract. The procedure of the Negotiations will be **specified in the BDS**. |
| **Notification of Intention to Award** | * 1. Subject to **ITB 42.1** specifying that a standstill period applies, the Purchaser shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information: |
|  | 1. the name and address of the Bidder submitting the successful Bid; 2. the Contract price of the successful Bid; 3. the total combined score of the successful Bid; |
|  | 1. the names of all Bidders who submitted Bids, and their Bid prices as readout and as evaluated prices and technical scores (if applicable); 2. a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the notification is addressed) was unsuccessful; 3. the expiry date of the Standstill Period; and 4. instructions on how to request a debriefing and/or submit a complaint during the standstill period. |
| **Award of Contract** | |
| **Award Criteria** | * 1. Subject to **ITB 41**, the Purchaser shall award the Contract |
|  | to the Bidder offering the Most Advantageous Bid. This is |
|  | the Bidder whose Bid has been determined to be the Most Advantageous Bid as specified in **ITB 40**, provided that the Bidder is determined to be eligible and qualified to perform the Contract satisfactorily. |
| **Purchaser’s Right to Vary Quantities at Time of Award** | * 1. At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Supply Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document |
| **Notification of Award** | * 1. Prior to the expiration of the Bid Validity Period and upon expiry of a Standstill Period, if specified in **ITB 42.1** or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter and in the Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”). |
|  | * 1. Within two (2) weeks after the date of transmission of the Letter of Acceptance, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:  1. name and address of the Purchaser; 2. name and reference number of the contract being awarded, and the selection method used; 3. names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor; |
|  | 1. the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope. |
|  | * 1. The Contract Award Notice shall be published on the Purchaser's website with free access, or, if not available, in at least one newspaper of national circulation in the Purchaser's country, or in the official gazette. The Contract Award Notice shall also be published by the Recipient on UNDB’s website.   2. Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract. |
| **Debriefing by the Purchaser** | * 1. Where a standstill period is not employed, any Bidder who wishes to ascertain the grounds on which its Bid was not selected, may request an explanation from the Purchaser once the Contract Award Notice has been published. The Purchaser shall promptly provide an explanation of why such Bid was not selected. The debriefing shall not include point-by-point comparisons with another Bid(s) and information that is confidential or commercially sensitive to other Bidders. |
|  | * 1. Where a standstill period is employed:  1. on receipt of the Purchaser’s Notification of Intention to Award referred to in **ITB 42.1**, an unsuccessful Bidder has three (3) Business Days to make a written request to the Purchaser for a debriefing. The Purchaser shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline; |
|  | 1. where a request for debriefing is received within the deadline, the Purchaser shall provide a debriefing within five (5) Business Days, unless the Purchaser |
|  | decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Purchaser shall promptly inform, by the quickest means available, all Bidders of the extended standstill period; and |
|  | 1. where a request for debriefing is received by the Purchaser later than the three (3)-Business Day deadline, the Purchaser should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.    1. The debriefings of unsuccessful Bidders referred to in 48.1 and 48.2 may be done in writing or verbally at the option of the Purchaser. The Bidder shall bear their own costs of attending such a debriefing meeting. |
| **Signing of Contract** | * 1. The Purchaser shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement.   2. The successful Bidder shall sign, date and return to the Purchaser the Contract Agreement within twenty-eight (28) days of its receipt. |
|  | * 1. Notwithstanding **ITB 49.2** above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those |
|  | products/goods, systems or services, the Bidder shall not be bound by its Bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser and CDB that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorisations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract Agreement. |
| **Performance Security** | * 1. Within twenty-eight (28) days of the receipt of the Letter of Acceptance from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Purchaser. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. A foreign institution providing a bond shall have a correspondent financial institution located in the Purchaser’s Country, unless the Purchaser has agreed in writing that a correspondent financial institution is not required.   2. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, or execution of the Bid Security Declaration. In that event the Purchaser may award the Contract to the Bidder offering the next Most Advantageous Bid. |
| **Procurement Related Complaints** | * 1. The procedures for making a Procurement-related Complaint areas **specified in the BDS.** |

# **Section II - Bid Data Sheet (BDS)**

The following specific data for the Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Where an e-procurement system is used, modify the relevant parts of the BDS accordingly to reflect the e-procurement process.]*

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB – these should be deleted prior to issuance.]*

|  |  |
| --- | --- |
| **A. General** | |
| **ITB 1.1** | The Purchaser is: *[insert complete name]*  The name of the ICB is: *[insert name of ICB]*  The identification number of the ICB is: *[insert identification number of ICB]*  The number and identification of lots (contracts) comprising this ICB is: [*insert number and identification of lots (contracts)]* |
| **ITB 1.2** | [*delete if not applicable]*  Electronic – Procurement System  The Purchaser shall use the following electronic-procurement system to manage this Bidding process:  [*insert name of the e-system and URL address or link*]  The electronic-procurement system shall be used to manage the following aspects of the Bidding process:  [*list the aspects here and modify the relevant parts of the BDS accordingly, e.g., issuing Bidding Document, submission of Bids, opening of Bids*] |
| **ITB 2.1** | The Recipient of CDB Financing is: *[insert name of the Recipient and statement of relationship with the Purchaser, if different from the Recipient. This insertion should correspond to the information provided elsewhere in the Bidding Document]*  The name of the Project is: *[insert name of the project]* |
| **ITB 4.2** | Maximum number of members in the JV shall be: *[insert a number or “N/A”]* |
| **ITB 4.6** | A list of firms and individuals debarred by CDB is available on the Bank’s external website: *[insert link or state not applicable]*  *[If project is subject to Procurement Procedures for Projects Financed by CDB (January, 2021) please include the below, otherwise it should be deleted]*  A list of firms and individuals publicly debarred under MDB Debarment and MDB Cross-Debarment (see footnotes 2 and 3 in Section 1 defining these terms) are available at:  Asian Development Bank: <https://www.adb.org/site/integrity/sanctions>  African Development Bank: <https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>  European Bank for Reconstruction and Development: <https://www.ebrd.com/ineligible-entities.html>  Inter-American Development Bank: <https://www.iadb.org/en/transparency/sanctioned-firms-and-individuals>  World Bank: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms> |
| **B. Contents of Bidding Document** | |
| **ITB 7.1** | For clarification purposes only, the Purchaser’s address is:  *[insert the corresponding information as required below. This address may be the same as or different from that specified under ITB 22.1 for Bid submission]*  Attention:  Street Address:  Floor/Room number:  City:  ZIP Code:  Country:  Telephone:  Facsimile number:  Electronic mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ITB 7.4** | A Pre-Bid meeting *[insert “shall” or “shall not”]* take place at the following date, time and place:  Date: *[insert date]*  Time: *[insert time]*  Place: *[insert place]*  A site visit conducted by the Purchaser *[insert “shall” or “shall not”]* be organised  *[A pre-bid meeting (this may be virtual) is recommended. This would help the Bidders to better understand the requirements. This would also be an opportunity for the Purchaser to get feedback on its requirements and issue Addenda if required. If there are Related Services that would benefit from a site visit, consider making a provision for site visit. This may also be virtual.].* |
| **C. Preparation of Bids** | |
| **ITB 10.1** | The language of the Bid is: *[insert “English”]*  *[Note to Client: For all ICB processes the Bidding Document must be issued in English. However, the Recipient may also issue a translated version of the document in another language, which should be the national language. The national language is, either: (a) the national language of the Recipient; or (b) the language used nationwide in the Recipient’s country for commercial transactions, as accepted by CDB.* *The Recipient shall take full responsibility for the correct translation of the documents into the national language.]*  *[Note to Client: If the document is also issued in in a second language to English as agreed with CDB, use the following text]:*  In addition, the Bidding Document is translated into the *[Note to Client: insert language]* language. Bidders have a choice of submitting their Bid in either of the two languages stated above. The Contract will be signed in the language of the winning Bid, which shall be the governing language of the Contract. |
| **ITB 11.1 (i)** | The Bidder shall submit with its Bid the following additional documents:  *[Insert Documentation requested]* |
| **ITB 11.3 (c)** | The Bidder shall submit with its Bid the following additional documents:  *[Insert Documentation requested]* |
| **ITB 13.1** | Alternative Bids *[insert “shall be” or “shall not be”]* permitted.  *[If alternatives shall be considered, the methodology shall be defined in Section III – Evaluation and Qualification Criteria. See Section III for further details]* |
| **ITB 14.5** | The prices quoted by the Bidder [*insert “shall “or “shall not”*] \_\_\_\_\_\_\_\_\_\_\_\_\_be subject to adjustment during the performance of the Contract. |
| **ITB 14.6** | Prices quoted for each lot (contract) shall correspond at least to *[insert figure*] percent of the items specified for each lot (contract).  Prices quoted for each item of a lot shall correspond at least to *[insert figure]* percent of the quantities specified for this item of a lot. |
| **ITB 14.7** | The version of the Incoterms is: *[insert version of Incoterms]* |
| **ITB 14.8**  **(a) (iii), (b) (ii), (c) (v)** | Place of destination: [*insert named place of destination as per Incoterm used*] |
| **ITB 14.8 (b) (i)** | Final Destination (Project Site): *[insert final destination/project site, if different from named place of destination]* |
| **ITB 15.1** | The Bidder [*insert “is” “is not”]* required to quote in the currency of the Purchaser’s Country, the portion of the Bid price that corresponds to expenditures incurred in that currency. |
| **ITB 16.4** | Period of time the Goods are expected to be functioning (for the purpose of spare parts): [*insert duration*] |
| **ITB 17.2 (a)** | *[If the Manufacturer’s authorisation is required for only some of the items under the contract, list the items for which Manufacturer’s authorisation is required. Manufacturer’s authorisation is normally required for critical/technically complex items. Should there be Subcontractors of critical services to the Bidders related to the Goods, then the Purchaser may consider requesting Bidders to submit confirmation from such Subcontractors of their commitment to the Bidder. – refer also to Section III.* |
| **ITB 17.2 (b)** | After sales service is: *[insert “required” or “not required”]* |
| **ITB 18.1** | The Bid validity period shall be: *[insert the number of days deemed appropriate]* days  *[To minimise the risk of errors by Bidders, the Bid validity period is a specific date and not linked to the deadline for submission of Bids. As stated in ITB 18.1, if there is a need to extend the date, for example because the Bid submission deadline is significantly extended by the Purchaser, the revised Bid validity date shall be specified in accordance with ITB 8.]* |
| **ITB 18.3 (a)** | The Bid price shall be adjusted by the following factor(s): \_\_\_\_\_\_\_\_  *[The local currency portion of the Contract price shall be adjusted by a factor reflecting local inflation during the period of extension, and the foreign currency portion of the Contract price shall be adjusted by a factor reflecting the international inflation (in the country of the foreign currency) during the period of extension.]* |
| **ITB 19.1** | *[If a Bid Security shall be required, a Bid-Securing Declaration shall not be required, and vice versa.]*  A Bid Security *[insert “shall be” or “shall not be”]* required.  A Bid-Securing Declaration *[insert “shall be” or “shall not be”]* required.  If a Bid Security shall be required, the amount and currency of the Bid Security shall be  [*If a Bid Security is required, insert amount and currency of the Bid Security. Otherwise insert “Not Applicable”.] [In case of lots, please insert amount and currency of the Bid Security for each lot].*  *[Note: Bid Security is required for each lot as per amounts indicated against each lot. Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which Bids have been submitted, however if the amount of Bid Security is less than the total required amount, the Purchaser will determine for which lot or lots the Bid Security amount shall be applied.]* |
| **ITB 19.3 (d)** | Other types of acceptable securities:  *[Insert names of other acceptable securities. Insert “None” if no Bid Security is required under provision ITB 19.1 or if Bid Security is required but no other forms of Bid securities besides those listed in ITB 19.3 (a) through (c) are acceptable*.] |
| **ITB 19.9** | [*Delete if not applicable:* *The following provision should be included, and the required corresponding information inserted only if a Bid Security is not required under provision ITB 19.1 and the Purchaser wishes to declare the Bidder ineligible to be awarded a contract for a period of time should the Bidder perform any of the actions mentioned in provision ITB 19.9 (a) and (b). Otherwise omit.]*  If the Bidder performs any of the actions prescribed in ITB 19.9 (a) or (b), the Recipient will declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of *[insert period of time]* years, starting from the Deadline for Submission of Bids. |
| **ITB 20.1** | In addition to the original of the Bid, the number of copies is: *[insert number of copies required]*. |
| **ITB 20.3** | The written confirmation of authorisation to sign on behalf of the Bidder shall consist of:  *[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid]* |
| **D. Submission and Opening of Bids** | |
| **ITB 21.1** | For Bid submission purposes only, the Purchaser’s address is:  *[Insert address below which may be the same as or different from that specified under provision ITB 7.1 for clarifications]*  Attention:  Street Address:  Floor/Room number:  City:  ZIP/Postal Code:  Country:  Bidders *[Insert “shall” or “shall not”]* have the option of submitting their Bids electronically.  *[The following provision should be included, and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]*  If Bidders have the option of submitting their Bids electronically, the electronic Bidding submission procedures shall be:  *[insert a description of the electronic Bidding submission procedures]* |
| **ITB 22.1** | The deadline for Bid submission is:  *[Insert date/time below. The time allowed for the preparation and submission of Bids shall be determined with due consideration to the particular circumstances of the project and the magnitude and complexity of the procurement. The period allowed shall be at least thirty (30) Business Days, unless otherwise agreed with CDB]*  Date: *[insert day, month, and year e.g., 15 June, 2022]*  Time: *[insert time, and identify if a.m. or p.m., e.g., 10:30 a.m. and time zone e.g., AST* |
| **ITB 25.1** | The Bid opening shall take place at:  *[Insert address/date/time below. The date/time shall be the same as that given for deadline for submission is ITB 22 or promptly thereafter to allow sufficient time to take the Bids to the place announced for public Bid opening]*  Street Address:  Floor/Room number:  City:  Country:  Date:  Time:  *[The following provision should be included, and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]*  If Bidders have the option of submitting their Bids electronically, the electronic Bid opening procedures shall be:  *[insert a description of the electronic Bid opening procedures.]* |
| **ITB 25.6** | The Letter of Bid – Technical Part and the sealed envelope marked “Envelope - Financial Part” shall be initialed by \_\_\_\_\_\_\_ [*insert number*] representatives of the Purchaser conducting Bid opening. *[Insert procedure: Example: Each Bid shall be initialed by all representatives and shall be numbered.* |
| **E. Evaluation and Comparison of Bids – General Provisions** | |
| **F. Evaluation of Technical Parts of Bids** | |
| **ITB 31.1** | Evaluation will be done for……..[*Select Items or Lots(contracts)]*  *The technical factors and sub factors and the corresponding scores out of 100% are:*  *1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *[(i) Insert specific appropriate technical factors and sub factors. The technical factors to be specified should consider the factors to be evaluated in accordance with BDS 34.5 to ensure that the same attribute is not evaluated twice. The scores should be allocated in terms of relative significance of the technical factors.] For further details refer to Section III.*  *(ii) The total technical scores for each Bidder shall be weighted (usually 30%) in accordance with ITB 39.1.* |
| **ITB 31.2** | ITB 34.7 The Purchaser *[insert “intends” or “does not intend”]* to execute certain specific parts of the Goods by Subsuppliers or Subcontractors selected in advance (Nominated Subsuppliers or Nominated Subcontractors).  *[If the above states “intends” list the specific parts of the Goods and the respective Subsuppliers.]* |
| **ITB 31.3** | *[Indicate N/A if there are no parts of the Goods requiring Specialised Subsuppliers or Subcontractors]*  The parts of the Goods for which the Purchaser permits Bidders to propose Specialised Subsuppliers or Subcontractors are designated as follows:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   For the above-designated parts of the Goods that may require Specialised Subsuppliers or Subcontractors, the relevant qualifications of the proposed Specialised Subsuppliers or Subcontractors will be added to the qualifications of the Bidder for the purpose of evaluation. |
| **G. Public Opening of Financial Parts of Bids** | |
| **ITB 33.4** | The Letter of Bid – Financial Part shall be initialed by \_\_\_\_\_\_\_ [*insert number*] representatives of the Purchaser conducting Bid opening. *[Insert procedure: Example: Each Bid shall be initialed by all representatives and shall be numbered.* |
| **H. Evaluation of Financial Parts** | |
| **ITB 34.1 (b)** | Evaluation will be done for……..[*Select Items or Lots(contracts)]*  Note: *[Select one of the two sample clauses below as appropriate:]*  “Bids will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Bidder”.  *Or*  “Bids will be evaluated lot by lot. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid, and provided that the Bid is substantially responsive, the average price of the item quoted by substantially responsive Bidders will be added to the Bid price and the equivalent total evaluated price so determined will be used for price comparison.”] |
| **ITB 34.5** | The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: *[refer to Section III, Evaluation and Qualification Criteria; insert complementary details if necessary]*  (a) Deviation in Delivery schedule: *[insert Yes or No. If yes insert the adjustment factor in Section III, Evaluation and Qualification Criteria]*  (b) Deviation in payment schedule: *[insert Yes or No. If yes insert the adjustment factor in Section III, Evaluation and Qualification Criteria]*  (c) the cost of major replacement component, mandatory spare parts, and service: *[insert Yes or No. If yes, insert the Methodology and criteria in Section III, Evaluation and Qualification Criteria]*  (d) the availability in the Purchaser’s Country of spare parts and after-sales services for the equipment offered in the Bid: *[insert Yes or No, If yes, insert the Methodology and criteria in Section III, Evaluation and Qualification Criteria]*  (e) Life cycle costs: the costs during the life of the goods or equipment [*insert Yes or No, If yes, insert the Methodology and criteria in Section III, Evaluation and Qualification Criteria]*  (f) the performance and productivity of the equipment offered; *[insert Yes or No. If yes, insert the Methodology and criteria in Section III, Evaluation and Qualification Criteria]*  *[insert any specific criteria in Section III, Evaluation and Qualification Criteria].* |
| **ITB 36.1** | The currency that shall be used for bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies into a single currency is:  *[Insert the name of the currency]*  The source of exchange rate shall be: *[insert the name of the source of the exchange rates e.g., the Central Bank in the Purchaser’s Country].*  The date for the exchange rate shall be: *[specify date (day/month/year] not earlier than 28 days prior to the deadline for submission of the Bids, nor later than the original date for the expiry of Bid validity period].* |
| **ITB 37.1** | *[The following provision should be included, and the required corresponding information inserted only if the Procurement Plan authorises the application of a margin of preference and the Purchaser intends to apply it to the subject contract. Otherwise omit]*  A margin of regional preference *[insert either “shall” or “shall not”]* apply.  [If a margin of preference applies, the application methodology shall be defined in Section III, Evaluation and Qualification Criteria] |
| 1. **Combined Evaluation - Technical and Financial Parts** | |
| **ITB 39.1** | The weight to be given for evaluated price is: \_\_\_\_\_\_\_\_ *[indicate weight for price such that weight for price plus weight for total technical score is 100).]*  *For guidance on the weighting of Technical and Financial Parts refer CDB Procedures Annex 5 article 13. This Annex provides for weightings of Price to be 70% and Technical 30%.* |
| **ITB 42.1** | A standstill period *[insert “shall” or “shall not”]* apply. |
| **ITB 43.1** | Negotiation *[“applies” / “does not apply”]*  If negotiation applies, the procedure will be:  Technical Negotiations - *include discussions of the Supply Requirements, Purchaser’s inputs (if applicable), Special Contracts Conditions. These discussions shall not substantially alter the original scope of the Goods or the terms of the Contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.*  Financial Negotiations - *include the clarification of the Supplier’s tax liability in the Purchaser’s country and how it should be reflected in the Contract.*  If the selection method included cost as a factor in the evaluation, the evaluated price stated in the Financial Part for a Lump-Sum contract shall not be negotiated.  *Note to Client: Where negotiations take place on substantive issues, e.g., price, scope, Contract terms and conditions, a draft Contract initialled by the Supplier(s) is then submitted by the Recipient to CDB for “no objection” and, upon CDB’s “no objection”, the Contract(s) can then be awarded.* |
| **J. Award of Contract** | |
| **ITB 46.1** | The maximum percentage by which quantities may be increased is: *[insert percentage]*.  The maximum percentage by which quantities may be decreased is: *[insert percentage]*. |
| **ITB 51.1** | The procedures for making a Procurement-related Complaint are detailed in the Procurement Procedures for CDB Financed Projects, January 2021 (Annex 3). |

**Section III. Evaluation and Qualification Criteria**

*This Section contains the criteria that the Purchaser shall use to evaluate a Bid and qualify the Bidders. No other factors, methods or criteria shall be used other than specified in this Bidding Document.*

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| **Section III. Evaluation and Qualification Criteria** |
| *[The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]*  The Purchaser shall use the criteria and methodologies listed in this Section to determine the Most Advantageous Bid as defined in **ITB 40.2**. The Most Advantageous Bid is the Bid of the Bidder that meets the Qualification Criteria, and whose Bid has been determined to be:   1. substantially responsive to the Bidding Document;   and   1. the highest ranked Bid.  **TECHNICAL PART** **1.1 Responsiveness and Eligibility Criteria (ITB 4, ITB 17 and 30)**  The Purchaser shall assess each Bid to determine it is responsive and the Bidder eligible, in accordance with Criteria in **ITB 4, ITB 17** and **30**, including:   1. Manufacturer’s authorisation: A Bidder who does not manufacture an item/s where a manufacturer authorisation is required in accordance with BDS **ITB 17.2 (a)**, the Bidder shall provide evidence of being duly authorised by a manufacturer (Manufacturer’s Authorisation Form, Section IV, Bid Forms), meeting the criteria in item 1.3 Qualification Criteria (d) (i) and (ii) below, to supply the Goods;   (ii) A Bidder who does who does not manufacture an item/s where a manufacturer authorisation is not required in accordance with BDS **ITB 17.2 (a),** the Bidder shall submit documentation on, its status as a supplier, to the satisfaction of the Purchaser (e.g., authorised dealer/distributor of the items).  *Note to Client: Where there are key sub-services for the Goods that will be contracted out by Bidders then the Purchaser shall require the Bidder to provide evidence of the commitment of the Subcontractors to participate should the Bidder be awarded the contract. Bidders shall submit such evidence with the Technical Bid.*  **1.2 Technical Evaluation (ITB 31)**  For those Bids found to be responsive and Bidders are eligible, the Technical Parts are to be evaluated against the criteria defined in **ITB BDS 31.1** and this Section III. The resulting total technical score will be weighted in accordance with defined the weighting for the Technical Part in **ITB 31.1**  Note to Client: *The technical factors to be evaluated and corresponding scores may vary depending on the scope, complexity, risks and market. The technical factors to be evaluated should consider the evaluation criteria specified in in BDS 35.5. Some factors may not be scored if they can be reduced to monetary expression – see below Financial Part, 2.*  *Care is to be taken so that the same attribute is not evaluated twice. For example, for equipment, some of the considerations for setting the technical factors may include functional adequacy, proposed layout and suitability to the facility layout, reliability, operational effectiveness, safety, quality of proposed service levels and capabilities including support arrangements and, warranty arrangements, quality of proposed training, environmental effects including sustainability.*  *CDB’s “Guidance Note on Evaluation Criteria for Procurement of Goods, Works and Non-Consulting Services”, Section 8, dated December 2021 is recommended to be used to assist in setting criteria and assigned scores for technical. This Guidance note can be found at:* [*https://www.caribank.org/work-with-us/procurement/resources*](https://www.caribank.org/work-with-us/procurement/resources)*.*  **1.3 Qualification Criteria** **(ITB 32)**  The Purchaser shall assess each Bidder against the following Qualifications Criteria. Requirements not included in the text below shall not be used in the evaluation of the Bidder’s qualifications.   1. Financial Capability: The Bidder shall submit audited financial statements or, if not required by the law of the Bidder’s country, other financial statements acceptable to the Purchaser, for the last \_\_\_\_\_\_ years *[e.g., three years]* prior to bid submission deadline, demonstrating the current soundness of the Bidder’s financial position. For a joint venture, this requirement shall be met by each member; 2. Specific Experience: The Bidder shall demonstrate that it has successfully completed at least *[insert number of contracts]* contracts within the last \_\_\_years *[e.g., three years]* prior to bid submission deadline, each with a value of at least\_\_\_\_\_ that have been successfully and substantially completed and that are similar in nature and complexity to the Goods and Related Services under the Contract. For a joint venture, this requirement may be met by all members combined.   (c) Documentary Evidence: The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement: [*list the requirement(s), as applicable]*   1. Manufacturing experience and Technical Capacity: For the items under the Contract that the Bidder is a manufacturer, the Bidder shall furnish documentary evidence to demonstrate that:   (i) it has manufactured goods of similar nature and complexity for at least \_\_\_years *[e.g., three years],* prior to the bid submission deadline; and  (ii) its annual production capacity of goods of similar nature and complexity for each of the last \_\_\_years *[e.g., three years]* prior to the bid submission deadline, is at least times the quantities specified under the contract.   * 1. **Alternative Technical Parts** – will be evaluated in accordance with Section III, item 3.4 below.  **FINANCIAL PART**  **2.1 Responsiveness criteria**: The Financial Parts shall be examined for responsiveness against the requirements for such in the Bidding Document. Responsive Financial Parts proceed to the full evaluation, as follows.  **2.2 Evaluation Criteria** **(ITB 34)**  The Purchaser shall use the criteria and methodologies listed in this Section III to evaluate the Financial Part. |
| The Purchaser’s evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with **ITB 14.8**, one or more of the following factors as specified in **ITB 34.1**(g) and in BDS referring to **ITB 35.5**, usingthe following criteria and methodologies.  **(a)** Delivery schedule. (As per Incoterms **specified in the BDS**)  *The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VII, Supply Requirements. No credit will be given to deliveries before the earliest date, and Bids offering delivery after the final date shall be treated as nonresponsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Bid price of Bids offering deliveries later than the “Earliest Delivery Date” specified in Section VII, Supply Requirements.*   1. Deviation in payment schedule. *[insert one of the following]*   (i) *Bidders shall state their Bid price for the payment schedule outlined in the Special Conditions of Contract (SCC). Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced Bid price offered by the Bidder selected on the basis of the base price for the payment schedule outlined in the SCC.*  Or  (ii) *The SCC stipulates the payment schedule specified by the Purchaser. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].*   1. Cost of major replacement components, mandatory spare parts, and service. *[insert one of the following]* 2. *The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation* ***specified in the BDS*** *16.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Bid, shall be added to the Bid price, for evaluation purposes only.*   Or  *(ii)* *The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation* ***specified in the BDS*** *16.4. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid price, for evaluation purposes only.*  **(d)** Availability in the Purchaser’s Country of spare parts and after sales services for equipment offered in the Bid*.*  An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Bid price, for evaluation purposes only*.*   1. Life Cycle Costs   If **specified in BDS** 35.5, an adjustment to take into account the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Bid price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:  *[Note to Client: Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the goods are estimated to be considerable in comparison with the initial cost and may vary among different Bids. Life cycle costs shall be evaluated on a net present value basis. If life cycle costs apply, then specify the factors required to determine them for evaluation purposes.*  *[Either amend the following text as required, or delete if life cycle cost is not applicable]:*   1. number of years for life cycle cost determination *[insert the number of years*];   (ii) the discount rate to be applied to determine the net present value of future operation and maintenance costs (recurrent costs) is *[insert the discount rate*];  (iii) the annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: *[insert methodology*];  (iv) and the following information is required from bidders *[insert any information required from bidders, including prices]*.   1. Performance and productivity of the equipment: [insert one of the following]   (i)Performance and productivity of the equipment.An adjustment representing the capitalised cost of additional operating costs over the life of the goods will be added to the Bid price, for evaluation purposes if **specified in the BDS** 35.5. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Bid below the norm of 100, using the methodology specified below.  *[insert the methodology and criteria if applicable]*  or  (i)An adjustment to take into account the productivity of the goods offered in the Bid will be added to the Bid price, for evaluation purposes only, if **specified in BDS** 35.5. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Bid with respect to minimum required values, using the methodology specified below.  *[insert the methodology and criteria if applicable]*   1. Specific additional criteria   *[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS 35.5]*  *[If specific sustainable procurement**technical requirements have been specified in Section VII Supply Requirements, either state that (i) those requirements will be evaluated on a pass/fail or rateable basis or otherwise (ii) in addition to evaluating those requirements on a pass/fail or rateable basis, if applicable, specify the monetary adjustments to be applied to Bid Prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*  **2.3 Margin of Preference (ITB 37)**  If the BDS so specifies, the Purchaser will grant a margin of preference of up to 15% (fifteen percent) to goods manufactured in CDB’s Borrowing Member Countries (BMCs), in accordance with, and subject to, the following provisions:   1. The production facility in which goods in question will be manufactured or assembled must be engaged in manufacturing or assembling such goods at least since the time of Bid submission; and 2. labor, raw materials, and components from within the BMCs shall account for more than thirty (30) percent of the EXW price, resulting in:   **Group A**: Bids offering goods manufactured in the BMCS, fulfilling the requirements of 1 a) and b) above;  **Group B**: All other Bids offering Goods manufactured in the BMCs;  **Group C**: Bids offering Goods manufactured outside the BMCs that have been already imported or that will be imported.  To facilitate this classification by the Purchaser, the Bidder shall complete whichever version of the Price Schedule furnished in the Bidding Document is appropriate provided, however, that the completion of an incorrect version of the Price Schedule by the Bidder shall not result in rejection of its Bid, but merely in the Purchaser’s reclassification of the Bid into its appropriate Bid group.  The Purchaser will first review the Bids to confirm the appropriateness of, and to modify as necessary, the Bid group classification to which Bidders assigned their Bids in preparing their Bid Forms and Price Schedules.  The Bids in each group will then be compared to determine the Bid with the lowest evaluated cost in that group. The lowest evaluated cost Bid from each group shall then be compared with each other and if as a result of this comparison a Bid from Group A or Group B is the lowest, it shall be selected for the award.  If as a result of the preceding comparison, a Bid from Group C is the lowest evaluated cost, all Bids from Group C shall be further compared with the Bid with the lowest evaluated cost from Group A after adding to the evaluated costs of goods offered in each Bid from Group C, for the purpose of this further comparison only, an amount up to 15% (fifteen percent) of the prices used in the evaluation per **ITB 38.1** and prices shall include conditional and unconditional discounts and be corrected for arithmetical errors. If the Bid from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated cost from Group C shall be selected. **COMBINED EVALUATION** **3.1 Technical Part**: The total technical scores assigned to the technical factors of each Bidder by the Purchaser’s evaluation committee are to be weighted in accordance with the BDS 31.1 and Section III, item 1.2 above. *[Note to Client: Technical weighting is usually not more than 30%; evaluated cost being 70%.]*  **3.2 Financial Part**: The evaluated cost for each Bidder is to be converted into scores out of hundred (100). In accordance with the requirements of the Bidding Document, the lowest evaluated cost is awarded a hundred points (100) i.e., the maximum points under the financial evaluation, and the evaluated costs of other Bidders have a score calculated based on the formula of the lowest cost divided by the cost under consideration, multiplied by one hundred (100). The weighting assigned to the evaluated costs, as stated in the BDS 39.1, is then applied to the establish each Bidder’s financial scores.  **3.3 Technical and Financial Part**: The weighted scores for the Technical and Financial evaluations shall be summed and the highest scoring Bidder(s) will be considered for Contract award, subject to qualification review, in accordance with Section III, item 3.5 (Multiple Contracts) below.  **3.4 Alternative Bids (ITB 13.1)**   1. An alternative if permitted under **ITB 13.1**, will be evaluated as follows:   *[insert one of the following]*  “A Bidder may submit an alternative Bid (Technical and Financial Parts) only with a Bid for the base case. The Purchaser shall only consider the alternative Bids offered by the Bidder whose Bid for the base case was determined to be the Most Advantageous Bid.”  Or   1. “A Bidder may submit an alternative Bid (Technical and Financial Parts) with or without a Bid for the base case. The Purchaser shall consider Bids offered for alternatives as specified in the Technical Specifications of Section VII, Supply Requirements. All Bids received, for the base case, as well as alternative Bids meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the **ITB 31** and **34**.”   **3.5 Multiple Contracts (ITB 34.3)**  *If not applicable state* ‘Not Applicable’  *If in accordance with* ***ITB 1.1*** *and* ***ITB 34.3****, Bids are invited for more than one lot,* state ‘The contract will be awarded to the Bidder or Bidders with, taking into account any conditional discounts, the Most Advantageous Bid’.  However, if a Bidder, with Bids that are substantially responsive and with highest evaluated score for individual lots, is not qualified for the combination of the lots, then the award will be made based on the highest total score for combination of lots for which Bidders are qualified.  [Note - Example of the above scenario: A Bidder submits Bids for Lots A and B. These two Bids are substantially responsive and get the highest total score for Lot A and Lot B respectively. However, the Bidder is not qualified for both lots. In such a case, a decision has to be made on whether this Bidder should be awarded Lot A or Lot B by considering the combined scores of Bidders for Lot A and Lot B.] |

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# **Letter of Bid - Technical Part**

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| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *Place this Letter of Bid in the first envelope “TECHNICAL PART”.*  *The Bidder must prepare this Letter of Bid – Financial Part on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*  *Note: All italicised text in blue font is to help Bidders in preparing this form and Bidders shall delete it from the final document.* |

Date: [*insert date (as day, month and year) of Bid submission*]

ICB No.: [*insert identification number*]

Alternative No.:[*insert identification No if this is a Bid for an alternative*]

To: *[insert complete name of Purchaser]*

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

1. the Technical Part, and
2. the Financial Part.

In submitting our Bid, we make the following declarations:

1. **No reservations**: We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (**ITB 8**);
2. **Eligibility and no conflicts of interest**: We meet the eligibility requirements and have no conflict of interest in accordance with **ITB 4**;
3. **Bid-Securing Declaration**: We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing or Proposal-Securing Declaration in the Purchaser’s country in accordance with **ITB 4.8**;
4. **Conformity**: We offer to supply in conformity with the Bidding Document and in accordance with the Delivery Schedules specified in the Supply Requirements the following Goods: [*insert a brief description of the Goods and Related Services*];
5. **Bid Validity Period**: Our Bid shall be valid for the period **specified in BDS 18.1** (as amended, if applicable) from the date fixed for the Bid submission deadline **specified in BDS 22.1** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. **Performance Security**: If our Bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document;
7. **One Bid Per Bidder**: We are not submitting any other Bid(s) as an individual Bidder, and weare not participating in any other Bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements of **ITB 4.3,** other than alternative Bids submitted in accordance with **ITB 13**;
8. **Suspension and Debarment**: We, along with any of our Subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by CDB *[**Note to Client: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), inset the following text]* or subject to a public debarment by an Multilateral Development Bank (MDB) which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Purchaser’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;
9. State-owned enterprise or institution: [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of* ***ITB 4.9***];

(j) **Binding Contract**: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

(k) **Not Bound to Accept**: We understand that you are not bound to accept the lowest evaluated Bid, the Most Advantageous Bid, or any other Bid that you may receive.

(l) **Prohibited Practices**: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in Prohibited Practices, as defined in Section VI of the Bidding Document.

(m) **Manufacturer’s Authorisation***: [Insert and attach where required per* ***ITB 17.2****]*

Name of the Bidder:\*[*insert complete name of person signing the Bid*]

Name of the person duly authorised to sign the Bid on behalf of the Bidder:\*\*[*insert complete name of person duly authorised to sign the Bid*]

Title of the person signing the Bid: [*insert complete title of the person signing the Bid*]

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]

Date signed [*insert date of signing*] day of [*insert month*], [*insert year*]

Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_

\*In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder.

\*\*Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid.

# **Letter of Bid - Financial Part**

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| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *Place this Letter of Bid - Financial Part in the second envelope marked “FINANCIAL PART”.*  *The Bidder must prepare this Letter of Bid – Financial Part on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*  *Note: All italicised text in blue font in is to help Bidders in preparing this form and Bidders shall delete it from the final document.* |

Date: [*insert date (as day, month and year) of Bid submission*]

ICB No.: [*insert identification number*]

Alternative No.:[*insert identification No if this is a Bid for an alternative*]

To: *[insert complete name of Purchaser]*

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Part.

In submitting our Financial Part, we make the following additional declarations:

1. **Bid Validity:** Our Bid shall be valid until *[insert day, month and year in accordance with* ***ITB 18.1****],* and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. **Total Price**: The total price of our Bid, excluding any discounts offered in item (c) below is:
3. In case of only one lot, the total price of the Bid [*insert the total price of the Bid in words and figures, indicating the various amounts and the respective currencies*];

(ii) In case of multiple lots, the total price of each lot is [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*];

(iii) In case of multiple lots, total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

1. **Discounts**: The unconditional and conditional discounts offered and the methodology for their application are:
2. The discounts offered are: [*Specify in detail each discount offered*]

(ii) The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];

1. **Commissions, gratuities and fees**: 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*].

|  |  |  |  |
| --- | --- | --- | --- |
| Name of recipient | Address | Reason | Amount |
|  |  |  |  |
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(If none has been paid or is to be paid, indicate “none.”)

1. Binding Contract: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Name of the Bidder:\*[*insert complete name of the Bidder*]

Name of the person duly authorised to sign the Bid on behalf of the Bidder: \*\* [*insert complete name of person duly authorised to sign the Bid*]

Title of the person signing the Bid: [*insert complete title of the person signing the Bid*]

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]

Date signed [*insert date of signing*] day of [*insert month*], [*insert year*]

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

\*\* Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

# **Bidder Information Sheet**

Date: *[insert day, month, year*]  
ICB No. and title: *[insert ICB number and title]*  
Page *[insert page number]* of *[insert total number of pages]*

Alternative No.: [insert identification No if this is a Bid for an alternative]

|  |
| --- |
| 1. Bidder's legal name: *[insert full legal name]* |
| 1. In case of Joint Venture (JV), legal name of each partner: *[insert full legal name of each partner in JV]* |
| 1. Bidder’s actual or intended country of registration: *[indicate country of registration]* |
| 1. Bidder’s actual or intended year of registration: *[indicate year of registration]* |
| 1. Bidder's legal address in country of registration: *[insert street/ number/ town or city/ country]* |
| 1. Bidder's authorised representative information:   Name: *[insert full legal name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers:  *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of:   🞎 Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with **ITB 4.2.**  🞎 In case of state-owned enterprise or institution, in accordance with **ITB 4.9** documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Bidder is not under the supervision of the Purchaser |
| 1. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership. |

# **Partner to JV Information Sheet**

*[The following form shall be completed to provide information relating to each JV member]*

Date: *[insert day, month, year]*ICB No. and title: *[insert ICB number and title]*Page *[insert page number]* of *[insert total number]* pages

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

|  |
| --- |
| 1. Bidder’s JV name: *[insert full legal name]* |
| 1. JV member’s name: *[insert full legal name of Applicant's Party]* |
| 1. JV member’s country of registration: *[indicate country of registration]* |
| 1. JV member's year of registration: *[indicate year of registration]* |
| 1. JV member’s legal address in country of registration:   *[insert street/ number/ town or city/ country]* |
| 1. JV member’s authorised representative information   Name: *[insert full legal name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers:  *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of:   🞎 Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with **ITB 4.2.**  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with **ITB 4.2.**  🞎 In case of state-owned enterprise or institution, in accordance with **ITB 4.9** documents establishing:   * Legal and financial autonomy * Operation under commercial law * Not under the supervision of the Purchaser.  1. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership. |

# **Price, Delivery and Completion Schedule for Goods and Related Services**

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Supply Requirements.]*

# **Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | (Group C Bids, goods to be imported)  Currencies in accordance with **ITB 15** | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 9 |
| Line Item  N° | Description of Goods | Country of Source/Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price  cip *[insert place of destination]*  in accordance with ITB 14.8(b)(i) | CIP Price per line item  (Col. 5x6) | Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in BDS | | | Total Price per Line item  (Col. 7+8) |
| *[insert number of the item]* | *[insert name of good]* | *[insert country of source/ origin of the Good]* | *[insert quoted Delivery Date* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit price CIP per unit]* | *[insert total CIP price per line item]* | *[insert the corresponding price per line item]* | | | *[insert total price of the line item]* |
|  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  | | |  |
|  | | | | | | | | Total Price |  | |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]* | | | | | | | | | | |

# **Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported**

\* *[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the Bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | (Group C Bids, Goods already imported)  Currencies in accordance with ITB 15 | | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Line Item  N° | Description of Goods | Country of Source/Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.8(c)(i) | Custom Duties and Import Taxes paid per unit in accordance with ITB 14.8(c)(ii), [to be supported by documents] | Unit Price net of custom duties and import taxes, in accordance with ITB 14.8 (c) (iii)  (Col. 6 minus Col.7) | Price per line-item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i)  (Col. 5×8) | Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.8 (c)(v) | Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.8(c)(iv) | Total Price per line item  (Col. 9+10) |
| *[insert number of the item]* | *[insert name of Goods]* | *[insert country of Source/ origin of the Good]* | *[insert quoted Delivery Date* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit price per unit]* | *[insert custom duties and taxes paid per unit]* | *[insert unit price net of custom duties and import taxes]* | *[ insert price per line-item net of custom duties and import taxes]* | *[insert price per line item for inland transportation and other services required in the Purchaser’s Country]* | *[insert sales and other taxes payable per item if Contract is awarded]* | *[insert total price per line item]* |
|  | | | | | | | | | | Total Bid Price |  |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]* | | | | | | | | | | | |

# **Price Schedule: Goods Manufactured in the Purchaser’s Country**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Purchaser’s Country  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | (Group A and B Bids)  Currencies in accordance with ITB 15 | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Line Item  N° | Description of Goods | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price EXW | Total EXW price per line item  (Col. 4×5) | Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination | Cost of local labor, raw materials and components from with origin in the Purchaser’s Country  % of Col. 5 | Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.8(a)(ii) | Total Price per line item  (Col. 6+7) |
| *[insert number of the item]* | *[insert name of Good]* | *[insert quoted Delivery Date* | *[insert number of units to be supplied and name of the physical unit]* | *[insert EXW unit price]* | *[insert total EXW price per line item]* | *[insert the corresponding price per line item]* | *[Insert cost of local labor, raw material and components from within the Purchase’s country as a % of the EXW price per line item]* | *[insert sales and other taxes payable per line item if Contract is awarded]* | *[insert total price per item]* |
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|  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | Total Price |  |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]* | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Currencies in accordance with ITB 15 | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | |
| 1 | 2 | | 3 | 4 | 5 | 6 | 7 |
| Service  N° | Description of Services (excludes inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination) | | Country of Origin | Delivery Date at place of Final destination | Quantity and physical unit | Unit price | Total Price per Service  (Col. 5\*6 or estimate) |
| *[insert number of the Service]* | *[insert name of Services]* | | *[insert country of origin of the Services]* | *[insert delivery date at place of final destination per Service]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit price per item]* | *[insert total price per item]* |
|  |  | |  |  |  |  |  |
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|  |  | |  |  |  |  |  |
|  | | | | | Total Bid Price | |  |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date].* | | | | | | | |

# **Price Completion Schedule – Related Services**

***Note to Client: In the event that the Related Services will attract substantial amount of sales taxes in the Purchaser’s country, then this Schedule [column 6] is to be changed to show taxes separately and an instruction to Bidders added to ITB 38.1 via the BDS.***

# **Form of Bid Security (Bank Guarantee)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Bank’s Name, and Address of Issuing Branch or Office] or SWIFT identified code]*

Beneficiary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of Purchaser]*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Guarantee No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated \_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Bid") for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of contract]* under Invitation for Bids No. \_\_\_\_\_\_\_\_\_\_\_ (“the IFB”).

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid guarantee.

At the request of the Bidder, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_\_\_\_\_ *[amount in figures]* (\_\_\_\_\_\_\_\_\_\_\_\_) *[amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

1. has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Letter of Bid; or

(b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the Bidding Document.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder’s Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Signature(s)]*

*Note: All italicised text is for use in preparing this form and shall be deleted from the final product.*

# **Form of Bid Security (Bid Bond)**

BOND NO. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

BY THIS BOND *[name of Bidder]* as Principal *(hereinafter called “the Principal”),* and *[name, legal title, and address of surety],* authorised to transact business in *[name of country of Purchaser],* as Surety *(hereinafter called “the Surety”),* are held and firmly bound unto *[name of Purchaser]* as Obligee *(hereinafter called “the Purchaser”)* in the sum of *[amount of Bond][[2]](#footnote-2) [amount in words],* for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Purchaser dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the supply of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

1. withdraws its Bid during the period of Bid validity specified in the Letter of Bid;

or

1. having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity; (i) fails or refuses to execute the Contract Form, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with the Bidding Document;

Then the Surety undertakes to immediately pay to the Purchaser up to the above amount upon receipt of the Purchaser’s first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Invitation to Bid or extended by the Purchaser at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surety:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Corporate Seal (where appropriate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Signature) (Signature)

*(Printed name and title) (Printed name and title)*

# **Form of Bid-Securing Declaration**

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the Recipient for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
2. having been notified of the acceptance of our Bid by the Purchaser during the period of Bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]* \*

Duly authorised to sign the Bid for and on behalf of: *[insert complete name of Bidder]\*\**

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Corporate Seal *(where appropriate)*

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.]*

\* In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

# **Manufacturer’s Authorisation**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorisation should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the BDS.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of *[insert type of goods manufactured],* having factories at *[insert full address of Manufacturer’s factories],* do hereby authorise *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions, with respect to the goods offered by the above firm.

Signed: *[insert signature(s) of authorised representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorised representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorised to sign this Authorisation on behalf of: *[insert complete name of Manufacturer]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

*Note to Client: Where there are key sub-services for the Goods that will be contracted out by Bidders then the Purchaser shall require the Bidder to provide evidence of the commitment of the Subcontractors to participate should the Bidder be awarded the contract. Bidders shall submit such evidence with the Technical Part.*

# **Section V. Eligible Countries**

1. In reference to **ITB 4.4** eligible countries are *[insert eligible countries which unless stated otherwise in the financing agreement will be CDB member countries]*

2. In reference to **ITB 4.10**, for the information of the Bidders, at the present time firms and individuals, supply of goods, or contracting of works or services, from the following countries are excluded from this prequalification process:

Under **ITB 4.10** (a): *[insert a list of the countries following approval by CDB to apply the restriction or state “none”]*

Under **ITB 4.10** (b): *[list the countries or state “none”]*

# **Section VI. Prohibited Practices and Other Integrity Related Matters**

*[Notes to the Client: This Section VI shall not be modified apart from in accordance with the advice accompanying 1 (b) (iii).]*

1. CDB has a Strategic Framework for Integrity, Compliance and Accountability that articulates CDB’s adherence to the highest standards of integrity, ethics and accountability with zero tolerance for fraud, corruption money laundering, terrorist financing and similarly corrosive conduct. CDB requires that recipients, as well as bidders, proposers, firms, suppliers, subsuppliers, service providers, contractors, sub-contractors, consultants, sub-consultants, project promoters, sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents, observe the highest standard of integrity during the procurement and/or the execution of CDB-financed contracts and refrain from integrity violations, particularly Prohibited Practices (as defined below). In pursuance of this requirement, CDB:
2. defines, for the purposes of this provision, Prohibited Practices as follows:
3. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the action of another party;

(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party, or the property of the party, to influence improperly the actions of a party; and

(v) “obstructive practice” is:

(aa) deliberately destroying, falsifying, altering, or concealing of evidence related to an investigation or making false statements or false allegation to CDB in order to impede a CDB investigation into allegations of an integrity violation particularly Prohibited Practices; and/or threatening, harassing, or intimidating any party to delay or prevent it from sharing evidence or disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts which impede the exercise of CDB’s access, inspection and audit rights provided for under Paragraph 1 (f) below.

1. will not provide relevant no-objections and will reject a proposal for award if it determines that the Bidder or Bidder:

(i) has directly or through an agent, engaged in any Prohibited Practice in competing for the contract in question;

(ii) is subject to a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, in accordance with Paragraph 4.04 (ii) of the Procurement Procedures for Projects Financed by CDB; or

(iii) is suspended or debarred by CDB for engaging in Prohibited Practices *[Note to Client: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), inset the following text]* or against whom an MDB Debarment or MDB Cross-Debarment has been imposed, in accordance with Paragraph 4.04 (iii) of the Procurement Procedures for Projects Financed by CDB. *[Note to Client: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), inset the following text]* Notwithstanding the above, CDB may in its sole discretion, following a formal request from the Recipient, provide a no-objection to a Shortlist, prequalification list or recommendation for award that includes a sanctioned Bidder(s) or Proposer(s) against whom an MDB Debarment or MDB Cross-Debarment has been imposed if so warranted by the circumstances and having regard for the integrity and other risks to CDB;

1. may temporarily suspend an individual or entity from: (a) receiving a payment in respect of a CDB-financed project, to the extent contractually permissible, where to make the payment could result in harm to CDB; or (b) participating in or being awarded a contract for a project financed by CDB;
2. will usually impose such sanctions as applicable including to cancel all or a portion of the CDB Financing allocated to a contract if it determines at any time that representatives of the Recipient or the Recipient engaged in Prohibited Practices during the procurement or the execution of that contract, without the Recipient having taken timely and appropriate action satisfactory to CDB to remedy the situation;
3. may maintain on its website or other publicly accessible platforms a list of Firms and individuals sanctioned by CDB; and
4. requires Bidders, Proposers, Firms, Suppliers, Service providers, Contractors, Subcontractors, Consultants, Sub-consultants, Suppliers, Subsuppliers, Project promoters, Sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents to: (i) cooperate promptly, fully and in good faith with any audit or investigation conducted by CDB to determine whether any wrongdoing or integrity violation, specifically a Prohibited Practice has occurred, (ii) respond promptly and in reasonable detail to any notice from CDB, (iii) furnish documentary support for such response upon CDB’s request; (iv) make available to CDB for interviews their employees and agents to respond to questions from any investigator, agent, auditor or consultant designated by the CDB to conduct an investigation; and (v) provide access to, inspect and make copies of their accounts and records and other documents relating to the Bid/Proposal submission, contract performance and to have them audited by auditors appointed by CDB and/or subjected to investigation by CDB’s Office of Integrity, Compliance and Accountability.
5. With the specific agreement of CDB, a Recipient may introduce, into Bid forms for contracts financed by CDB, an undertaking of the Bidder/Proposer to observe, in competing for and executing a contract, the laws of the country in which the Project is being carried out against Prohibited Practices, as listed in the tender or Bidding Document and similar associated documents[[3]](#footnote-3). CDB will accept the introduction of such undertaking at the request of a BMC, provided the arrangements governing such undertaking are satisfactory to CDB.
6. When conducting the evaluation of Bids/Proposals, the Recipient shall conduct integrity due diligence on Bidders/Proposers including to assess and mitigate any risks related to Prohibited Practices they may present and to check the eligibility of Bidders/Proposers against the lists of Firms and individuals temporarily suspended or debarred, pursuant to Paragraphs 1. (b), (c) and (d) above. The Recipient shall apply additional due diligence by closely supervising and monitoring any on-going contract (whether under prior or post review) executed by a Firm or individual which has been suspended or debarred in accordance with Paragraph 1. (b) and (c) after such contract was signed. The Recipient shall neither sign any new contracts nor sign any amendment, including any extension of time for completion, to an on-going contract with a temporarily suspended or debarred Firm or individual after the effective date of the suspension or debarment without CDB’s prior review and no-objection (whether under prior or post review).

# 

# **PART 2 – Supply Requirements**

# **Section VII. Supply Requirements**

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**Notes for Preparing the Supply Requirements**

*The Supply Requirements shall be included in the Bidding Document by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.*

*The objective of the Supply Requirements is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Supply Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to* ***ITB 46.1****.*

*The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the Incoterms rules (i.e., EXW, or CIP, FOB, FCA terms—that “delivery” takes place when goods are delivered to the carriers), and (b) the date prescribed herein from which the Purchaser’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).*

# **List of Goods and Delivery Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]* | | | | | | | |
| Line Item  N° | Description of Goods | Quantity | Physical unit | Final Destination (Project Site) as specified in BDS | Delivery (as per Incoterms) Date | | |
| Earliest Delivery Date | Latest Delivery Date | Bidder’s offered Delivery date [*to be provided by the Bidder*] |
|  |  |  |  |  |  |  |  |
| *[insert item No]* | *[insert description of Goods]* | *[insert quantity of item to be supplied]* | *[insert physical unit for the quantity]* | *[insert place of Delivery]* | *[insert the number of days following the date of effectiveness the Contract]* | *[insert the number of days following the date of effectiveness the Contract]* | *[insert the number of days following the date of effectiveness the Contract]* |
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# **List of Related Services and Completion Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)] | | | | | |
| Service | Description of Service | Quantity1 | Physical Unit | Place where Services shall be performed | Final Completion Date(s) of Services |
|
| *[insert Service No]* | *[insert description of Related Services]* | *[insert quantity of items to be supplied]* | *[insert physical unit for the items]* | *[insert name of the Place]* | *[insert required Completion Date(s)]* |
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|  |  |  |  |  |  |
| 1. If applicable | | | | | |

# **Technical Specifications (TS)**

*Note to Client: The purpose of the Technical Specifications (TS) is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The Purchaser shall prepare the detailed TS take into account that:*

* *The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Purchaser.*
* *The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.*
* *The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.*
* *The Bank encourages the use of metric units.*
* *Standardising technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.*
* *Standards for equipment, materials, and workmanship specified in the Bidding Document shall not be restrictive. Recognised international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, whether from the Recipient’s or from other eligible countries, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.*
* *Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*

1. *Standards of materials and workmanship required for the production and manufacturing of the Goods.*
2. *Any sustainable procurement technical requirements shall be clearly specified and evaluated either on (i) pass/fail (ii) rateable criteria or (iii) monetary adjustments for the purpose of Bid comparisons – as defined in Section III item 2.3 Evaluation Criteria.*
3. *Detailed tests required (type and number).*
4. *Other additional work and/or Related Services required to achieve full delivery/completion.*
5. *Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.*
6. *List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.*

*[The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Purchaser shall include an additional ad-hoc Bidding form (to be an Attachment to the Letter of Bid – Technical Part), where the Bidder shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.]*

*[When the Purchaser requests that the Bidder provides in its Bid a part or all of the TS schedules, or other technical information, the Purchaser shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Bidder in its Bid.]*

*[If a summary of the TS has to be provided, the Purchaser shall insert information in the table below. The Bidder shall prepare a similar table to justify compliance with the requirements]*

**“Summary of Technical Specifications**. The Goods and Related Services shall comply with following Technical Specifications and Standards:

|  |  |  |
| --- | --- | --- |
| ***Item No*** | ***Name of Goods or Related Service*** | ***Technical Specifications and Standards*** |
| *[insert item No]* | *[insert name]* | *[insert TS and Standards]* |
|  |  |  |
|  |  |  |

**Detailed Technical Specifications and Standards** *[insert whenever necessary]. [Insert detailed description of TS]*

# **Drawings**

This Bidding Document includes *[insert “the following” or “no”]* drawings. *[If documents shall be included, insert the following List of Drawings]*

|  |  |  |
| --- | --- | --- |
| **List of Drawings** | | |
| **Drawing Nr.** | **Drawing Name** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |

# **Tests and Inspections**

The following inspections and tests shall be performed: *[insert list of inspections and tests]*

# **PART 3 – Conditions of Contract**

**Section VIII. General Conditions of Contract**

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# **Section VIII. General Conditions of Contract (GCC)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Definition** | | * 1. The following words and expressions shall have the meanings hereby assigned to them:  1. “Bank” means the Caribbean Development Bank (CDB). 2. “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein. 3. “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto. 4. “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. 5. “Day” means calendar day. 6. “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract. | |
|  | | (g) “GCC” means the General Conditions of Contract.   1. “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.   (i) “Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC). | |
|  | | 1. “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the SCC. 2. “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract. 3. “SCC” means the Special Conditions of Contract. 4. “Subcontractor” means any person, private or government entity, or a combination of the above, that has entered into an subcontracting agreement with the Supplier to facilitate the execution of the Contract Agreement, including the provision of Related Services, such as inspection, insurance, packing, shipment, insurance, training, commissioning or installation services, for Goods provided by a Subsupplier. . The role of the Subcontractor does not extend to that of the Subsupplier. 5. “Subsupplier” means any person, private or government entity, or a combination of the above, that has entered into an agreement with the Supplier to supply all or part of the Goods and Related Services to be provided to the Supplier to enable the latter to fulfill the Contract Agreement. 6. “Supplier” means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement. 7. “The Project Site,” where applicable, means the place named in the SCC. | |
| **Contract Documents** | | * 1. Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts | |
|  | | thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. | |
| **Prohibited Practices and Other Integrity Related Matters** | | 3.1 The Bank requires compliance with its policy in regards to Prohibited Practices and Other Integrity Related Matters, as set forth in Appendix to the SCC. | |
|  | | * 1. The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. | |
| **Interpretation** | | 4.1 If the context so requires it, singular means plural and vice versa  4.2 Incoterms   1. Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms specified in the SCC. | |
|  | | 1. The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the SCC and published by the International Chamber of Commerce in Paris, France. | |
|  | | 4.3 Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract. | |
|  | | 4.4 Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto. | |
|  | | 4.5 Nonwaiver:   1. Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.   (b) Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.  4.6 Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract. | |
| **5. Language** | | 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern. | |
|  | | 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier. | |
| **Joint Venture, Consortium or Association** | | * 1. If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser. | |
| **7. Eligibility** | | 7.1 Suppliers or joint venture partners shall have the nationality of an eligible country as detailed in the SCC and shall comply with the following: | |
|  | | (a) be legally constituted, incorporated or registered in and operates in conformity with the provisions of the laws of an eligible country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be, and have their principal place of business in an eligible country;   1. be more than fifty (50) percent beneficially-owned by a citizen or citizens and/or a bona fide resident or residents of an Eligible Country, or by a body corporate or bodies meeting these requirements, as far as the ownership can be reasonably determined; and   (c) shall have no arrangement and undertake not to make any arrangement whereby the majority of the financial benefits of the contract, i.e., more than fifty (50) percent of the value of the contract, will accrue or be paid to Subcontractors or Subconsultants that are not from an Eligible Country. | |
|  | | 7.2 The Goods required shall have their origin in any country with the exceptions indicated in the SCC.  7.3 For the purposes of this Contract, the term “Goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “Related Services” includes services such as insurance, installation, training, and initial maintenance.. | |
|  | | 7.4 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognised article results that differs substantially in its basic characteristics from its components. | |
| **Notices** | | * 1. Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.   2. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. | |
| **Governing Law** | | * 1. The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s Country, unless otherwise specified in the SCC.   2. Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser’s Country when: | |
|  | | (a) as a matter of law or official regulations, the Recipient’s country prohibits commercial relations with that country; or   1. by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Recipient’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country. | |
| 1. **Settlement of Disputes** | | * 1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. | |
|  | |  | |
|  | * 1. If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. |
|  | * 1. Notwithstanding any reference to arbitration herein:  1. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and 2. the Purchaser shall pay the Supplier any monies due the Supplier. |
| **Inspections and Audit by the Bank** | * 1. The Supplier shall keep and shall make all reasonable efforts to cause its Subcontractors and Subsuppliers to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs. |
|  | * 1. Pursuant to the Appendix to the General Conditions the Supplier shall permit and shall cause its Subcontractors, Subsuppliers and subconsultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier’s and its Subcontractors’, Subsuppliers and subconsultants’ attention is drawn to Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank’s prevailing suspensions and sanctions procedures). |
| **Scope of Supply** | * 1. The Goods and Related Services to be supplied shall be as specified in the Supply Requirements. |
| **Delivery and Documents** | * 1. Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Supply Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC. |
| **Supplier’s Responsibilities** | * 1. The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13. |
| **Contract Price** | * 1. Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorised in the SCC. |
| **Terms of Payment** | * 1. The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the SCC. |
|  | * 1. The Supplier’s request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract. |
|  | * 1. Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it. |
|  | * 1. The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid price is expressed. |
|  | * 1. In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the SCC, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award. |
| **Taxes and Duties** | * 1. For goods manufactured outside the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s Country.   17.2 For goods Manufactured within the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.  17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser’s Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent. |
| **Performance Security** | * 1. If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a Performance Security for the performance of the Contract in the amount specified in the SCC. |
|  | * 1. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract. |
|  | * 1. As specified in the SCC, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the formats stipulated by the Purchaser in the SCC, or in another format acceptable to the Purchaser. |
|  | * 1. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC. |
| **Copyright** | * 1. The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party. |
| **Confidential Information** | * 1. The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor or Subsuppliers such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor or Subsupplier to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor or Subsupplier an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20. |
|  | * 1. The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract. |
|  | * 1. The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:  1. the Purchaser or Supplier need to share with the Bank or other institutions participating in the financing of the Contract; 2. now or hereafter enters the public domain through no fault of that party; 3. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or 4. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality. |
|  | * 1. The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.   2. The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract. |
| **Subcontracting and Subsupplying** | * 1. The Supplier shall notify the Purchaser in writing of all subcontracts and subsupply contracts awarded to Subcontractors and Subsuppliers under the Contract if not already specified in the Bid. Such notification, in the original Bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.   2. Subcontracts, Subcontractors, subsupply contracts and Subsuppliers shall comply with the provisions of GCC Clauses 3 and 7. |
| **Specifications and Standards** | * 1. Technical Specifications and Drawings:  1. The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VII, Supply Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods’ country of origin. |
|  | 1. The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser. |
|  | 1. Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Supply Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 33. |
| **Packing and Documents** | * 1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit. |
|  | * 1. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser. |
| **Insurance** | * 1. Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC. |
| **Transportation and Related Services** | * 1. Unless otherwise specified in the SCC, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms. |
|  | * 1. The Supplier may be required to provide any or all of the following Related Services, including additional services, if any, specified in SCC:   (a) performance or supervision of on-site assembly and/or start‑up of the supplied Goods;  (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;  (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;  (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and  (e) training of the Purchaser’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. |
|  | * 1. Prices charged by the Supplier for Related Services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. |
| 1. **Inspections and Tests** | * 1. The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the SCC. |
|  | * 1. The inspections and tests may be conducted on the premises of the Supplier or its Subcontractors or Subsuppliers, at point of delivery, and/or at the Goods’ final destination, or in another place in the Purchaser’s Country as specified in the SCC. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor or Subsupplier, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser. |
|  | * 1. The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.   2. Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection. |
|  | * 1. The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specification’s codes and standards under the Contract, provided that the Supplier’s reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier’s performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected. |
|  | * 1. The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.   2. The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 26.4. |
|  | * 1. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract. |
| **Liquidated Damages** | * 1. Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35. |
| **Warranty** | * 1. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. |
|  | * 1. Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination. |
|  | * 1. Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier. |
|  | * 1. The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects. |
|  | * 1. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser. |
|  | * 1. If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract. |
| **Patent Indemnity** | * 1. The Supplier shall, subject to the Purchaser’s compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: |
|  | 1. the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and |
|  | 1. the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and 2. the sale in any country of the products produced by the Goods.   Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract. |
|  | * 1. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. |
|  | * 1. If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.   2. The Purchaser shall, at the Supplier’s request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing. |
|  | * 1. The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, Subcontractors and Subsuppliers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility |
|  | model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser. |
| **Limitation of Liability** | * 1. Except in cases of criminal negligence or willful misconduct:  1. the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and |
|  | 1. the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement. |
| **Change in Laws and Regulations** | * 1. Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser’s Country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the |
|  | Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15. |
| **Force Majeure** | * 1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.   2. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. |
|  | * 1. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. |
| **Change Orders and Contract Amendments** | * 1. The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:  1. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; 2. the method of shipment or packing; |
|  | 1. the place of delivery; and 2. the Related Services to be provided by the Supplier. |
|  | * 1. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order.   2. Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. |
|  | * 1. Value Engineering: The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;  1. the proposed change(s), and a description of the difference to the existing contract requirements; 2. a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Purchaser may incur in implementing the value engineering proposal; and 3. a description of any effect(s) of the change on performance/functionality. |
|  | The Purchaser may accept the value engineering proposal if the proposal demonstrates benefits that:   1. accelerates the delivery period; or 2. reduces the Contract Price or the life cycle costs to the Purchaser; or |
|  | 1. improves the quality, efficiency or sustainability of the Goods; or 2. yields any other benefits to the Purchaser, |
|  | without compromising the necessary functions of the Facilities. If the value engineering proposal is approved by the Purchaser and results in:   1. a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the SCC of the reduction in the Contract Price; or |
|  | 1. an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.    1. Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. |
| **Extensions of Time** | * 1. If at any time during performance of the Contract, the Supplier or its Subcontractors or Subsuppliers should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. |
|  | * 1. Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1. |
| **Termination** | * 1. Termination for Default  1. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part: 2. if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 34; |
|  | (ii) if the Supplier fails to perform any other obligation under the Contract; or  (iii) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragrpah 2.2 a of the Appendix to the GCC, in competing for or in executing the Contract. |
|  | 1. In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated. |
|  | * 1. Termination for Insolvency.  1. The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser. |
|  | * 1. Termination for Convenience.  1. The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. |
|  | 1. The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect: 2. to have any portion completed and delivered at the Contract terms and prices; and/or   (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier. |
| **Assignment** | * 1. Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party. |
| **Export Restriction** | * 1. Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country |
|  | supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always |
|  | provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorisations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Purchaser’s convenience pursuant to Sub-Clause 35.3. |

# **Section IX - Special Conditions of Contract (SCC)**

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC*.*

*[The Purchaser shall select insert the appropriate wording using the samples below or other acceptable wording and delete the text in italics].*

|  |  |
| --- | --- |
| **GCC 1.1(i)** | The Purchaser’s Country is: *[insert name of the Purchaser’s Country]* |
| **GCC 1.1(j)** | The Purchaser is: *[Insert complete legal name of the Purchaser]* |
| **GCC 1.1 (o)** | The Project Site(s)/Final Destination(s) is/are: *[Insert name(s) and detailed information on the location(s) of the site(s)]* |
| **GCC 4.2 (a)** | The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: *[exceptional; refer to other internationally accepted trade terms]* |
| **GCC 4.2 (b)** | The version edition of Incoterms shall be *[insert date of current edition]* |
| **GCC 5.1** | The language shall be: *[insert the name of the language]* |
| **GCC 7.1** | Eligible countries are [*insert eligible countries which unless stated otherwise in the financing agreement will be CDB member countries*] |
| **GCC 7.2** | Exceptions to the origin of equipment, material, and services are [*insert as relevant taking into account any prevailing UN sanctions or Recipient exceptions, acceptable to CDB, or state “none”*] |
| **GCC 8.1** | For notices, the Purchaser’s address shall be:  Attention: *[insert full name of person, if applicable]*  Street Address: *[insert street address and number]*  Floor/ Room number*: [insert floor and room number, if applicable]* |
|  | City: *[insert name of city or town]*  ZIP Code: *[insert postal ZIP code, if applicable]*  Country: *[insert name of country]*  Telephone: *[include telephone number, including country and city codes]*  Facsimile number: *[insert facsimile number, including country and city codes]*  Electronic mail address*: [insert e-mail address, if applicable]* |
| **GCC 9.1** | The governing law shall be the law of*:* *[insert name of the country or state]* |
| **GCC 10.2** | The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:  *[The Bidding Document should contain one clause to be retained in the event of a Contract with a foreign Supplier and one clause to be retained in the event of a Contract with a Supplier who is a national of the Purchaser’s Country. At the time of finalising the Contract, the respective applicable clause should be retained in the Contract. The following explanatory note should therefore be inserted as a header to GCC 10.2 in the Bidding Document.]*  *“Clause 10.2 (a) shall be retained in the case of a Contract with a foreign Supplier and clause 10.2 (b) shall be retained in the case of a Contract with a national of the Purchaser’s Country.”]*   1. ***Contract with foreign Supplier:***   *[For contracts entered into with foreign suppliers, International commercial arbitration may have practical advantages over other dispute settlement methods. CDB should not be named as arbitrator, nor should it be asked to name an arbitrator. Among the rules to govern the arbitration proceedings, the Purchaser may wish to consider the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976, the Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC), the Rules of the London Court of International Arbitration or the Rules of Arbitration Institute of the Stockholm Chamber of Commerce.]*  ***If the Purchaser chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:***  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.  ***If the Purchaser chooses the Rules of ICC, the following sample clause should be inserted:***  GCC 10.2 (a)—All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.  ***If the Purchaser chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:***  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.  ***If the Purchaser chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:***  GCC 10.2 (a)—Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.   1. ***Contracts with Supplier national of the Purchaser’s Country:***   In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country. |
| **GCC 13.1** | Details of Shipping and other Documents to be furnished by the Supplier are *[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea waybill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Supplier’s warranty certificate, inspection certificate issued by nominated inspection agency, Supplier’s factory shipping details* *etc.].*  The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. |
| **GCC 15.1** | The prices charged for the Goods supplied and the Related Services performed *[insert “shall” or “shall not,” as appropriate]* be adjustable.  If prices are adjustable, the following method shall be used to calculate the price adjustment *[see attachment to these SCC for a sample Price Adjustment Formula]* |
| **GCC 16.1** | ***Sample provision***  GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  **Payment for Goods supplied from abroad:**  Payment of foreign currency portion shall be made in ***[insert currency of the Contract Price]*** in the following manner:   1. **Advance Payment**: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Document or another form acceptable to the Purchaser.   (ii) **On Shipment**: Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 13.  (iii) **On Acceptance**: Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.  Payment of local currency portion shall be made in *[currency]* within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.  **Payment for Goods and Services supplied from within the Purchaser’s Country:**  Payment for Goods and Services supplied from within the Purchaser’s Country shall be made in \_\_\_\_\_ *[currency]*, as follows:   1. **Advance Payment**: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the Bidding Document or another form acceptable to the Purchaser.   (ii) **On Delivery**: Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 13.  (iii) **On Acceptance:** The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. |
| **GCC 16.5** | The payment-delay period after which the Purchaser shall pay interest to the supplier shall be *[insert number]* days.  The interest rate that shall be applied is *[insert number] %* |
| **GCC 18.1** | A Performance Security *[insert “shall” or “shall not” be required]*  *[If a Performance Security is required, insert “the amount of the Performance Security shall be: [insert amount]*  *[The amount of the Performance Security is usually expressed as a percentage of the Contract Price. The percentage varies according to the Purchaser’s perceived risk and impact of non-performance by the Supplier. A 10% percentage is used under normal circumstances]* |
| **GCC 18.3** | If required, the Performance Security shall be in the form of: *[insert “a Demand Guarantee” or” a Performance Bond”]*  If required, the Performance security shall be denominated in *[insert “a freely convertible currency acceptable to the Purchaser” or “the currencies of payment of the Contract, in accordance with their portions of the Contract Price”]* |
| **GCC 18.4** | Discharge of the Performance Security shall take place: *[insert date if different from the one indicated in sub clause GCC 18.4]* |
| **GCC 23.2** | The packing, marking and documentation within and outside the packages shall be: *[insert in detail the type of packing required, the markings in the packing and all documentation required]* |
| **GCC 24.1** | The insurance coverage shall be as specified in the Incoterms*.*  If not in accordance with Incoterms, insurance shall be as follows:  *[insert specific insurance provisions agreed upon, including coverage, currency and amount]* |
| **GCC 25.1** | Responsibility for transportation of the Goods shall be as specified in the Incoterms.  If not in accordance with Incoterms, responsibility for transportations shall be as follows: *[insert “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser’s Country, defined as the Project Site, transport to such place of destination in the Purchaser’s Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the Purchaser and the Supplier)]* |
| **GCC 25.2** | Related Services to be provided are:  *[Selected services covered under GCC Clause 25.2 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract Price.]* |
| **GCC 26.1** | The inspections and tests shall be: *[insert nature, frequency, procedures for carrying out the inspections and tests]* |
| **GCC 26.2** | The Inspections and tests shall be conducted at: *[insert name(s) of location(s)]* |
| **GCC 27.1** | The liquidated damage shall be: [*insert number]* % per week |
| **GCC 27.1** | The maximum amount of liquidated damages shall be: *[insert number]* % |
| **GCC 28.3** | The period of validity of the Warranty shall be: *[insert number]* days  For purposes of the Warranty, the place(s) of final destination(s) shall be:  *[insert name(s) of location(s)]*  ***Sample provision***  GCC 28.3—In partial modification of the provisions, the warranty period shall be \_\_\_\_\_ hours of operation or \_\_\_\_\_ months from date of acceptance of the Goods or (\_\_\_\_\_) months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:  (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with GCC 26.7,  or  (b) pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (\_\_\_\_\_\_).  *[The rate should be higher than the adjustment rate used in the Bid evaluation under BDS 35.5(f)]* |
| **GCC 28.5, GCC 28.6** | The period for repair or replacement shall be: *[insert number(s)]* days. |
| **GCC 33.4** | If the value engineering proposal is approved by the Purchaser the amount to be paid to the Supplier shall be \_\_\_% [*insert appropriate percentage*]. The percentage is normally up to 50%) of the reduction in the Contract Price. |

**Attachment: Price Adjustment Formula**

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.1 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

P1 = P0 [a + bL1 + cM1] - P0

L0 M0

a+b+c = 1

in which:

P1 = adjustment amount payable to the Supplier.

P0 = Contract Price (base price).

a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.

b = estimated percentage of labor component in the Contract Price.

c = estimated percentage of material component in the Contract Price.

L0, L1 = \*labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.

M0, M1 = \*material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The Bidder shall indicate the source of the indices, and the source of exchange rate (if applicable) and the base date indices in its Bid.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b = *[insert value of coefficient]*

c = *[insert value of coefficient]*

Base date = thirty (30) days prior to the deadline for submission of the Bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

1. No price adjustment shall be allowed beyond the original delivery dates. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
2. If the currency in which the Contract Price P0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall be: Z0 / Z1, where,

Z0 = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P0 on the Base date, and

Z1 = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P0 on the Date of Adjustment.

1. No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

**APPENDIX TO SPECIAL CONTRACT CONDITIONS**

**Prohibited Practices and Other Integrity Related Matters**

*[Notes to the Client: This Section VI shall not be modified apart from in accordance with the advice accompanying 1 (b) (iii).]*

1. CDB has a Strategic Framework for Integrity, Compliance and Accountability that articulates CDB’s adherence to the highest standards of integrity, ethics and accountability with zero tolerance for fraud, corruption money laundering, terrorist financing and similarly corrosive conduct. CDB requires that recipients, as well as bidders, proposers, firms, suppliers, Subsuppliers, service providers, contractors, Subcontractors, Consultants, sub-consultants, project promoters, sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents, observe the highest standard of integrity during the procurement and/or the execution of CDB-financed contracts and refrain from integrity violations, particularly Prohibited Practices (as defined below). In pursuance of this requirement, CDB:
2. defines, for the purposes of this provision, Prohibited Practices as follows:
3. “**corrupt practice**” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the action of another party;

(ii) “**fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “**collusive practice**” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

(iv) “**coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party, or the property of the party, to influence improperly the actions of a party; and

(iv) “obstructive practice” is:

(aa) deliberately destroying, falsifying, altering, or concealing of evidence related to an investigation or making false statements or false allegation to CDB in order to impede a CDB investigation into allegations of an integrity violation particularly Prohibited Practices; and/or threatening, harassing, or intimidating any party to delay or prevent it from sharing evidence or disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts which impede the exercise of CDB’s access, inspection and audit rights provided for under Paragraph 1. (f) below.

1. will not provide relevant no-objections and will reject a proposal for award if it determines that the Bidder or Proposer:
2. has directly or through an agent, engaged in any Prohibited Practice in competing for the contract in question;

(ii) is subject to a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, in accordance with Paragraph 4.04 (ii) of the Procurement Procedures for Projects Financed by CDB;

or

(iii) is suspended or debarred by CDB for engaging in Prohibited Practices *[Note to Client: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), inset the following text]* or against whom an MDB Debarment or MDB Cross-Debarment has been imposed, in accordance with Paragraph 4.04 (iii) of the Procurement Procedures for Projects Financed by CDB. *[Note to Client: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), inset the following text]* Notwithstanding the above, CDB may in its sole discretion, following a formal request from the Recipient, provide a no-objection to a Shortlist, prequalification list or recommendation for award that includes a sanctioned Bidder(s) or Proposer(s) against whom an MDB Debarment or MDB Cross-Debarment has been imposed if so warranted by the circumstances and having regard for the integrity and other risks to CDB;

1. may temporarily suspend an individual or entity from: (a) receiving a payment in respect of a CDB-financed project, to the extent contractually permissible, where to make the payment could result in harm to CDB; or (b) participating in or being awarded a contract for a project financed by CDB;
2. will usually impose such sanctions as applicable including to cancel all or a portion of the CDB Financing allocated to a contract if it determines at any time that representatives of the Recipient or the Recipient engaged in Prohibited Practices during the procurement or the execution of that contract, without the Recipient having taken timely and appropriate action satisfactory to CDB to remedy the situation;
3. may maintain on its website or other publicly accessible platforms a list of Firms and individuals sanctioned by CDB; and
4. requires Bidders, Proposers, Firms, Suppliers, service providers, Contractors, Subcontractors, Consultants, subconsultants, suppliers, Subsuppliers, project promoters, sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents to: (i) cooperate promptly, fully and in good faith with any audit or investigation conducted by CDB to determine whether any wrongdoing or integrity violation, specifically a Prohibited Practice has occurred, (ii) respond promptly and in reasonable detail to any notice from CDB, (iii) furnish documentary support for such response upon CDB’s request; (iv) make available to CDB for interviews their employees and agents to respond to questions from any investigator, agent, auditor or consultant designated by the CDB to conduct an investigation; and (v) provide access to, inspect and make copies of their accounts and records and other documents relating to the Bid/Proposal submission, contract performance and to have them audited by auditors appointed by CDB and/or subjected to investigation by CDB’s Office of Integrity, Compliance and Accountability.

# **Section X. Contract Forms**

**Introduction**

This Section contains Contract Forms which, once completed, will constitute part of the Contract. The forms for Contract Agreement, Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder*,* after contract award.

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# **Notification of Intention to Award**

*[only applies in the case of a standstill period]*

**[*This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.*]**

***[Send this Notification to the Bidder’s Authorised Representative named in the Bidder Information Form]***

For the attention of Bidder’s Authorised Representative

Name: *[insert Authorised Representative’s name]*

Address: *[insert Authorised Representative’s Address]*

Telephone/Fax numbers: *[insert Authorised Representative’s telephone/fax numbers]*

Email Address: *[insert Authorised Representative’s email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION**: This Notification is sent by: [*email/fax*] on [*date*] (local time)

**Notification of Intention to Award**

Purchaser: *[insert the name of the Purchaser]*

Project:  *[insert name of project]*

Contract title: *[insert the name of the contract]*

Country: *[insert country where ICB is issued]*

Loan No. / Grant No.: *[insert reference number for loan/credit/grant]*

ICB No: *[insert ICB reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

1. request a debriefing in relation to the evaluation of your Bid, and/or
2. submit a Procurement-related Complaint in relation to the decision to award the contract.
3. **The successful Bidder**

|  |  |
| --- | --- |
| Name: | [*insert name* *of successful Bidder*] |
| Address: | [*insert address* *of the successful Bidder*] |
| Contract Price: | [*insert contract price* *of the successful Bid*] |

1. **Other Bidders** *[INSTRUCTIONS: insert names of all Bidders that submitted a Bid. If the Bid’s price was evaluated include the evaluated price as well as the Bid price as read out.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Bidder | Bid price | Evaluated Bid price  (if applicable) | Weighted Financial score | Weighted Technical Score | Total Technical and Financial Score |
| [*insert name of Successful Bidder*] | [*insert Bid price*] | [*insert evaluated price*] |  |  |  |
| [*insert name*] | [*insert Bid price*] | [*insert evaluated price*] |  |  |  |
| [*insert name*] | [*insert Bid price*] | [*insert evaluated price*] |  |  |  |
| [*insert name*] | [*insert Bid price*] | [*insert evaluated price*] |  |  |  |
| [*insert name*] | [*insert Bid price*] | [*insert evaluated price*] |  |  |  |

1. **Reason/s why your Bid was unsuccessful**

|  |
| --- |
| *[INSTRUCTIONS: State the reason/s why this Bidder’s Bid was unsuccessful. Do NOT include: (a) a point-by-point comparison with another Bidder’s Bid or (b) information that is marked confidential by the Bidder in its Bid.] Where self-evident from the scores stated above, just key points should be added that impacted the scores* |

1. **How to request a debriefing**

|  |
| --- |
| DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).  You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.  Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:  **Attention: [*insert full name of person, if applicable*]**  **Title/position: [*insert title/position*]**  **Agency: *[insert name of Purchaser]***  **Email address: *[insert email address]***  **Fax number: *[insert fax number] delete if not used***  If your request for a debriefing is received within three (3) Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.  The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.  If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice. |

1. **How to make a complaint**

|  |
| --- |
| Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, ***[insert date] (local time)***.  Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:  **Attention:  *[insert full name of person, if applicable]***  **Title/position: *[insert title/position]***  **Agency:  *[insert name of Purchaser]***  **Email address: *[insert email address]***  **Fax number: *[insert*** *fax number]* *delete if not used*  At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.  Further information:  For more information see the Procurement Procedures for Projects Financed by CDB. You should read these provisions before preparing and submitting your complaint. In summary, there are four essential requirements:   1. You must be an ‘interested party’. In this case, that means a Bidder who submitted a Bid in this Bidding process and is the recipient of a Notification of Intention to Award. 2. The complaint can only challenge the decision to award the contract. 3. You must submit the complaint within the period stated above. 4. You must include, in your complaint, all of the information required by the aforementioned Procurement Procedures. |

1. **Standstill Period**

|  |
| --- |
| DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).  The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.  The Standstill Period may be extended as stated in Section 4 above. |

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Purchaser:

Signature: \_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/position: \_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Letter of Acceptance**

*[On letterhead paper of the Purchaser]*

*. . . . . . . [date]. . . . . . .*

To: *[Name and address of the Supplier]* . . . . . . . . . .

Subject: *[Notification of Award Contract No]*. . . . . . . . . . .

This is to notify you that your Bid dated . . . . *[Insert date] . .* . . for execution of the . . . . . . . . . *[insert name of the contract and identification number]* . . . . . . . . . . for the amount of . . . . . . . *[insert* *amount(s) in figures and words and name(s) of currency(ies)]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are requested to furnish the Performance Security in the amount of *[insert amount (s) in figures and words and name(s) of currency(ies)]* within 28 days in accordance with the Conditions of Contract, using for that purpose the Performance Security Form included in Section X (Contract Forms) of the Bidding Document.

Authorised Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

# **Contract Agreement**

THIS CONTRACT AGREEMENT is made on the *[insert: number]* day of *[insert: month], [insert: year]*.

BETWEEN

1. [*Insert complete name of the Purchaser*], a [*insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of [insert name of Country of the Purchaser]*, or corporation incorporated under the laws of [*insert name of Country of the Purchaser]* and having its principal place of business at *[insert address of the Purchaser ]* (hereinafter called “the Purchaser”),

and

1. [I*nsert name of the Supplier*], a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for Goods *[and Related Services*], described as *[insert brief description of the Goods and Related Services]* and has accepted a Bid by the Supplier for the supply of these Goods *[and Related Services]*, and the Purchaseragrees to pay the Supplier the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
3. the Letter of Acceptance;
4. the Letter of Bid;
5. the Addenda Nos. *[insert Addenda numbers if any]*. . . . .
6. the Special Contract Conditions;
7. the General Contract Conditions;
8. the Specification (including Supply Requirements and Technical Specifications);
9. the Drawings*;*
10. the completed Schedules (including Price Schedules); and
11. any other documents listed in GCC as forming part of the Contract.
12. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to supply the Goods [and Related Services] and to remedy defects therein in conformity in all respects with the provisions of the Contract.
13. The Purchaser hereby covenants to pay the Supplier in consideration of the supply of the Goods [*and Related Services*] and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Agreement to be executed in accordance with the laws of …………………… *[name of the Purchaser’s country]* on the day, month and year indicated above.

Signed by: Signed by:

For and on behalf of the PurchaserFor and on behalf the Supplier

# **Performance Security (Bank Guarantee)**

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year)]*

Bidding Process Reference: *[insert no. and title of Bidding process]*

Bank’s Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of* *Purchaser]*

**PERFORMANCE GUARANTEE No**.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of the Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and Related Services]* and the remedying of any defects therein (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount****[[4]](#footnote-4)*** *in figures and words]* such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*[[5]](#footnote-5) and any demand for payment under it must be received by us at this office on or before that date. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signatures of authorised representatives of the Bank]

# **Performance Security (Performance Bond)**

Bond No:\_\_\_\_\_\_\_\_\_\_

By this Bond *[insert name of Principal]* as Principal (hereinafter called “the Supplier”) and *[insert name of Surety]* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[insert name of Purchaser]* as Obligee (hereinafter called “the Supplier”) in the amount of *[insert amount in words and figures]*, 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 Supplier and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Supplier has entered into a written Agreement with the Purchaser dated the day of , 20 , for *[name of contract and brief description of Goods and Related Services]* 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 Condition of this Obligation is such that, if the Supplier 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 Supplier shall be, and declared by the Purchaser to be, in default under the Contract, the Purchaser having performed the Purchaser’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

1. complete the Contract in accordance with its terms and conditions; or
2. obtain a Bid or Bids from qualified Bidders for submission to the Purchaser for completing the Contract in accordance with its terms and conditions, and upon determination by the Purchaser and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Purchaser 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 hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Purchaser to Supplier under the Contract, less the amount properly paid by Purchaser to the Supplier; or
3. pay the Purchaser the amount required by Purchaser 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 Taking-Over Certificate.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Purchaser named herein or the heirs, executors, administrators, successors, and assigns of the Purchaser.

In testimony whereof, the Supplier has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day of 20

SIGNED ON on behalf of

By in the capacity of

In the presence of

SIGNED ON on behalf of

By in the capacity of

In the presence of

# **Advance Payment Security**

[*The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated*.]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Bidding Process Reference: *[insert number and title of Bidding process]*

[*Bank’s letterhead*]

**Beneficiary**: *[insert legal name and address of Purchaser]*

**ADVANCE PAYMENT GUARANTEE No**.: *[insert Advance Payment Guarantee No.]*

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]* \*\* 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:

1. has used the advance payment for purposes other than toward delivery of Goods; or
2. 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. *. . . . . . . . . . . . . [Seal of Bank and Signature(s)]. . . . . . . . . . . . ..*

***Note to Client****: All italicised text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.*

*\*\* The Guarantor shall insert an amount representing the amount of the advance payment 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.*

1. An individual firm is considered a regional Bidder for purposes of the margin of preference if it is registered in a CDB borrowing member country (BMC), has more than 50 percent ownership by nationals of CDB BMCs. JVs are considered as regional Bidders and eligible for regional preference only if the individual member firms are registered in a BMC or have more than 50 percent ownership by nationals of CDB’s BMCs, and the JV shall be/is registered in a BMC. JVs between firms who are not from CDB’s BMC and national firms will not be eligible for regional preference. [↑](#footnote-ref-1)
2. 1The amount of the Bond shall be denominated in the currency of the Purchaser’s country or the equivalent amount in a freely convertible currency. [↑](#footnote-ref-2)
3. As an example, such an undertaking might read as follows: “We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against Prohibited Practices in force in the country of the [Purchaser or Employer], as such laws have been listed by the [Purchaser or Employer] in the Bidding Document for this contract.” [↑](#footnote-ref-3)
4. *The Bank shall insert the amount(s) specified in the SC and denominated, as specified in the SC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.* [↑](#footnote-ref-4)
5. *Insert the date twenty-eight days after the expected completion date as described in GC Clause 18.4. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-5)