**STANDARD PROCUREMENT DOCUMENT**

**Procurement of Works**

**Large Works**

**(with prequalification)**

**Two-envelope bidding process with rated criteria**

**Caribbean Development Bank**

**April 2025**

**Foreword**

This Standard Bidding Document (SBD) for the Procurement of Works has been prepared by the Caribbean Development Bank (CDB) to be used for the procurement of admeasurement (unit price or rate) type of works through International Competitive Bidding (ICB) in projects that are financed in whole or in part by CDB. This SBD is not suitable for lump sum contracts without substantial changes to the method of payment and price adjustment, and to the Bill of Quantities, Schedules of Activities, and so forth.

This SBD is based on the Master Bidding Document for the Procurement of Works, prepared by the Multilateral Development Banks and International Financing Institutions. This SBDW reflect the structure and the provisions of the aforementioned Master Bidding Documents, except where specific considerations within CDB have required a change.

This SBD is to be used when prequalification has taken place before Bidding

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

To obtain further information on procurement under CDB-financed projects, contact:

Procurement Policy Unit

Caribbean Development Bank

P.O. Box 408

Wildey, St. Michael

Barbados

Email: [procurement@caribank.org](mailto:procurement@caribank.org)

Website: [www.caribank.org](http://www.caribank.org)

**Preface**

This Standard Bidding Document (SBD) for the Procurement of Works 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).

This SBD is to be used **when prequalification has taken place before Bidding**.

The SBD **requires application of Rated Criteria for bid evaluation purposes** i.e., it is not an option. To support appropriate evaluation of technical factors without the influence of price, it applies a **two-envelope** bidding process.

**If application of rated criteria is not envisaged, as result of the project procurement strategy, the large works SBD with prequalification (one-envelope) shall be used**.

**Summary Description**

**PART 1 – BIDDING PROCEDURES**

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

This Section provides relevant information to help prequalified Bidders prepare their Bids. **It is based on a two-envelope Bidding process with application of Rated Criteria**. 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 consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Bidders.

**Section III. Evaluation and Qualification Criteria**

This Section specifies the criteria to determine the Most Advantageous Bid, including to ascertain the continued qualification of the Bidder to execute the contract.

**Section IV. Bidding Forms**

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

**Section V. Eligible Countries**

This Section contains 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 – WORKS’ REQUIREMENTS**

**Section VII. Works’ Requirements**

This Section specifies the Scope of Works, Specification, the Drawings, and supplementary information that constitute the requirements for the Works, and includes the environmental, social, health and safety (ESHS) requirements (including requirements relating to Sexual and Gender Based Violence (SGBV) which are to be satisfied by the Contractor in executing the works.

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

**Section VIII. General Conditions (GC)**

This Section references the General Conditions of Contract (GC’s or GCC’s) to be applied under the resulting contract(s). **The GC shall not be modified.**

**Section IX. Particular Conditions (PC)**

This Section includes the Particular Conditions of the Contract (PC’s or PCC’s), which includes Appendix A – Prohibited Practices and Other Integrity Related Matters; and Appendix B – Environmental, Social, Health and Safety (ESHS) Reporting Metrics for Progress Reports. The contents of this Section supplement the GC.

**Section X. Contract Forms**

This Section contains the Letter of Acceptance, Contract Agreement and other relevant forms.

**Bidding Document**

**For Procurement of Large Works**

**Two- Envelope Bidding Process with Prequalification**

**Procurement of:**

**Issued on:**

**ICB No:**

**Project:**

**Employer:**

**Country:**

**Standard Bidding Document**

**Table of Contents**

[PART 1 – Bidding Procedures](#part1)

[Section I. Instructions to Bidders (ITB) 1](#Sec1Final)

[Section II. Bid Data Sheet (BDS) 34](#Sec2)

[Section III. Evaluation and Qualification Criteria 48](#Sec3Final)

[Section IV. Bidding Forms 60](#Sec4Final)

[Section V. Eligible Countries 136](#_Section_V._)

[Section VI. Prohibited Practices and Other Integrity Related Matters 137](#_Section_VI_-)

[PART 2 – Work’s Requirements and Supplementary Information](#Part2)

[Section VII. Work’s Requirements and Supplementary Information 142](#Sec7Final)

[PART 3 – Conditions of Contract and Contract Forms](#Part3)

[Section VIII. General Conditions (GC) 150](#Sec8Final)

[Section IX. Particular Conditions (PC) 151](#_Section_IX_–)

[Section X. Annex to the Particular Conditions - Contract Forms 215](#Sec10Final)

**PART 1 – B****IDDING PROCEDURES**

**Section I. I****nstructions to Bidders**

**Table of Clauses**

A. General 1

1. Scope of Bid 1

2. Source of Funds 1

3. Prohibited Practices and Other Integrity Related Matters 2

4. Eligible Bidders 2

5. Eligible Materials, Equipment and Services 6

B. Contents of the Bidding Document 6

6. Sections of the Bidding Document 6

7. Clarification of the Bidding Document, Site Visit, Pre-Bid Meeting 7

8. Amendment of Bidding Document 8

9. Cost of Bidding 8

10. Language of Bid 8

C. Preparation of Bids 9

11. Documents Comprising the Bid 9

12. Letter of Bid and Schedules 10

13. Alternative Bids 10

14. Bid Prices and Discounts 11

15. Currencies of Bid and Payment 12

16. Documents Affirming the Qualification of the Bidder 12

17. Bid Security/Bid Securing Declaration 14

18. Period of Validity of Bids 16

19. Format and Signing of Bid 17

D. Submission of Bids 17

20. Submission, Sealing and Marking of Bids 17

21. Deadline for Submission of Bids 19

22. Late Bids 19

23. Withdrawal, Substitution and Modification of Bids 19

E. Opening of Technical Parts of Bids 20

24. Opening of Technical Parts of Bids 20

F. Evaluation of Bids – General Provisions 21

25. Confidentiality 22

26. Clarification of Bids 22

27. Deviations, Reservations and Omissions 22

G. Evaluation of Technical Parts of Bids 23

28. Determination of Responsiveness of Technical Parts 23

29. Evaluation of Technical Bids 24

30. Assessment of Bidder’s Qualifications 24

31. Notification of Evaluation of Technical Parts 24

H. Opening of Financial Parts 25

32. Public Opening of Financial Parts 25

I. Evaluation of Financial Part 26

33. Nonmaterial Nonconformities 26

34. Correction of Arithmetical Errors 26

35. Conversion to a Single Currency 27

36. Margin of Preference 27

37. Evaluation of Financial Parts 27

38. Abnormally Low Bids 28

39. Unbalanced or Front Loaded Bids 28

J. Evaluation of Combined Technical and Financial Parts 29

40. Evaluation of Combined Technical and Financial Parts 29

41. Most Advantageous Bid (MAB) 29

42. Employer’s Right to Accept Any Bid, and to Reject Any or All Bids 29

43. Standstill Period 29

44. Notification of Intention to Award 29

K. Award of Contract 30

45. Award Criteria 30

46. Notification of Award 30

47. Debriefing by the Employer 31

48. Signing of Contract 32

49. Performance Security 32

50. Procurement Related Complaint 33

|  |  |
| --- | --- |
| **Section I. Instructions to Bidders** | |
| **General** | |
| **Scope of Bid** | * 1. The Employer, as indicated in the Bid Data Sheet (BDS), issues this Bidding Document for the procurement of Works as specified in Section VII, Works’ Requirements and Supplementary Information. 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 Employer) with proof of receipt; 2. if the context so requires, “singular” means “plural’ and vice versa; 3. “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; 4. the term “ESHS” means environmental, social, health and safety (including Sexual and Gender Based Violence (SGBV); 5. the term “SGBV” means Sexual and Gender Based Violence, as defined and explained in Appendix B to the Particular Conditions; 6. the word “tender” is synonymous with “bid”, and “tenderer” with “bidder” and the words “tender documents” with “bidding documents”; and 7. words and expressions shall have the meanings and/or definitions as are respectively assigned to them within this Bidding Document, including in the Conditions of Contract. |
| **Source of Funds** | * 1. The Recipient of CDB Financing indicated in the BDS has applied for or received financing (hereinafter called “funds”) from the Caribbean Development Bank (hereinafter called “CDB”) 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.   2. Payment by CDB will be made only at the request of the Recipient and will be subject, in all respects, to the terms and conditions of the financing agreement between the Recipient and CDB *(*hereinafter called the Financing Agreement). The Financing Agreement prohibits a withdrawal from the grant or loan account for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant, or materials, if such payment or import is prohibited by a 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 proceeds of the financing. |
| **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.   2. In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, 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. |
|  | * 1. A Bidder may be a firm that is a private entity, a state-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.   2. A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid, except for permitted alternative Bids. 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 in more than one Bid.   3. Bidders or joint venture partners shall have the nationality of an eligible country as detailed in Section V and shall comply with the following:   4. 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;   5. 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   6. 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.   7. 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 Employer regarding this Bidding process; or     5. any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works 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 Employer or Recipient as Engineer 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     8. has a close business or family relationship with a professional staff of the Recipient (or of the project implementing agency, or of a beneficiary 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 CDB throughout the Bidding process and execution of the Contract. |
|  | * 1. A Bidder that has been suspended or sanctioned by CDB ***[Note to the Recipient: 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[[1]](#footnote-1) or MDB Cross-Debarment[[2]](#footnote-2) 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 the Recipient: 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. 2. A Bidder shall not be under suspension from Bidding by the Employer as the result of the operation of a Bid–Security or Bid-Securing Declaration. 3. 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: 4. 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; |
|  | 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:    * 1. to enter into legally binding contracts;   (ii) to sue;  (iii) to be sued; and  (iv) 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 Works are 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. 2. Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request. 3. This Bidding is open only to prequalified Bidders. |
| **Eligible Materials, Equipment and Services** | * 1. The materials, equipment and services to be supplied under the Contract and financed by CDB may have their 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 Employer’s request, Bidders may be required to provide evidence of the origin of materials, equipment and services. |
| **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 Works’ Requirements**  Section VII – Works’ Requirements  **PART 3 Conditions of Contract and Contract Forms**  Section VIII − General Conditions (GC)  Section IX − Particular Conditions (PC)  Section X − Contract Forms |
|  | * 1. The Invitation for Bids issued by the Employer is not part of the Bidding Document.   2. Unless obtained directly from the Employer, the Employer 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 Employer 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 as is 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 Employer in writing at the Employer’s address indicated in the BDS or raise its enquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Employer will respond in writing 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 Employer shall forward copies of its response 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 clarification result in changes to the essential elements of the Bidding Document, the Employer shall amend the Bidding Document following the procedure under ITB 8 and ITB 21.2. |
|  | * 1. The Bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder’s own expense.   2. The Bidder and any of its personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Employer 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 inspection.   3. The Bidder’s designated representative is invited to attend a pre-bid meeting and/or a Site of Works 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 to submit any questions in writing. Questions should reach the Employer not later than one week before the meeting.   2. 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 Employer exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting.   3. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder. |
| **Amendment of Bidding Document** | * 1. At any time prior to the deadline for submission of Bids, the Employer may amend the Bidding Document by issuing addenda.   2. 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 Employerin accordance with ITB 6.3.   3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may extend the deadline for the submission of Bids, pursuant to ITB 21.2. |
| **Cost of Bidding** | * 1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer 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 Employer, 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 the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| **C. Preparation of Bids** | |
| **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 Bidding 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 submitted by the Bidder shall comprise the following:   2. Letter of Bid - Technical Part, prepared in accordance with ITB 12;   3. Security - Bid Security or Bid-Securing Declaration, in accordance with ITB 17;   4. Alternative Bid - Technical Part, if permissible in accordance with ITB 13;   5. written confirmation authorising the signatory of the Bid to commit the Bidder, in accordance with ITB 19.3;   6. documentary evidence in accordance with ITB 16 affirming the Bidder’s continued qualified status to perform the Contract if its Bid is accepted;   7. Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Bidding Forms, in sufficient detail to demonstrate the adequacy of the Bidders’ proposal to meet the works’ requirements and the completion time; and  1. any other document **required in the BDS**.    1. The Financial Part submitted by the Bidder shall comprise the following:       * + 1. Letter of Bid - Financial Part: prepared in accordance with ITB 12 and which includes the Appendix to Bid;           2. completed Schedules as required, including priced Bill of Quantities, in accordance with ITB 12 and 14;           3. Alternative Bid – Financial Part: if permissible in accordance with ITB 13; and           4. any other document **required in the BDS**.    2. 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.    3. In addition to the requirements under ITB 11.2, Bids submitted by a JV shall include in the Technical Part a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement 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 Agreement.    4. The Bidder shall furnish in the Letter of Bid- Financial Part information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid. |
| **Letter of Bid and Schedules** | * 1. The Bidder shall complete the Letter of Bid – Technical Part and Letter of Bid - Financial Part using the relevant forms 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 19.3. All blank spaces shall be filled in with the information requested. |
| **Alternative Bids** | * 1. Unless otherwise **specified** 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. |
|  | * 1. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria. |
|  | * 1. Except as provided under ITB 13.4 below, Bidders wishing to offer technical alternatives to the requirements of the Bidding document must first price the Employer’s design as described in the Bidding document and shall further provide all information necessary for a complete evaluation of the alternative by the Employer, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Bidder with the Most Advantageous Bid conforming to the basic technical requirements shall be considered by the Employer.   2. When specified in the BDS, Bidders are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will beidentified in the BDS, as will the method for their evaluation, and described in Section VII, Works’ Requirements. |
| **Bid Prices and Discounts** | * 1. The prices and discounts (including any price reduction) quoted by the Bidder in the Letter of Bid – Financial Part and in the Bill of Quantities and/or other priced Schedules shall conform to the requirements specified below.   2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities and/or other priced Schedules. Items against which no rate or price is entered by the Bidder shall be deemed covered by the rates for other items in the Bill of Quantities and/or other priced Schedules and will not be paid for separately by the Employer. If an item of work is not listed in the Bill of Quantities or other Schedules and such item of work is not included in or under another item of work in the Bill of Quantities or other Schedules but is shown on a drawing(s) and/or included/referred to in the Specification and the omission(s) is identified by a Bidder, that Bidder shall immediately inform the Employer and request clarification, in accordance with ITB 7.1. The Employer shall then promptly issue response clarification to all Bidders, in accordance with ITB 7.1 and, as necessary ITB 8.1. |
|  | * 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 discounts and the methodology for their application in the Letter of Bid- Financial Part, in accordance with ITB 12.1. |
|  | * 1. Unless otherwise provided in the BDS and the Contract, the rates and prices quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract. In such a case, the Bidder shall furnish the indices and weightings for the price adjustment formulae in the tables of Adjustment Data and the Employer may require the Bidder to justify its proposed indices and weightings.   2. If so indicated in ITB 1.1, Bids are being invited for individual lots (contracts)or for any combination of lots (packages), Bidders wishing to offer any price reduction 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. Discounts shall be submitted in accordance with ITB 14.4, provided the Bids for all lots (contracts) are submitted and opened at the same time. |
|  | * 1. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Bids, shall be included in the rates and prices and the total Bid price submitted by the Bidder. |
| **Currencies of Bid and Payment** | * 1. The currency(ies) of the Bid and the currency(ies) of payments shall be the same and shall be as **specified** **in the BDS**.   2. Bidders may be required by the Employer to justify, to the Employer’s satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Table of Adjustment Data are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Bidders. |
| **Documents Affirming the Qualification of the Bidder** | * 1. In accordance with Section III, Evaluation and Qualification Criteria, to establish that the Bidder continues to meet the criteria used at the time of prequalification, the Bidder shall provide in the corresponding information sheets included in Section IV, Bidding Forms, updated information on any assessed aspect that changed from that time. |
|  | * 1. Any change in the structure or formation of a Bidder after being prequalified and invited to submit a Bid (including, in the case of a JV, any change in the structure or formation of any member and any change in any Specialised Subcontractor) shall be subject to the written approval of the Employer prior to the deadline for submission of Bids. Such approval shall be denied if:  1. a Bidder proposes to associate with a disqualified Bidder or in case of a disqualified joint venture, any of its members; 2. as a consequence of the change, the Bidder no longer substantially meets the qualification criteria; or |
|  | 1. in the opinion of the Employer, the change may result in a substantial reduction in competition.   Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the issuance of the Bidding document to the prequalified Bidders.    **Subcontractors**   * 1. If the Employer intends that the Contractor shall employ a “nominated Subcontractor” or Subcontractors, as defined in Sub-Clause 5.3.1(a) of the Conditions of Contract, to execute a part or parts of the Works or as a supplier or suppliers of Plant and/or Materials or to supply services:   (a) these shall be **stated in the BDS**; and  (b) a description of the part or parts of the Works to be executed, Plant and/or Materials to be supplied or services to be supplied (as the case may be) that are the subject of the nomination shall be described in the Specification and/or relevant Schedule(s) and the corresponding amount or amounts shall be included in the Bill of Quantities and/or other Schedule(s) as a Provisional Sum.   * 1. The following restrictions and requirements shall apply to Bidders intending to enter into subcontracts.  1. Bidders 2. shall not propose to subcontract Works (including subcontract(s) for part or parts of the Works and for suppliers of Plant, Materials and services) with a total accumulated value greater than the percentage of the Bid price **specified in the BDS**; 3. planning to enter into a subcontract(s) for a part or parts of the Works and/or enter into a subcontract(s) for the supply of Plant and/or Materials and/or the supply of services with a value greater than the percentage of the Bid price **specified in the BDS** shall complete the relevant Bidding Forms in Section IV.   (The Bidders’ attention is also drawn to Conditions of Contract Sub-Clause 5.1, which shall prevail upon award of the Contract.)   1. Subcontractors proposed by the Bidder shall be fully qualified and experienced to undertake the work, supply the Plant and/or Materials or supply the services for which they will be subcontracted.    1. A Subcontractor’s qualifications and experience shall not be used by the Bidder to qualify for the Works unless the Employer designated specialised parts of the Works in the prequalification document for which a Bidder could use such a Subcontractor or Subcontractors’ qualifications and experience, as further **specified in the BDS**. Such a Subcontractor is referred to herein as a ‘Specialised Subcontractor’. In such a case, the qualifications of a Specialised Subcontractor proposed by the Bidder may be added to the qualifications of the Bidder. However, in the event of any change of Specialised Subcontractor from that submitted with the Bidder’s Prequalification Document, the Bidder’s attention is drawn to ITA 30.1 of Section I Instruction to Applicants of the Prequalification Document for Procurement of Works. The Bidder shall complete the relevant Bidding Forms in Section IV for any Specialised Subcontractor(s) proposed by the Bidder. |
| **Bid Security/Bid Securing Declaration** | * 1. The Bidder shall furnish as part of its Bid, either a Bid-Securing Declaration or a Bid Security as **specified in the BDS**, in original form and, in the case of a Bid Security, in the amount and currency **specified in the BDS**.   2. A Bid-Securing Declaration shall use the form included in Section IV, Bid Forms. |
|  | * 1. If a Bid Security is specified pursuant to ITB 17.1, 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 a non-bank financial institution (such as an insurance, bonding or surety company); 2. an irrevocable letter of credit; 3. a cashier’s or certified cheque; or 4. another security **indicated in the BDS**,   from a reputable source from an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Employer’s Country the issuing non-bank financial institution shall have a correspondent financial institution located in the Employer’s Country to make it enforceable unless the Employer has agreed in writing, prior to Bid submission, that a correspondent financial institution is not required. |
|  | * 1. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bid Forms or in another substantially similar format approved by the Employer 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 date of expiry of the Bid validity, or beyond any extended date if requested under ITB 18.2. |
|  | * 1. If a Bid Security or a Bid-Securing Declaration is specified pursuant to ITB 17.1, any Bid not accompanied by a substantially responsive Bid Security or Bid-Securing Declaration shall be rejected by the Employer as non-responsive.   2. If a Bid Security is specified in accordance with ITB 17.1, the Bid Security of the Bidders shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security pursuant to ITB 49.   3. The Bid Security may be forfeited or the Bid-Securing Declaration executed:  1. if a Bidder withdraws its Bid prior to the expiry date of the Bid validity specified by the Bidder on the Letter of Bid or any extended date provided by the Bidder; or 2. if the successful Bidder fails to: 3. sign the Contract in accordance with ITB 48; or 4. furnish a Performance Security, in accordance with ITB 49.    1. 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 submission of Bids, the Bid Security or the Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.2 and 11.5.    2. If a Bid Security **is not required in the BDS**, and: 5. if a Bidder withdraws its Bid prior to the expiry date of the Bid validity specified by the Bidder on the Letter of Bid or any extended date provided by the Bidder; or 6. if the successful Bidder fails to:    * 1. sign the Contract in accordance with ITB 48; or      2. furnish a Performance Security, in accordance with ITB 49,   the Employer may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract by the Employer for a period of time **as stated in the BDS**. |
| **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 Employer in accordance with ITB 21. A Bid valid for a shorter period shall be rejected by the Employer as nonresponsive. |
|  | * 1. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may 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 17, 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, 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**; or      2. In the case of adjustable price contracts, no adjustment shall be made.   In any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above. |
| **Format and Signing of Bid** | * 1. The Bidders shall prepare one original of the documents comprising the Bid as described in ITB 11 and clearly mark it “ORIGINAL.” Alternative Bids, if permitted in accordance with ITB 13, shall be clearly marked “ALTERNATIVE.” In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail. |
|  | * 1. Bidders shall mark as “CONFIDENTIAL” all information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.   2. The original and all copies of the Bid 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 Bid. 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.   3. 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.   4. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid. |
| **D. Submission of Bids** | |
| **Submission, Sealing and Marking of Bids** | * 1. **Unless the BDS ITB 21.1** states that Bids may be submitted electronically, the following procedures shall apply: |
|  | 1. The Bidder shall deliver the Bid in two separate, sealed envelopes. One envelope containing the Technical Part and the other the Financial Part. These two envelopes shall be enclosed in a sealed outer envelope and clearly marked “Bid - Original”. 2. In addition, the Bidder shall prepare copies of the Bid, in the number **specified in the BDS ITB 19.1**. Copies of the Technical Part shall be placed in a separate sealed envelope marked “Copies: Technical Part”. Copies of the Financial Part shall be placed in a separate sealed envelope marked “Copies: Financial Part”. The Bidder shall place both of these envelopes in a separate, sealed outer envelope marked “Bid - Copies”. In the event of any discrepancy between the original and the copies, the original shall prevail. |
|  | 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 shall be placed in a sealed envelope marked “Alternative Bid – Technical Part” and the Financial Part 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 – Original”, the copies of the alternative Bid will be placed in separate sealed envelopes marked “Alternative Bid – Copies of Technical Part”, and “Alternative Bid – Copies of Financial Part” and enclosed in a separate sealed outer envelope marked “Alternative Bid - Copies”. |
|  | * 1. The inner and outer envelopes shall:  1. bear the name and address of Bidder; 2. be addressed to the Employer, at the address **given in the BDS** **ITB 21.1**; and |
|  | 1. bear the Contract(s) name, the Invitation for Bids title and number, **as specified in the BDS** **ITB 1.1**, and the statement “Do Not Open Before [*time and date*],” to be completed with the time and date **specified in the BDS** **ITB 21**.    1. If the outer and/or inner envelopes is/are not sealed and marked as required by ITB 20.1 and ITB 20.2, the Employer will assume no responsibility for the Bid’s misplacement or premature opening. |
| **Deadline for Submission of Bids** | * 1. Bids must be received by the Employer at the address specified, and no later than the time and date **specified, in the BDS**. Bidders have the option of submitting their Bids electronically if **specified in the BDS**.   2. The Employer may, at its discretion, extend the deadline for submission of Bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Employer and Bidders will thereafter be subject to the deadline as extended. |
| **Late Bids** | * 1. The Employer shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 21. Any Bid received by the Employer 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 its Bid after it has been submitted by sending a written notice, duly signed by an authorised representative, including a copy of the authorisation in accordance with ITB 19.3, (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 19 and ITB 20 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Bid - Withdrawal”, “Bid - Substitution” or “(Technical Part and/or Financial Part) - Modification;” and |
|  | 1. received by the Employer prior to the deadline prescribed for submission of Bids, in accordance with ITB 21.    1. Bids for which withdrawal notices complying with the requirements of ITB 23.1 are received, 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 on the Letter of Bid or any extension thereof. |
| **Opening of Technical Parts of Bids** | |
| **Opening of Technical Parts of Bids** | * 1. Except in the cases specified in ITB 22 and ITB 23.2, the Employer shall publicly open and read out in accordance with this ITB all 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 Bidding is permitted in accordance with ITB 21.1, shall be **as specified in the BDS.** |
|  | * 1. First, the envelopes marked “Withdrawal” shall be opened and the written notice of withdrawal read out, and the envelope with the corresponding Bid shall not be opened but returned to the Bidder. 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. Alternative Bids shall be opened and the name(s) of the Bidder(s) submitting alternatives shall be read out and the Alternative Bids put to one side.   3. Next, envelopes marked “Substitution” shall be opened and the written notice of substitution read out. The substitute Bid shall be exchanged with the corresponding Bid. 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.   4. Next, envelopes marked “Modification – Technical Part” shall be opened and the written notice of modification read out with the corresponding Technical Part of the Bid. On opening the Modification – Technical Part envelopes, the Employer shall also read out:  1. the name of the Bidder, 2. the presence or absence of a Bid security or a Bid-Securing Declaration, and 3. other details as the Employer, at its sole discretion, may consider appropriate. |
|  | * 1. 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.   2. Next, all remaining envelopes marked “Technical Part” shall be opened one at a time. All envelopes marked “Financial Part” shall remain sealed and kept by the Employer in safe custody until they are opened, in accordance with ITB 32, following the evaluation of the Technical Part of the Bids. On opening the Technical Part envelopes, the Employer shall read out the same details as those required to be read out under ITB 24.5.   3. Letter of Bid – Technical Part and the separate sealed envelope marked “Financial Part” shall be initialled by representatives of the Employer attending the Bid opening, in the manner **indicated in the BDS**.   4. The Employer shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with ITB 22.1).   5. The Employer shall prepare a record of the Bid opening procedure that shall include, as a minimum: the name of the Bidder and whether there is:  1. a withdrawal, alternative, substitution, or modification; 2. the presence or absence of a duly sealed envelope marked “FINANCIAL PART”;   (c) the presence or absence of a Bid Security or Bid-Securing Declaration.   * 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.   2. Only Bids and Alternative Bids that are opened and read out at Bid opening shall be considered further for evaluation. |
| **F. Evaluation of Bids – General Provisions** | |
| **Confidentiality** | * 1. Information relating to the evaluation of the Technical Part of Bids shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the notification of evaluation of the Technical Part has been communicated to all Bidders in accordance with ITB 31. |
|  | * 1. Information relating to the evaluation of the Financial Part, the evaluation of combined Technical Part and Financial Part, 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 46 or in the case of a Standstill Period an Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 44.   2. Any effort by a Bidder to influence the Employer in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.   3. Notwithstanding ITB 25.3, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Employer 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 Employer may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer’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 Employer in the evaluation of the Bids, in accordance with ITB 34.   2. If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer’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. |
| **G. Evaluation of Technical Parts of Bids** | |
| **Determination of Responsiveness of Technical Parts** | * 1. The Employer will examine the Technical Part of a Bid to determine whether they are complete, have been properly signed, and are generally in order. |
|  | * 1. The Employer’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:      + - 1. if accepted, would:  1. affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or 2. limit in any substantial way, inconsistent with the Bidding Document, the Employer’s rights or the Bidder’s obligations under the proposed Contract; or 3. if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids. |
|  | * 1. Provided that the Technical Part is substantially responsive, the Employer may waive any nonmaterial nonconformity in the Bid.   2. Provided that a bid is substantially responsive, the Employer 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. Failure of the Bidder to comply with the request may result in the rejection of its Bid. |
| **Evaluation of Technical Bids** | * 1. The Employer’s evaluation of the Technical Part of Bids will be carried out as specified in Section III, Evaluation and Qualification Criteria.   2. The scores to be given to technical factors and sub factors, if any, are **specified in the BDS.** |
| **Assessment of Bidder’s Qualifications** | * 1. The Employer shall determine to its satisfaction whether the Bidders that have been assessed to have submitted substantially responsive Bids, continue to substantially meet the qualifying criteria. 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 Subcontractors if permitted in the Bidding document) or any other firm(s) different from the Bidder. |
|  | * 1. Only Bids that are both substantially responsive to the Bidding document and are qualified shall have their envelopes marked “FINANCIAL PART” opened at the second public opening. |
| **Notification of Evaluation of Technical Parts** | * 1. Following the completion of the evaluation of the Technical Part of Bids, the Employer shall make the following notifications:  1. Notify in writing those Bidders whose Technical Part was considered not to be substantially responsive to the requirements in the Bidding document, advising them of the following information: 2. the grounds on which their Technical Part of Bid failed to meet the requirements of the bidding document; and that 3. 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; 4. simultaneously, notify in writing those Bidders whose Technical Part have been evaluated as substantially responsive to the requirements in the Bidding document, advising them that their Bid has been evaluated as substantially responsive and providing them their technical scores broken down by criterion; and 5. notify all Bidders ofthe date, time and location of the public opening of the envelopes marked ‘Financial Part”. |
| **Opening of Financial Parts** | |
| **Public Opening of Financial Parts** | * 1. Bidders who met the eligibility and qualification requirements and whose bids were evaluated as substantially responsive will have their envelopes marked Financial Part opened in public by the Employer in the presence of Bidders, or their designated representatives, and anyone else who chooses to attend. |
|  | * 1. Prior to inspecting and opening the envelopes marked “Financial Part”, the Employer shall read out the name of each Bidder whose Bid was considered substantially responsive to the requirements in the Bidding document and their technical score broken down by criterion. Each envelope marked “Financial Part” shall then be inspected to confirm that it has remained sealed and unopened. These envelopes shall then be opened by the Employer. 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 24.4 and 24.5.   2. The Employer shall read out the name of each Bidder and the total Bid prices, per lot (contract) if applicable, including any discounts, the presence or absence of an alternative Bid, and any other details as the Employer may consider appropriate. |
|  | * 1. Only discounts read out at the public opening shall be considered for evaluation. The Letter of Bid together with its Appendix to Bid andtheBill of Quantitiesare to be initialled by representatives of the Employer attending Bid opening in the manner **indicated in the BDS**.   2. The Employer shall neither discuss the merits of any Bid nor reject any envelopes marked “Financial Part”.   3. The Employer 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 their technical scores broken down by criterion; 2. the Bid prices, per lot (contract) if applicable, including any discounts; and 3. if applicable, the presence of 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 Part** | |
| **Nonmaterial Nonconformities** | * 1. Provided that a Bid is substantially responsive, the Employer shall rectify quantifiable nonmaterial nonconformities related to the Bid price. To this effect, the Bid price shall be adjusted, for comparison purposes only, to reflect the price of a non-conforming item or component by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bidders, the Employer shall use its best estimate. |
| **Correction of Arithmetical Errors** | * 1. The Employer shall correct arithmetical errors on the following basis:  1. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of theEmployer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; 2. 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   (c) 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 34.1 shall result in the rejection of the Bid . |
| **Conversion to a Single Currency** | * 1. For evaluation and comparison purposes, the currency (ies) of the Bid shall be converted into a single currency **as specified in the BDS**. |
| **Margin of Preference** | | * 1. Unless otherwise **specified in the BDS**, a margin of preference[[3]](#footnote-3) shall not apply. |
| **Evaluation of Financial Parts** | | * 1. To evaluate each Bid’s Financial Part, the Employer shall consider the following: |
|  | 1. the Bid price, excluding provisional sums and the provision, if any, for contingencies in the Summary Bill of Quantities, but including Daywork items, where priced competitively; 2. price adjustment for correction of arithmetic errors in accordance with ITB 34.1; 3. price adjustment due to discounts offered in accordance with ITB 14.4; 4. converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 35.1; 5. price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 33.1; and   (f) any additional evaluation factors **indicated in the BDS** and detailed in Section III, Evaluation and Qualification Criteria. |
|  | * 1. If price adjustment is allowed in accordance with ITB 14.5, 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.   2. If this 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. |
| **Abnormally Low Bids** | | * 1. An Abnormally Low Bid is one where the Bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price. |
|  | * 1. In the event of identification of a potentially Abnormally Low Bid, the Employer shall seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Bidding Document.   2. After evaluation of the price analyses, in the event that the Employer determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid price, the Employer shall reject the Bid. |
| **Unbalanced or Front Loaded Bids** | | * 1. If a Bid is, in the Employer’s opinion, seriously unbalanced or front loaded, the Employer may require the Bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Bid prices with the scope of the Works, proposed methodology, schedule and any other requirements of the Bidding Document. |
|  | * 1. After the evaluation of the information and detailed price analyses presented by the Bidder, and notwithstanding the Employer’s rights under ITB 42.1, the Employer may:  1. accept the Bid for the next evaluation steps; or 2. if the bid, following the next evaluation steps, is otherwise evaluated as the Most Advantageous Bid, as a condition precedent to accepting the bid, require that the total amount of the Performance Security be increased at the expense of the Bidder to a level not exceeding 20 % of the Accepted Contract Amount. |
| **J. Evaluation of Combined Technical and Financial Parts** | |
| **Evaluation of Combined Technical and Financial Parts** | | * 1. The Employer shall undertake the combined evaluation of Technical and Financial Parts of responsive Bids in accordance with Section III, Evaluation and Qualification Criteria. The weight to be assigned for the Technical factors and cost is **specified in the BDS**. The Employer will rank the Bids based on the evaluated Bid score (B), calculated in accordance with the Combined Evaluation of the Technical and Financial Bids described in Section III. |
| **Most Advantageous Bid (MAB)** | | * 1. The Most Advantageous Bid is the Bid of the Bidder that meets the Qualification Criteria and whose Bid has been determined to be substantially responsive to the Bidding Document and is the Bid with the highest combined technical and financial score. |
| **Employer’s Right to Accept Any Bid, and to Reject Any or All Bids** | | * 1. The Employer 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 47. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) 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. |
| **Notification of Intention to Award** | * 1. Subject to ITB 43.1 specifying that a standstill period applies, the Employer shall send to each Bidder (that has not already been notified that it has been unsuccessful) 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; 4. the names of all Bidders who submitted Bids (that have not already been notified that they have been unsuccessful), their Bid prices as readout and as evaluated, technical and combined scores; 5. a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the notification is addressed) was unsuccessful; 6. the expiry date of the Standstill Period; and 7. 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 42.1, the Employer shall award the Contract to the Bidder whose Bid has been determined to be the Most Advantageous Bid. |
| **Notification of Award** | | * 1. Subject to the expiration of the period of Bid validity and upon expiry of a Standstill Period, if specified in ITB 43.1, or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Employer shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter and in the Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the Accepted Contract Amount. |
|  | * 1. Within 35 days after the date of transmission of the Letter of Acceptance, the Employer shall publish the Contract Award Notice which shall contain the following information:  1. name of each Bidder who submitted a Bid; 2. Bid prices as read out at Financial Bid opening; 3. Evaluated Bid Cost of each Bid; 4. name of Bidders whose Bids were rejected and the reasons for their rejection; and 5. name of the winning Bidder, the final total contract price, the contract duration and a summary of the scope of the contract awarded. |
|  | * 1. The Contract Award Notice shall be published on the Employer's website with free access, or, if not available, in at least one newspaper of national circulation in the Employer'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, unless the governing law of the country (or other jurisdiction) stated in the Appendix to Bid states otherwise. |
| **Debriefing by the Employer** | | * 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 Employer once the Contract Award Notice has been published. The Employer 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 Employer’s Notification of Intention to Award referred to in ITB 44, an unsuccessful Bidder has three (3) Business Days to make a written request to the Employer for a debriefing. The Employer 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 Employer shall provide a debriefing within five (5) Business Days, unless the Employer 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 Employer 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 Employer later than the three (3) Business Day deadline, the Employer 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 ITB 47.1 and ITB 47.2 may be done in writing or verbally at the option of the Employer. The Bidder shall bear their own costs of attending such a debriefing meeting. |
| **Signing of Contract** | * 1. The Employer shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement and the documents listed therein, where those documents to be included under the sub-heading “any other documents forming part of the Contract” shall be: |
|  | 1. the Technical Proposal, excluding the mobilisation programme and the construction programme; and 2. any other documents **specified in the BDS** or that the Parties agree to include.    1. The successful Bidder shall sign, date and return to the Employer the Contract Agreement within twenty-eight (28) days of its receipt. |
| **Performance Security** | | * 1. Within twenty-eight (28) days of the receipt of the Letter of Acceptance from the Employer or, in the absence of a Letter of Acceptance, the Contract Agreement, the successful Bidder shall deliver the Performance Security in accordance with the Conditions of Contract, taking into account any necessary adjustments to the value of the Performance Security in accordance with ITB 39.2 (b), using for that purpose the Performance Security Form included in Section X, Contract Forms, or another form approved by the Employer. 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 Employer. A foreign institution providing a bond shall have a correspondent financial institution located in the Employer’s Country, unless the Employer has agreed in writing that a correspondent financial institution is not required. |
|  | * 1. Failure of the successful Bidder to deliver the Performance Security in accordance with ITB 49.1 or sign, date and return the Contract Agreement in accordance with ITB 48.2 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Employer may award the Contract to the next Most Advantageous Bid. |
| **Procurement Related Complaint** | | * 1. The procedures for making a Procurement-related Complaint are as **specified in the BDS.** |

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

The following specific data for the Works 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.

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

***[ Note to the Employer: 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 Employer is: [***insert name of Employer] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  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 (a)** | ***[delete if not applicable]***  “**Electronic – Procurement System”**  The Employer shall use the following electronic-procurement system to manage this procurement 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 Procurement process:  ***[insert aspects e.g. issuing Bidding Document, submissions 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 Employer, 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 number or state not applicable]*** | |
| **ITB 4.6** | A list of firms and individuals debarred by CDB is available on the Bank’s external website: ***[insert link https://www.caribank.org/about-us/corporate-governance/office-integrity-compliance-and-accountability/sanctioned-individuals-and-firms or equivalent]***  ***[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 – ITB 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 the Bidding Document** | | |
| **ITB 7.1** | For **clarification purposes** only, the Employer’s address is:  ***[Insert the corresponding information as required below. This address may be the same as or different from that specified under ITB 21.1 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 Employer ***[insert “shall” or “shall not”]*** be organised. | |
| **C. Preparation of Bids** | | |
| **ITB 10.1** | The language of the Bid is: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[insert “English”]***  ***[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:***   1. ***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.]***  **[*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 ***[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 11.2 (g)** | The Bidder shall submit as part of its Technical Part the following additional documents:  ***[List any additional document not already listed in ITB 11.2 that must be submitted with the Bid. The list of additional documents shall include the following:]***  **Code of Conduct for Contractor’s Personnel (ESHS)**  The Bidder shall submit its Code of Conduct that will apply to the Contractor’s Personnel (as defined in Sub-Clause 1.1.2.7 of the General Conditions of Contract), to ensure compliance with the Contractor’s Environmental, Social, Health and Safety (ESHS) obligations under the Contract. The Bidder shall use for this purpose the Code of Conduct form provided in Section IV. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks. | |
|  | **Management Strategies and Implementation Plans (MSIP) to manage the (ESHS) risks.**  The Bidder shall submit Management Strategies and Implementation Plans (MSIPs) to manage the following key Environmental and Social (ES) risks:  ***[Note: insert name of any specific plan and risk(s) informed by the relevant environmental and social assessment];***   * ***[e.g. Sexual and Gender Based Violence (SGBV) prevention and response action plan];*** * **[*e.g. Traffic Management Plan to ensure safety of local communities from construction traffic*]** * ***[e.g. Water Resource Protection Plan to prevent contamination of drinking water];*** * ***[e.g. Boundary Marking and Protection Strategy for mobilisation and construction to prevent offsite adverse impacts];*** * ***[e.g. Strategy for obtaining Consents/Permits prior to the start of relevant works such as opening a quarry or borrow pit]***   These shall be prepared in conformity with the requirements of [CDB’s prevailing Environmental and Social Review Procedures](https://www.caribank.org/about-us/policies-and-strategies/environmental-and-social-review-procedures) and draw on any available Project Environmental and Social Management Plan, Environmental and Social Impact Assessment, Climate Vulnerability Assessment or similar. | |
| **ITB 11.3 (d)** | The Bidder shall submit with its Bid the following additional documents:  ***[list any additional document not already listed in ITB 11.3 that must be submitted with the Financial Part, otherwise state ‘none’.]*** | |
| **ITB 13.1** | Alternative Bids ***[insert “shall be” or “shall not be”] \_\_\_\_\_\_\_*** considered. | |
| **ITB 13.2** | Alternative times for completion ***[insert “shall be” or “shall not be”]*** permitted.  **[*If alternative times for completion are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria.]*** | |
| **ITB 13.4** | Alternative technical solutions shall be permitted for the following parts of the Works: ***[insert part of the Works]***. | |
| **ITB 14.5** | The prices quoted by the Biddershall: ***[insert “be subject to adjustment in accordance with Sub-Clause 13.8 of the Conditions of Contract” or “NOT be subject to adjustment.”]*** | |
| **ITB 15.1** | The currency(ies) of the Bid and the payment currency(ies) shall be in accordance with Alternative \_\_\_\_\_\_\_\_\_ as described below:  **Alternative A (Bidders to quote entirely in local currency):**   1. The Bid currency shall be the Local Currency. The payment currency shall be the Local Currency only or the Local Currency and Foreign Currency(ies) (as the case may be) included by the Bidder in the Summary of Payment Currencies table. The relevant information included in the Summary of Payment Currencies table shall be taken forward and included in the Appendix to Bid. 2. The unit rates and the prices shall be quoted by the Bidder in the Bill of Quantities and/or other priced Schedules, entirely in ***\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert the name of the currency of the Employer’s Country,]*** and further referred to as “the local currency”. A Bidder expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer’s country (referred to as “the foreign currency requirements”) shall indicate in the Appendix to Bid - Table C, the percentage(s) of the Bid price (excluding Provisional Sums), needed by the Bidder for the payment of such foreign currency requirements, limited to no more than three foreign currencies. 3. The rates of exchange to be used by the Bidder in arriving at the local currency equivalent and the percentage(s) mentioned in (a) above shall be specified by the Bidder in the Summary of Payment Currencies table, and shall apply for all payments under the Contract.   **Alternative B (Bidders allowed to quote in local and foreign currencies):**   1. The Bid currency(ies) and the payment currency(ies) shall be those quoted by the Bidder in the Bill of Quantities and/or other priced Schedules and shall be included in the Summary of Payment Currencies table and named in the Appendix to Bid and in the Letter of Bid. 2. The unit rates and prices shall be quoted by the Bidder in the Bill of Quantities and/or other priced Schedules separately in the following currencies: 3. for those inputs to the Works that the Bidder expects to supply from within the Employer’s country, in ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Insert the name of the currency of the Employer’s Country],*** and further referred to as “the local currency”; and 4. for those inputs to the Works that the Bidder expects to supply from outside the Employer’s country (referred to as “the foreign currency requirements”), in up to any three foreign currencies. | |
| **ITB 16.3** | The Employer *\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[insert “intends” or “does not intend”]***that the Contractor shall employ a “nominated Subcontractor” or Subcontractors, as defined in Sub-Clause 5.3 of the Conditions of Contract.  ***[If a nominated Subcontractor or Subcontractors are to be used, they must be named here along with a brief description of the part or parts of the Works they will execute, the Plant and/or Materials they will supply or the services they will supply (as the case may be).]*** | |
| **ITB 16.4** | Contractor’s proposed subcontracting:   1. The total accumulated value of the Works that may be subcontracted shall not exceed *\_\_\_\_\_\_\_*% ***[insert % of the Bid price]****.*  ***[The percentage inserted here must be the same as the percentage stated in the Appendix to Bid Sub-Clause 5.1.]*** of the Bid price. 2. The relevant Bidding Forms in Section IV shall be completed for each Subcontractor where the value of the proposed subcontract or accumulated value of multiple subcontracts with a proposed Subcontractor will be greater than *\_\_\_\_\_\_\_*% ***[The percentage inserted here must be the same as the percentage stated in the Appendix to Bid Sub-Clause 5.1 (b). Typically, this percentage could be in the range of 2% to 5%, depending, for example, on the total estimated value of the Works]*** of the Bid price. | |
| **ITB 16.5** | ***[Indicate N/A if not applicable]***  The parts of the Works for which the Employer permits Bidders to propose Specialised Subcontractors are designated as follows:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   For the above-designated parts of the Works that may require Specialised Subcontractors, the relevant qualifications of the proposed Specialised Subcontractors will be added to the qualifications of the Bidder for the purpose of evaluation. | |
| **ITB 17** | ***[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 Employer will determine for which lot or lots the Bid Security amount shall be applied.]*** | |
| **ITB 17.3 (d)** | Other types of acceptable securities:  ***[Insert names of other acceptable securities. Insert “None” if no Bid Security is required under provision ITB 17.1 or if Bid Security is required but no other forms of Bid securities besides those listed in ITB 17.3 (a) through (c) are acceptable*.*]*** | |
| **ITB 17.9** | ***[The following provision should be included and the required corresponding information inserted only if a Bid security is not required under provision ITB 17.1 and the Employer wishes to declare the Bidder ineligible for a period of time should the Bidder performs the actions mentioned in provision ITB 17.9. Otherwise omit.]***  If the Bidder performs any of the actions prescribed in subparagraphs (a) or (b) of this provision, the Recipient will declare the Bidder ineligible to be awarded contracts by the Employer for a period of\_\_\_\_\_ years ***[insert period of time],*** starting from the date the Bidder performs any of the actions specified in ITB 17.9 (a) or (b). | |
| **ITB 18.1** | The Bid validity period shall be ***[insert a number of days from the deadline for Bid submission, taking into account reasonable time needed to complete the Bid evaluation, obtain necessary approvals and the Bank’s No-objection (if subject to prior review).]*** days. | |
| **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** | In addition to the original of the Bid, the number of copies is: ***[insert number of copies]*** | |
| **ITB 19.3** | 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 of Bids** | | |
| **ITB 21.1** | For **Bid submission purposes** only, the Employer’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 Code:  Country:  **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:  Time: | |
|  | 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.]***  The electronic Bid submission procedures shall be: ***[insert a description of the electronic Bid submission procedures.]*** | |
| **E. Opening of Technical Part of Bids** | | |
| **ITB 24.1** | 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 21.1 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 24.8** | The Letter of Bid – Technical Part and the separate sealed envelope marked “Financial Part” shall be initialled by \_\_\_\_\_\_\_ ***[insert number]*** representatives of the Employer conducting Bid opening. ***[Insert procedure: Example: Each Bid shall be initialled by all representatives and shall be numbered, etc.]*** | |
| * + 1. **Evaluation of Technical Part of Bids** | | |
| **ITB 29.2** | The technical factors (sub-factors) and the corresponding weight out of 100% are: | |
| Technical Factor | Weight in Percentage  (insert weight in %) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| … |  |
| ***[Technical Factors shall be inserted as appropriate to ensure that the documents requested from Bidders as part of their technical Bids (Section IV) enable evaluation of the technical factors.]***  ***[The weights should be allocated in terms of the relative significance of the technical factors. Insert technical sub-factors and corresponding weights, as appropriate].***  ***[ See Note at the end of Section III- Evaluation and Qualification Criteria- A- Technical Part on the design of rated criteria]*** | |

|  |  |
| --- | --- |
| * + 1. **Opening of Financial Parts** | |
| **ITB 32.4** | The Letter of Bid together with its Appendix to Bid and priced Bill of Quantities and/or other priced Schedules shallbe initialled by ***[insert number]*** representatives of the Employer conducting Bid opening*.* ***[Insert any additional procedural requirements required that are relevant to initialling, etc.]***  ***[ Note to the Employer on the opening date of the Financial Parts:*** *In setting the date for the opening of the Financial Parts, the Employer should take into considerations: (i) time that bidders may need to make arrangements to attend the opening of the Financial Parts; and (ii) time that may be needed to resolve any requests or complaints (such as on the decision to exclude a bidder at this stage of the procurement process) consistent with ITB 50.1. Notwithstanding this,* *the Employer should consult with CDB about which, if any, steps in the procurement process may appropriately go forward while a request/complaint is being considered.]* |
| * + 1. **Evaluation of Financial Part** | |
| **ITB 35.1** | 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 name of currency]***  The source of exchange rate shall be: \_\_\_\_\_\_\_\_ ***[insert name of the source of exchange rates (e.g., the Central Bank in the Employer’s Country).]***  The date for the exchange rate shall be: \_\_\_\_\_\_\_\_ ***[insert day, month and 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]***  The currency(ies) of the Bid shall be converted into a single currency in accordance with the procedure under Alternative ***[insert “A” or “B”]*** that follows:  ***Alternative A: Bidders quote entirely in local currency***  For comparison of Bids, the Bid Price, corrected pursuant to ITB 34, shall first be broken down into the respective amounts payable in various currencies by using the selling exchange rates specified by the Bidder in accordance with ITB 15.1.  In the second step, the Employer will convert the amounts in various currencies in which the Bid Price is payable (excluding Provisional Sums but including Daywork where priced competitively) to the single currency identified above at the selling rates established for similar transactions by the authority specified and, on the date, stipulated above.  ***OR***  ***Alternative B: Bidders quote in local and foreign currencies***  The Employer will convert the amounts in various currencies in which the Bid Price, corrected pursuant to ITB 34, is payable (excluding Provisional Sums but including Daywork where priced competitively) to the single currency identified above. |
| **ITB 36.1** | ***[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 Employer 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.]*** |
| **ITB 37.1 (f)** | The adjustments shall be determined using the criteria detailed in Section III, if any. |
| * + 1. **Evaluation of Combined Technical and Financial Part** | |
| **ITB 40.1** | The weight to be given for cost is: \_\_\_\_\_\_\_\_ ***[indicate weight for cost such that weight for cost plus weight for total technical score is 1(one). Typically weighting for cost would be at least 0.7]***  ***[ See also Note at the end of Section III- Evaluation and Qualification Criteria- A- Technical Part on the design of rated criteria]*** |
| **ITB 43.1** | A standstill period ***[insert “shall” or “shall not”]*** apply. |
| * + 1. **Award of Contract** | |
| **ITB 48.1** | **[*Indicate N/A if not applicable*]**  Other documents forming part of the Contract are as follows:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ITB 50.1** | The procedures for making a Procurement-related Complaint are detailed in the [Procurement Procedures for CDB Financed Projects](https://www.caribank.org/sites/default/files/publication-resources/Procurement%20Procedures%20for%20CDB%20financed%20projects_Jan%202021-final_0.pdf) (Annex 3). |

**Section III. Evaluation** **and Qualification Criteria**

**Table of Contents**

A. Technical Part 48

1. Evaluation of Technical Part of Bid 48

2. Qualifications 49

B. Financial Part 54

1. Margin of Preference 54

2. Evaluation of Financial Part (ITB 37.1(f)) 55

C. Combined Evaluation 56

D. Multiple Contracts (ITB 37.3) 57

This Section contains the criteria that the Employer shall use to evaluate Bids of pre-qualified Bidders. No other factor methods or criteria shall be used other than specified in this Bidding document. The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

Wherever a Bidder is required to state a monetary amount, Bidders should indicate the USD equivalent using the rate of exchange determined as follows:

1. For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
2. Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified in the ITB 35.1. Any error in determining the exchange rates in the Bid may be corrected by the Employer.

***[Note to the Employer: The Employer shall select the criteria deemed appropriate for the Bidding process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]***

# **Technical Part**

## **Evaluation of Technical Part of Bid**

* 1. **Evaluation of the adequacy of the Technical Part (ITB 28 and 29)**

…………………………………………………………………………………………

***[Prior to considering evaluation of the technical part of bids by applying rated criteria (point system), the technical part of bids shall be thoroughly evaluated to confirm that they are substantially responsive to the requirements of the bidding document, including the Works’ requirements.]***

* 1. **Rated criteria (merit point) evaluation (ITB 29.2)**

The technical factors, and sub factors if any, to be evaluated and the scores to be given to each technical factor and sub factors are specified **in the BDS ITB 29.2**.

***[ Note to the Employer: The note at the end of this section- A. Technical Part provides some guidance to employers drafting the merit point (rated criteria) evaluation framework.]***

***TECHINICAL BID SCORING METHOLOGY***

***[The Employer shall develop a scoring methodology to be included here]***

The score for each sub-factor (i) within a factor (j) will be combined with the scores of sub- factors in the same factor as a weighted sum to form the Factor Technical Score using the following formula:



where:

*tji* = the technical score for sub- factor “i” in factor “j”

*wji* = the weight of sub- factor “i” in factor “j”,

*k* = the number of scored sub-factors in factor “j”

and 

The Factor Technical Scores will be combined in a weighted sum to form the total Technical Bid Score using the following formula:



where:

*Sj* = the Factor Technical Score of factor “j”

*Wj* = the weight of factor “j” as specified **in the BDS**

*n* = the number of Factors

and 

* 1. **Evaluation of Technical Part of Alternative Bids**

***[[If applicable, insert the method that will be used to evaluate the technical part of alternative Bid(s). Otherwise, state: “Not applicable”.]***

## **Qualifications**

* 1. Update of Information:The Bidder shall continue to meet the criteria used at the time of prequalification.
  2. Specialised Subcontractors: Only the Specialised Subcontractors as approved by the Employer will be considered. The Specialised Subcontractor shall continue to meet the criteria used at the time of prequalification. The general experience and financial resources of the Specialised Subcontractors shall not be added to those of the Bidder for purposes of qualification of the Bidder.
  3. **Financial Resources:** Using the relevant Form 3.1 in Section IV, Bidding Forms, the Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the overall cash flow requirements for this Contract and its current Works commitment.
  4. **Contractor’s Representative and Key Personnel:** The Bidder must demonstrate that it will have a suitably qualified Contractor’s Representative and suitably qualified (and in adequate numbers) Key Personnel, as described in the Works’ Requirements. The Bidder shall provide details of the Contractor’s Representative and Key Personnel and such other Key Personnel that the Bidder considers appropriate to perform the Contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in Section IV, Bidding Forms.
  5. **Equipment**

The Bidder must demonstrate that it has access to the key equipment listed hereafter:

***[Specify requirements for each lot as applicable]***

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **Minimum Number required** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

The Bidder shall provide details in the relevant Form in Section IV.

***Note to the Employer on the design of rated-type criteria (merit point system) for large works (admeasurement contracts)***

*For large works (based on admeasurement contracts), the Employer would have carried out the design of the works. The bidding documents would therefore provide the detailed Works’ Requirements and Bill of Quantities. The bidder is expected to substantially meet the technical and commercial requirements for the subject contract.* ***While this would be the case, there are still relevant areas (non-price attributes) that with the application of appropriate rated-type criteria (merit point system) evaluation framework, could contribute to enhanced quality, sustainability and value for money****.*

*The purpose of this Note is to provide a menu of some areas that might be considered in the design of rated-type criteria evaluation framework for large works (admeasurement contracts). This is an* ***illustrative menu*** *and there may be some overlap across the subject headings in the aspects that may be considered. The technical factors, and subfactors if any, should be appropriately designed, avoiding overlap.*

***In all cases, the technical factors and sub-factors if applicable to be considered for rated-type criteria shall be designed considering the objective of the contract, and the nature, risk and complexity of the works.***

***The technical factors (and subfactors if applicable) should be prioritised and weighted (scores assigned, out of 100%), consistent with their relative relevance/significance in meeting the desired outcome****.* ***It is critical to ensure that the documents requested from bidders as part of their technical bid (Section IV) enables evaluation of the rated-type criteria****.*

*The weight to be given for cost (vs. technical/rated-type criteria), such that the weight for cost plus weight for total technical score is 1 (one) should be specified in the Bid Data Sheet. In accordance with the “ Procurement Procedures for Projects Financed by CDB, January 2021”,* ***the relative weight to be assigned to rated- type criteria should generally not exceed 30%, but it may be set as high as 50%, if justified in the context of the Project to achieve VfM.***

**Table- Factors that may be considered for evaluation of the Technical Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Potential Technical Factor** | **Objective** | **Potential aspects that may be considered** |
| **1.** | ***Method statement*** | *to assess the quality and comprehensiveness*  *of the Bidder’s understanding and approach to execute the works* | *level of understanding of the works requirements; level of detail and realism of approach; risk identification and mitigation measures; quality assurance methods and arrangements; quality of safety plan in the execution of the works including traffic and road safety as applicable; interface management arrangements with other contracts if any; application of any innovative methods etc.* |
| **2.** | ***Work program, resourcing and organisation*** | *to assess the quality and comprehensiveness of work program, resourcing and organisation* | *quality and comprehensiveness of the mobilisation and construction programme; adequacy of site organisation; key staff composition, qualifications and relevant experience; key equipment strategy; identification of the critical path for the execution of works and effectiveness of proposals to mitigate risks to the critical path; quality of subcontracting, if any; level of integration of supply management into planning of the works; quality of proposed project management software etc.* |
| **3.** | ***Environmental and social management strategies and implementation plans*** | *to assess the quality and comprehensiveness of the preliminary environmental and social management strategies and implementation plans* | *quality and comprehensiveness of strategies and plans to manage the key environmental and social risks identified in the bidding documents and any other relevant risks that may have been identified by the bidder, including as appropriate labour influx-related risks, forced labour and Sexual and Gender Based Violence (SGBV) risks etc.; quality and comprehensiveness of the code of conduct and the bidder’s commitment to implement the code of conduct; quality and comprehensiveness of community and occupational health management plan and procedures; quality of stakeholder communication and management plan etc.* |
| **4.** | ***Sustainable procurement*** | ***In addition to the environmental and social aspects that may have been considered in (c) above****, to assess the quality and comprehensiveness of the bidder’s commitment to the application of sustainable construction methods and materials* | *quality of resource efficiency proposal as applicable (such as measures to optimize energy and water usage, efficient use of raw materials etc.); quality of management of hazardous and non-hazardous wastes proposal (such as any applicable measures to minimize the generation of waste, and reuse, recycle and recover waste in a manner that is safe for human health and the environment); plan; quality of gender action plan with concrete quantifiable targets; extent of the bidder’s plans to support the local economy and communities (such as subcontracting any of the works or logistics locally, employment of local qualified and unqualified labour, strategy for skills development of local labour, locally sourced construction materials and supplies where available) etc.* |
| **5.** | ***Contract Management*** | *to assess the bidder’s readiness to manage the contract* | *In addition to assessing aspects relevant to contract management as part of the criteria in (a) to (d) above, such as key staff (with a role in contract management), evaluate the quality of the bidder’s proposed arrangements for contract management, including demonstrating a clear understanding of, and readiness to implement the contract, quality of proposed contract management systems etc.* |

***Technical Proposal Scoring Methodology***

*The Employer shall develop a scoring methodology to be included in Section III. The following is* ***only an example and can be modified to fit the purpose or other scales such as 0 to 100% may be applied as long as each element of the scale is appropriately described****].*

|  |  |  |
| --- | --- | --- |
| Score (of the total score for the factor/subfactor as applicable | Description | Remarks |
| 0 | Required feature is absent; no relevant information to demonstrate how the requirement is met |  |
| 1 | Required feature present with deficiencies such as insufficient or information that lacks clarity |  |
| 2 | Sufficient information to demonstrate how the requirement will be met |  |
| 3 | Sufficient information to demonstrate that the requirement will be marginally exceeded |  |
| 4 | Sufficient information that significantly exceed the requirement/proposal contributes to significant value addition |  |

# **Financial Part**

## **Margin of Preference**

* 1. **If the BDS so specifies,** the Employer will grant a margin of preference of 7.5% (seven and one-half percent) to regional contractors from CDB’s Borrowing Member Countries (BMCs), in accordance with, and subject to, the following provisions:
     1. Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Recipient and accepted by CDB, a particular contractor or group of contractors qualifies for a regional preference. The Bidding Document shall clearly indicate the preference and the method that will be followed in the evaluation and comparison of Bids to give effect to such preference.
     2. After Bids have been received and reviewed by the Employer, responsive Bids shall be classified into the following groups:
        1. Group A: Bids offered by regional contractors eligible for the preference.
        2. Group B: Bids offered by other contractors.
  2. All evaluated Bids in each group shall, as a first evaluation step, be compared to determine the Most Advantageous Bid, and the Most Advantageous Bid in each group shall be further compared with each other. If a result of this comparison, a Bid from Group A is the Most Advantageous Bid, it shall be selected for the award, if the Bidder is qualified. If a Bid from Group B is the Most Advantageous Bid, as a second evaluation step, all Bids from Group B shall then be further compared with the Most Advantageous Bid from Group A. For the purpose of this further comparison only, an amount equal to 7.5% (seven and one-half percent) of the respective Bid price corrected for arithmetical errors, including unconditional discounts but excluding provisional sums and the cost of day works, if any, shall be added to the evaluated cost offered in each Bid from Group B. If the Bid from Group A is the Most Advantageous Bid, it shall be selected for award. If not, the Most Advantageous Bid from Group B based on the first evaluation step shall be selected.

## **Evaluation of Financial Part (ITB 37.1(f))**

* 1. The following factors and methods will apply:***[use one or more of the following adjustment factors as/if applicable]***

(**a) Time Schedule**

***[ Select applicable option]***

*Time for completion of the Works from the commencement Date shall be as specified in the Appendix to Bid. No credit will be given for earlier completion.*

***Or***

*Time to complete the Works from the from the commencement Date shall be between \_\_\_\_\_\_\_\_\_\_\_\_ minimum and \_\_\_\_\_\_\_\_\_\_\_\_ maximum. The adjustment rate in the event of completion beyond the minimum period shall be \_\_\_\_\_\_\_ (%) for each week of delay from that minimum period. No credit will be given for completion earlier than the minimum designated period. Bids offering a completion date beyond the maximum designated period shall be rejected.*

* + 1. **Life Cycle Costs**

***[Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the Works are estimated to be considerable in comparison with the initial cost and may vary among different Bids. It should be evaluated on a net present value basis. If* *life cycle costing is to be used for Bid evaluation, the Employer shall specify the relevant information on its application, including the methodology and the information expected from Bidders. As an example, for works that include processing Plants, the cost of operating and maintaining the works could be relatively high and may vary from one bid to the other , depending on for example variations in efficiency.]***

The factors for calculation of life cycle cost are: ***[The list may be revised to reflect the subject bid]***

* + - 1. number of years for operation/operation and maintenance/life cycle*: \_\_\_\_* ***[insert number of years]****;*
      2. operating costs***[state how they will be determined]****;*
      3. maintenance costs, including the cost of spare parts for the initial period of operation ***[state how they will be determined]****;* and
      4. Discount rate: \_\_\_\_\_\_\_\_ ***[insert discount rate in percent]*** to be used to discount to present value all annual future costs calculated under (ii) and (iii) above for the period specified in (i).
    1. **Specific additional criteria**

The relevant evaluation method, if any, shall be as follows:

Any adjustments in price that result from the above procedures shall be added, for purposes of comparative evaluation only, to arrive at an “Evaluated Bid Cost (C).”

# **Combined Evaluation**

The Employer will evaluate and compare the Bids that have been determined to be substantially responsive.

An Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the evaluated cost and the technical merits of each Bid:



Where

*C* = Evaluated Bid Cost

*C low* = the lowest of all Evaluated Bid Cost among substantially responsive Bids

*T* = the total Technical Score awarded to the Bid

*Thigh* = the Technical Score achieved by the Bid that was scored best among all responsive Bids

*X* = weight for Cost as specified **in the BDS**

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid provided the Bidder is qualified to perform the Contract.

***[Include procedure to carry out the combined evaluation of alternative bids, if applicable. Otherwise, state: “Not applicable”.]***

# **Multiple Contracts (ITB 37.3)**

***[If not applicable state ‘Not Applicable’]***

If in accordance with ITB 1.1, Bids are invited for more than one lot, the contract will be awarded to the Bidder or Bidders with the Most advantageous Bid for the individual lots.

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 who was initially prequalified for either Lot A or Lot B but not both 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. 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.]*

**Cross discounts for award of multiple lots will not be considered.**

**Section IV.**  **Bidding Forms**

**Table of Forms**

Letter of Bid – Technical Part 60

Form of Bid Security (Bank Guarantee) 63

Form of Bid Security (Bid Bond) 64

Form of Bid-Securing Declaration 65

Technical Proposal 66

Site Organisation 67

Method Statement 68

Mobilisation Programme 69

Construction Programme 70

ESHS Management Strategies and Implementation Plans (MSIPs) 71

Sustainable Procurement 72

Code of Conduct for Contractor’s Personnel (ESHS) Form 73

Contractor’s Equipment 77

Specialised Subcontractors and Subcontractors 78

Plant and Materials 80

Quality Assurance System 82

Contractor’s Representative and Key Personnel Schedule 83

Resume and Declaration 85

Contract Management 87

Qualification Forms 88

Bidder Information Form 89

Bidder's Party Information Form 90

Historical Contract Non-Performance and Pending Litigation 91

Environmental, Social, Health and Safety (ESHS) Performance Declaration 93

Financial Situation 95

Average Annual Construction Turnover 97

Financial Resources 98

Current Contract Commitments/Works-in-Progress 99

Letter of Bid - Financial Part 100

**Appendix to Bid** 103

**Annex To Appendix To Bid** 108

**Tables of Adjustment Data** 108

**Table A. Local Currency** 108

**Table B. Foreign Currency (FC)** 109

Summary of Payment Currencies 110

SCHEDULES 112

Bill of Quantities 113

Schedule of Daywork Rates: 1. Labour 121

Schedule of Daywork Rates: 2. Materials 122

Schedule of Daywork Rates: 3. Contractor’s Equipment 123

Daywork Schedule Summary 124

Summary of Specified Provisional Sums 132

Other Schedules 135

# 

# **Letter of Bid – Technical Part**

|  |
| --- |
| ***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 on stationery with its letterhead clearly showing the Bidder’s complete name and business address.***  ***Note: All italicised text in is to help Bidders in preparing this form and Bidder should delete it from the final document.*** |

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Bidder insert: date of Bid]***

ICB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Employer insert: ICB name and number]***

Contract:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Employer insert: name of Contract]***

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

To*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[Employer insert: name and address of Employer]***

We, the undersigned Bidder, acknowledge and agree that for the purposes of this Bid Submission and the Contract, the “Letter of Bid – Technical Part” and “Letter of Bid – Financial Part” together constitute the Letter of Bid and hereby submit the first part of our Bid, the Technical Part.

We, the undersigned, declare that:

1. We have examined the Conditions of Contract, Works’ Requirements, Schedules, the attached Appendix and Addenda Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following Works ***[insert a brief description of the Works]***. We offer to execute and complete the Works and remedy any defects therein in conformity with this Bid, which includes all these documents, for the total Bid price offered in the “Letter of Bid – Financial Part”;
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 Employer based on execution of a Bid-Securing or Proposal-Securing Declaration in the Employer’s country in accordance with **ITB 4.8**;
4. **Bid Validity Period**: Our Bid shall be valid for a period specified in BDS 18.1 (or as amended if applicable) from the date fixed for the Bid submission deadline specified in BDS 21.1 (or as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
5. **Performance Security**: If this Bid is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the documents listed in sub-paragraph (a), above, within the Time for Completion;
6. **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**;
7. **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 the Caribbean Development Bank ***[******Note to the Recipient: if procurement is subject to Procurement Procedures for Projects Financed by CDB (January, 2021), insert the following text]*** or subject to a public debarment by an MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Employer’s Country laws or official regulations or pursuant to a decision of the United Nations Security Council;
8. **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****]*;
9. **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;
10. **Environmental, Social, Health and Safety (ESHS) Provisions**: We hereby declare that if awarded the Contract we, including our Subcontractors and suppliers, will comply with the ESHS contractual obligations, including those related to forced labour; and
11. **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, unless and until a formal Contract Agreement is prepared and executed ***[Note to the Employer: in a civil law jurisdiction, this sub-paragraph must be reviewed and revised, if necessary, in order to comply with the governing law]***.

**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 the 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.

ENCLOSURE(S):

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

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

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Bidder") has submitted to you its bid dated \_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Bid") for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_\_\_\_\_\_\_\_) 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
2. having been notified of the acceptance of its Bid by the Employer during the period of Bid validity, (i) fails or refuses to execute the Contract Agreement or (ii) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders of 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 of 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]*

***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 Employer],*** as Surety (hereinafter called “the Surety”), are held and firmly bound unto ***[name of Employer]*** as Obligee (hereinafter called “the *Employer*”) in the sum of ***[amount of Bond]***[[4]](#footnote-4) ***[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 Employer dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the construction 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
2. having been notified of the acceptance of its Bid by the Employer during the period of Bid validity; (i) fails or refuses to execute the Contract Agreement, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer’s first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer 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 Employer 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 present 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Alternative No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

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 of CDB Financing for the period of time of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ starting on \_\_\_\_\_\_\_\_\_, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid;

(c) having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to execute the Contract Agreement, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_

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.]***

# **Technical Proposal**

1. Site Organization
2. Method Statement
3. Mobilization programme
4. Construction Programme
5. ESHS Management Strategies and Implementation Plans (MSIPs)
6. Sustainable Procurement
7. Code of Conduct for Contractor’s Personnel (ESHS)
8. Contractor’s Equipment
9. Specialised Subcontractors and Subcontractors
10. Plant and Materials
11. Quality Assurance System
12. Contractor’s Representative and Key Personnel Schedule
13. Contract Management
14. Others

## **Site Organisation**

***[Note to Bidder: insert Site Organisation information]***

## **Method Statement**

***[Note to Bidder: insert Method Statement]***

## **Mobilisation Programme**

***[Note to Bidder: insert Mobilisation Programme]***

## **Construction Programme**

***[Note to Bidder: insert Construction Programme]***

The construction programme shall be in the form of a bar chart and shall include at least the following:

1. The Commencement Date and Time for Completion of the Works and of each Section (if any).
2. Submission of the Contractor’s Environmental, Social, Health and Safety Management Strategies and Implementation Plans (MSIPs), which collectively form the C-ESHSMP, in accordance with the Particular Conditions of Contract Sub-Clause 4.1 and 8.1.
3. Constitution of the DAB.
4. The order in which the Contractor intends to carry out the Works.
5. Identification of all relevant activities including, but not limited to, mobilization, design (if any), manufacture (if any), procurement, on-Site works (construction, erection, installation), testing, commissioning, etc. The on-Site works shall be shown in sufficient detail to clearly identify the key operations/activities of the various components/aspects of the Works.
6. Logical links for all activities.
7. Identification of all critical path(s).

## **ESHS Management Strategies and Implementation Plans (MSIPs)**

The Bidder shall submit comprehensive and concise Management Strategies and Implementation Plans (MSIPs) to manage the Environmental, Social, Health and Safety risks, as required by ITB 11.2 (g) of the Bid Data Sheet. These strategies and plans shall describe in detail the actions, materials, equipment, management processes, etc. that will be implemented by the Contractor, and its subcontractors.

In developing these MSIPS, the Bidder shall have regard to the ESHS provisions of the contract including those as may be more fully described in the Works’ Requirements in Section VII.

Following award of the Contract, the Contractor (i.e. the successful Bidder) is required to submit one coordinated document that incorporates all the MSIPs submitted with the Bid prior to commencing the Works; this document is the Contractor’s Environmental, Social, Health and Safety Management Plan (C-ESHSMP) and is referred to in, for example, PCC Sub-Clause 1.1.6.10 [Definitions – Other Definitions – “C-ESHSMP”], Sub-Clause 4.1 [Contractor’s General Obligations], Sub-Clause 8.1 [Commencement of Works] and the Specification.

## **Sustainable Procurement**

***[Note to Bidder: In addition to submitting the required ES Management Strategies and Implementation Plans, the Bidder shall provide its proposal to demonstrate how additional sustainable procurement requirements, if any, specified in Section VII- Works’ Requirements would be addressed. The Bidder shall also provide its proposal, if any, for exceeding the sustainable procurement requirements.]***

## **Code of Conduct for Contractor’s Personnel (ESHS) Form**

|  |
| --- |
| ***Note to the Employer:***  ***The following minimum requirements shall not be modified. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.***  ***The types of issues identified could include risks associated with: labour influx, spread of communicable diseases, Sexual and Gender Based Violence (SGBV) etc.***  ***Delete this Box prior to issuance of the Bidding Document.*** |

**CODE OF CONDUCT FOR CONTRACTOR’S PERSONNEL**

We are the Contractor, ***[enter name of Contractor]***. We have signed a contract with ***[enter name of Employer]*** for ***[enter description of the Works]***. These Works will be carried out at ***[enter the Site and other locations where the Works will be carried out]***. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual and gender-based violence.

This Code of Conduct is part of our measures to deal with environmental, social, health and safety risks related to the Works. It applies to all our staff, labourers and other employees at the Works.

|  |
| --- |
| **Note to the Bidder**:  **The minimum content of the** **Code of Conduct form as set out by the Employer shall not be substantially modified**. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.  The Bidder shall initial and submit the Code of Conduct form as part of its Bid. |

Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as “**Contractor’s Personnel**” and are subject to this Code of Conduct.

This Code of Conduct identifies the behaviour that we require from all Contractor’s Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behaviour will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

**REQUIRED CONDUCT**

Contractor’s Personnel shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor’s Personnel and any other person;
3. maintain a safe working environment including by:
   1. ensuring that workplaces, machinery, equipment and processes under each person’s control are safe and without risk to health;
   2. wearing required personal protective equipment;
   3. using appropriate measures relating to chemical, physical and biological substances and agents; and
   4. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy, including reporting of all near misses, and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as but not limited to women, people with disabilities, indigenous peoples, migrant workers or children;
6. not alter, damage, remove or destruct cultural property or sites which is any natural or manmade areas sites, structures and remains of archaeological, historical, religious, spiritual, cultural or aesthetic value, which are part of a country’s resource base and therefore of cultural heritage significance.
7. abstain from any form of violence, harassment, intimidation, and/or exploitation, and aim to seek peaceful resolution of conflicts;
8. abstain from any actions that would facilitate the use of forced labour, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour-contracting arrangements;
9. abstain from drug abuse on site including the use of alcohol and other drugs;
10. not bring/use any weapons on site except for instances when job descriptions require their use, such as for security guards;
11. not engage in corrupt and fraudulent behaviours and transactions and avoid conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favours, are not provided to any person with whom there is a financial, family, or personal connection);
12. maintain respectful interactions with the local community(ies), members of the local community(ies), and any affected person(s) (including with regard to their culture and traditions) and avoidance of any inconvenience to them (including for example noise at night, dumping of individual garbage other than in provided locations, damage to and destruction of community and/or cultural property);
13. practice non-discrimination when inter-acting with the local community (including vulnerable groups), and the Employer’s and other Contractor’s Personnel (for example on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status);
14. not engage in any form of sexual harassment, including unwelcome sexual advances, requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature with the local community, and the Employer’s and other Contractor’s Personnel;
15. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.  In CDB financed Projects, sexual exploitation occurs when access to or benefit from CDB financed Goods, Works, Consulting or Non-consulting services is used to extract sexual gain;
16. not engage in sexual assault, which means sexual activity with another person who does not consent. It is a violation of bodily integrity and sexual autonomy and is broader than narrower conceptions of “rape”, especially because (a) it may be committed by other means than force or violence, and (b) it does not necessarily entail penetration;
17. not engage in any form of sexual activity with individuals under the legal age of consent in the Recipient’s country;
18. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual and Gender Based Violence (SGBV);
19. report violations of this Code of Conduct; and
20. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the [Project Grievance [Redress] Mechanism].

**RAISING CONCERNS**

If any person observes behaviour that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

***[Insert mechanisms to be employed, including reference to whistleblower channels]***

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behaviour prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct. False reporting against the code of Conduct will be investigated and sanctioned.

The Code of Conduct will be displayed visibly at the worksite to raise awareness of workers and the public about its contents.

**CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT**

Any violation of this Code of Conduct by Contractor’s Personnel may result in serious consequences, up to and including termination, dismissal and possible referral to legal authorities.

FOR CONTRACTOR’S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact ***[enter appropriate action]*** requesting an explanation.

Name of Contractor’s Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[insert name]***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of authorised representative of the Contractor:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*A copy of the code shall be displayed in a location easily accessible to the community and project affected people. It shall be provided in languages comprehensible to the local community, Contractor’s personnel* (*including sub-contractors and day workers*)*, Employer’s and Project Manager’s personnel, and affected persons.*

**Form EQU**

## **Contractor’s Equipment**

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

|  |  |  |
| --- | --- | --- |
| Item of Equipment: | | |
| Equipment Information: | Name of Manufacturer: | Model and Power Rating: |
|  | Capacity: | Year of Manufacture: |
| Current Status: | Current Location: | |
|  | Details of Current Commitments: | |
|  | |
| Source: | Indicate Source of the Equipment:  o Owned o Rented o Leased o Specially Manufactured | |

Omit the following information for equipment owned by the Bidder.

|  |  |  |
| --- | --- | --- |
| Owner | Name of Owner: | |
|  | Address of Owner: | |
|  |  | |
|  | Telephone: | Contact Name and Title: |
|  | Fax: | E-mail: |
| Agreements | Details of rental / lease / manufacture agreements specific to the project | |
|  |  | |
|  |  | |

## **Specialised Subcontractors and Subcontractors**

**Specialised Subcontractors**

The Bidder shall provide the information required in the table below for each Specialised Subcontractor and in accordance with ITB 16.5.

|  |  |  |
| --- | --- | --- |
| **Specialised Subcontract Works** | **Name, Address and Country of Registration of Specialised Subcontractor(s)** | **Value of Specialised Subcontract as a percentage of the Bid Price** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Proposed Subcontractors**

If the Bidder intends to subcontract a part or parts of the Works and/or subcontract services to be supplied, the Bidder shall provide the information required in the table below for each Subcontractor where the value of the proposed subcontract or accumulated value of multiple subcontracts with a proposed Subcontractor will be greater than the percentage of the Bid price specified in ITB 16.4.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part or Parts of the Works intended to be Subcontracted and/or Services to be supplied by a Subcontractor** | **Name, Address and Country of Registration of Subcontractor** | **Value of Subcontract as Percentage of the Bid Price** | **Qualification and Experience in Similar Work (Details to be Specified)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**List of Suppliers**

The Bidder shall state in the table below the names and addresses of the proposed suppliers of the Plant and Materials listed and the total value of the subcontract(s) with each supplier expressed as a percentage of the Bid price. In addition, if the Bidder intends to enter into a subcontract for the supply of Plant and/or Materials not listed in the table below where the value of the proposed subcontract or accumulated value of multiple subcontracts with a proposed supplier will be greater than the percentage of the Bid price specified in ITB 16.4, the Bidder shall add the Plant and/or Materials to be supplied to the table below and provide the information required therein.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Plant/Material** | **Supplier’s Name and Address** | **Value of Supplier Subcontract as percentage of the Bid Price** |
| 1. | **Steel Reinforcement** |  |  |
| 2. | **Cement** |  |  |
| 3. | **Architectural Finishes** |  |  |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 4. | **Mechanical Equipment** |  |  |
| 4.1 |  |  |  |
| 5. | **Electrical Equipment** |  |  |
| 5.1 |  |  |  |
| 6. | **HVAC Equipment** |  |  |
| 6.1 |  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[insert name]***

in the capacity of ***[insert position in company or JV]*** of ***[insert company or JV name****]* duly authorised to sign the Bid for and on behalf of [insert Bidder or JV’s name].

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

## **Plant and Materials**

The Bidder shall provide the information required for the Plant and Materials listed in the table below, describing or identifying in detail (i.e. model/type/size) the Plant and Materials offered. The Bidder shall also provide any other information required by the Bid and/or requested during Bid Evaluation.

***[For contracts using the FIDIC Conditions of Contract for Plant and Design-Build (Yellow Book), it is recommended that the following paragraph is used. For a contract using the FIDIC Conditions of Contract for Construction (Red Book) where alternative technical solutions will be accepted, use of the following paragraph should be considered. Generally, the paragraph below is not considered to be required where alternative technical solutions will NOT be accepted.]***

If the Bidder’s Technical Proposal includes Plant and/or Materials that are not listed in the table below, the Bidder shall state the main characteristics for any such Plant and/or Materials, add them to the table below and provide the information required therein.

***[For contracts using the FIDIC Conditions of Contract for Plant and Design-Build (Yellow Book), it is recommended that the following paragraph is used. Otherwise, it should be deleted.]***

Each page shall be stamped, signed and dated by the person(s) authorised to sign on behalf of the Bidder.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Plant/Material** | **Manufacturer** | **Model/Type/Size** | **Country of Origin** |
| 1. | **Steel Reinforcement** |  |  |  |
| 2. | **Cement** |  |  |  |
| 3. | **Architectural Finishes** |  |  |  |
| 3.1 |  |  |  |  |
| 3.2 |  |  |  |  |
| 4. | **Mechanical Equipment** |  |  |  |
| 4.1 |  |  |  |  |
| 5. | **Electrical Equipment** |  |  |  |
| 5.1 |  |  |  |  |
| 6. | **HVAC Equipment** |  |  |  |
| 6.1 |  |  |  |  |

We hereby declare that the completed table of Plant and Materials shall be binding upon us and that they shall not be changed or varied in any respect except as provided for in the Conditions of Contract, including, but not limited to, non-compliance with the **[*Employer to insert Specification or Employer’s Requirements, as appropriate*]***.*

Until such time as the Performance Certificate is issued, we undertake to provide any information regarding the “origin” of any item(s) of Plant and Materials intended to form or forming part of the Permanent Works, including supply-only items.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[insert name]*

In the capacity of ***[insert position in company or JV]*** of ***[insert company or JV name]*** duly authorised to sign the Bid for and on behalf of [insert Bidder or JV’s name].

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

## **Quality Assurance System**

The Bidder shall provide details of the quality assurance system to be used to ensure the successful execution and completion of the Works and remedying any defects.

**Form PER -1**

## **Contractor’s Representative and Key Personnel Schedule**

Bidders should provide the names and details of the suitably qualified Contractor’s Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

**Contractor’ Representative and Key Personnel**

|  |  |  |
| --- | --- | --- |
| **1. Title of Position:** Contractor’s Representative | | |
|  | **Name of Candidate:** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |
| **2. Title of Position:** *[Environmental Specialist]* | | |
|  | **Name of Candidate:** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |
| **3. Title of Position:** *[Health and Safety Specialist]* | | |
|  | **Name of Candidate:** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |
| **4. Title of Position:** *[Social Specialist]* | | |
|  | **Name of Candidate:** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment: for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |
| **5. Title of Position:** *[***Sexual and Gender Based Violence Expert(s)*]*** | | |
|  | *[Where Project SGBV risks are assessed to be substantial or high, Key Personnel shall include an expert (s) with relevant experience in addressing sexual exploitation, sexual abuse and sexual harassment cases]* | |
|  | **Name of Candidate** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment: for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |
| **6. Title of Position: *[insert title]*** | | |
|  | **Name of Candidate** | |
|  | **Duration of appointment:** | ***[insert the whole period (start and end dates) for which this position will be engaged]*** |
|  | **Time commitment: for this position:** | ***[insert the number of days/week/months/ that has been scheduled for this position]*** |
|  | **Expected time schedule for this position:** | ***[insert the expected time schedule for this position (e.g., attach high level Gantt chart]*** |

**Form PER-2**

## **Resume and Declaration**

**Contractor’s Representative and Key Personnel**

|  |  |  |
| --- | --- | --- |
| **Name of Bidder:** | | |
| **Position *[#1]: [Title of position from Form PER-1]*** | | |
| **Personnel information** | **Name:** | **Date of Birth:** |
|  | **Address:** | **E-mail:** |
|  | **Professional Qualifications:** | |
|  | **Academic Qualifications:** | |
|  | **Language Proficiency: *[language and levels of speaking, reading and writing skills]*** | |
| **Details** | **Address of Employer:** | |
|  |
|  | **Telephone:** | **Contact (Manager/Personnel Officer):** |
|  | **Fax:** |  |
|  | **Job Title:** | **Years with present employer:** |

Summarise professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Role** | **Duration of involvement** | **Relevant experience** |
| ***[main project details]*** | ***[role and responsibilities on the project]*** | ***[time in role]*** | ***[describe the experience relevant to this position]*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration**

I, the undersigned Key Personnel, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

|  |  |
| --- | --- |
| **Commitment** | **Details** |
| **Commitment to duration of contract:** | ***[insert period (start and end dates) for which this Key Personnel is available to work on this contract]*** |
| **Time commitment:** | ***[insert the number of days/week/months/ that this Key Personnel will be engaged]*** |

I understand that any misrepresentation or omission in this Form may:

1. be taken into consideration during Bid evaluation;
2. result in my disqualification from participating in the Bid;
3. result in my dismissal from the contract.

**Name of Key Personnel: *[insert name]***

Signature:

Date: (day month year):

**Countersignature of authorised representative of the Bidder:**

Signature:

Date: (day month year):

## **Contract Management**

***Note to Bidder:*** *Without repeating information (relevant information may be referred to as appropriate) provided under other the headings in this Section, include: (i) relevant information**demonstrating a clear understanding of the Conditions of Contract and relevant information in the Works’ Requirements; and (ii) proposed contract management systems.*

# **Qualification Forms**

The Bidder shall update the information given during the corresponding prequalification exercise to demonstrate that it continues to meet the criteria used at the time of prequalification. For this purpose, the Bidder shall use the relevant forms included in this Section or declare that the information does not require updating.

**Form ELI -1.1**

## **Bidder Information Form**

***[This form should be used only if the information submitted at the time of prequalification requires updating]***

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

|  |
| --- |
| 1. Bidder's legal name  ***[Insert full legal name]*** |
| 2. In case of Joint Venture (JV), legal name of each partner:  ***[Insert full legal name of each partner in JV]*** |
| 3. Bidder’s actual or intended country of constitution:  ***[Indicate country of constitution]*** |
| 4. Bidder’s actual or intended year of constitution:  ***[Indicate year of Constitution]*** |
| 5. Bidder's legal address in country of registration:  ***[Insert street/ number/ town or city/ country]*** |
| 6. 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]*** |
| 7. 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 4.4.  ¨ In case of state-owned enterprise or institution, in accordance with ITB 4.9 documents establishing:   * Legal and financial autonomy * Operation under commercial law   8. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership. |

**Form ELI -1.2**

## **Bidder's Party Information Form**

***[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member******as well as any Specialised Subcontractor proposed to be used by the Bidder, only if the information submitted at the time of prequalification requires updating]***

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

|  |
| --- |
| 1. Bidder’s JV name:  ***[Insert full legal name]*** |
| 2. JV member’s name:  ***[Insert full legal name of Applicant's Party]*** |
| 3. JV member’s country of registration:  ***[Indicate country of registration]*** |
| 4. JV member's year of constitution:  ***[Indicate year of constitution]*** |
| 5. JV member’s legal address in country of registration:  ***[Insert street/ number/ town or city/ country]*** |
| 6. 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 4.4.   ¨ 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   8. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership. |

**Form CON – 2**

## **Historical Contract Non-Performance and Pending Litigation**

***[This form should be used only if the information submitted at the time of prequalification requires updating. The following table shall be filled in for the Bidder and for JVs, each member of the Joint Venture]***

Bidder’s Legal Name: ***[insert full name]***Date: ***[insert day, month, year]***Joint Venture Party Legal Name: ***[insert* *full name]***ICB No. and title: ***[insert ICB number and title]***Page ***[insert page number]***of ***[insert total number]***pages

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Non-Performing Contracts in accordance with Section III, Qualification Criteria and Requirements of the Prequalification document | | | | | | |
| ¨ Contract non-performance did not occur since 1st January ***[insert year]*.**  ¨ Contract(s) not performed 1st January **[insert year]** | | | | | | |
| **Year** | **Non Performed Portion of Contract** | | **Contract Identification** | | **Total Contract Amount (current value, USD equivalent)** | |
| ***[insert year]*** | ***[insert amount and percentage]*** | | Contract Identification: ***[indicate complete contract name/number, and any other identification]***  Name of Employer: ***[insert full name]***  Address of Employer: ***[insert street/city/country]***  Reason(s) for non-performance: ***[indicate main reason(s)]*** | | ***[insert amount]*** | |
| Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements of the Prequalification document | | | | | | |
| 🞎 No pending litigation | | | | | | |
| 🞎 Pending litigation | | | | | | |
| **Year of Dispute** | | **Amount in Dispute (currency)** | | **Contract Identification** | | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| ***[insert year]*** | | ***[insert amount]*** | | Contract Identification: [***indicate complete contract name, number, and any other identification]***  Name of Employer: **[*insert full name*]**  Address of Employer: **[*insert street/city/ countr*y]**  Matter in dispute: ***[indicate main issues in dispute]***  Party who initiated the dispute: ***[indicate “Employer” or “Contractor”]***  Status of dispute: [***Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*** | | ***[insert amount]*** |
| Litigation History in accordance with Section III, Qualification Criteria and Requirements of the Prequalification document | | | | | | |
|  No Litigation History   Litigation History | | | | | | |
| **Year of award** | | **Outcome as percentage of Net Worth** | | **Contract Identification** | | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| **[*insert year*]** | | ***[insert percentage]*** | | Contract Identification: ***[indicate complete contract name, number, and any other identification]***  Name of Employer: ***[insert full name]***  Address of Employer: ***[insert street/city/country]***  Matter in dispute: ***[indicate main issues in dispute]***  Party who initiated the dispute: ***[indicate “Employer” or “Contractor”]***  Reason(s) for Litigation and award decision ***[indicate main reason(s)]*** | | ***[insert amount]*** |

**Form CON – 3**

## **Environmental, Social, Health and Safety (ESHS) Performance Declaration**

***[This form should be used only if the information submitted at the time of prequalification requires updating. The following table shall be filled in for the Bidder, each member of a Joint Venture and each Specialised Subcontractor]***

Bidder’s Name: ***[insert full name]***

Date: ***[insert day, month, year]***

Joint Venture Member’s or Specialised Subcontractor’s Name: ***[insert full name]***

ICB No. and title: ***[insert ICB number and title]***

Page ***[insert page number]*** of ***[insert total number]*** pages

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental, Social, Health and Safety (ESHS) Performance Declaration in accordance with Section III, Qualification Criteria and Requirements of the Prequalification document** | | | |
| ¨ **No suspension or termination of contract**: An employer has not suspended or terminated a contract and/or called the Performance Security for a contract for reasons related to Environmental, Social, Health and Safety (ESHS) performance\* since the date specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.5 of the Prequalification Document.  ¨ **Declaration of suspension or termination of contract**: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental, Social, Health and Safety (ESHS) performance since the date specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.5 of the Prequalification Document. Details are described below: | | | |
| **Year** | **Suspended or terminated portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and USD equivalent)** |
| ***[insert year]*** | ***[insert amount and percentage]*** | Contract Identification: ***[indicate complete contract name/ number, and any other identification]***  Name of Employer: ***[insert full name]***  Address of Employer: ***[insert street/city/country]***  Reason(s) for suspension or termination: ***[indicate main reason(s) e.g. gender based violence; sexual exploitation or assault breaches; safety breaches]*** | ***[insert amount]*** |
| **Year** | **Suspended or terminated portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and USD equivalent)** |
| ***[insert year]*** | ***[insert amount and percentage]*** | Contract Identification: *[indicate complete contract name/ number, and any other identification]*  Name of Employer: ***[insert full name]***  Address of Employer: ***[insert street/city/country]***  Reason(s) for suspension or termination: ***[indicate main reason(s)]*** | ***[insert amount]*** |
| *…* | *…* | ***[list all applicable contracts]*** | *…* |
| **Performance Security called by an employer(s) for reasons related to ESHS performance** | | | |
| **Year** | **Contract Identification** | | **Total Contract Amount (current value, currency, exchange rate and USD equivalent)** |
| ***[insert year]*** | Contract Identification: ***[indicate complete contract name/ number, and any other identification]***  Name of Employer: ***[insert full name]***  Address of Employer: ***[insert street/city/country]***  Reason(s) for calling of Performance Security: ***[indicate main reason(s) e.g. e.g. gender-based violence; sexual exploitation or assault breaches]*** | | ***[insert amount]*** |

\* This includes any incidences of forced labour.

**Form FIN – 3.1**

## **Financial Situation**

***(This form should be used only if the information submitted at the time of prequalification requires updating)***

Bidder’s Name: ***[insert full name]***

Date: ***[insert day, month, year]***

Applicant’s Party Legal Name*:* ***[insert full name]***

ICB No. and title: ***[insert ICB number and title]***

Page ***[insert page number]***of ***[insert total number]***pages

**Financial Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial information in**  **(USD equivalent in 000s)** | **Historic information for previous *[insert number] years****,* ***[insert in words]***  **(amount in currency, currency, exchange rate\*, USD equivalent)** | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Statement of Financial Position (Information from Balance Sheet)** | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| **Information from Income Statement** | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| **Cash Flow Information** | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

**\*** Refer to start of Section III - Evaluation and Qualification Criteria for date and source of exchange rate.

**2. Sources of Finance**

***[The following table shall be filled in for the Bidder and all parties combined in case of a Joint Venture].***

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (USD equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements to demonstrate that they continue to meet the financial requirements at the time of prequalification. The financial statements shall:

(a) Reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) Be independently audited or certified in accordance with local legislation.

(c) Be complete, including all notes to the financial statements.

(d) Correspond to accounting periods already completed and audited.

¨ Attached are copies of financial statements[[5]](#footnote-5) for the ***[number]***years required above; and complying with the requirements

**Form FIN - 3.2**

## **Average Annual Construction Turnover**

***(This form should be used only if the information submitted at the time of prequalification requires updating)***

Bidder’s Name: ***[insert full name]*** Date: ***[insert day, month, year]***JV Member Name: ***[insert full name]*** ICB No. and title: ***[insert ICB number and title]***Page ***[insert page number]***of ***[insert total number]***pages

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual turnover data (construction only)** | | | |
| **Year** | **Amount and Currency** | **Exchange Rate\*** | **USD equivalent** |
| ***[indicate year]*** | ***[insert amount and indicate currency]*** |  | ***[insert amount in USD equivalent]*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Average Annual Construction Turnover\*\* |  |  |  |

**\*** Refer to start of Section III - Evaluation and Qualification Criteria for date and source of exchange rate.

\*\*Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 3.2 of the Prequalification Document.

**Form FIN - 3.3**

## **Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of Financing** | **Amount (USD equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**Form FIN – 3.4:**

## **Current Contract Commitments/Works-in-Progress**

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Contract** | **Employer’s**  **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current USD Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [USD/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

# **Letter of Bid - Financial Part**

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Bidder insert: date of Bid]***

ICB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Employer insert: ICB name and number]***

Contract:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Employer insert: name of Contract]***

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

To*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[Employer insert: name and address of Employer]***

We, the undersigned Bidder, acknowledge and agree that for the purposes of this Bid Submission and the Contract, the “Letter of Bid – Technical Part” and “Letter of Bid – Financial Part” together constitute the Letter of Bid and hereby submit the second part of our Bid, the Financial Part.

We, the undersigned declare that:

1. We have examined the Conditions of Contract, Works’ Requirements and Supplementary Information, Schedules, the attached Appendix and Addenda Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following Works ***[insert a brief description of the Works]***. We offer to execute and complete the Works and remedy any defects therein in conformity with this Bid, which includes all these documents, for the total Bid price, excluding any discounts offered in item (b) below, of:

***[insert one of the options below as appropriate]***

Option 1: In case of one lot: Total price: ***[insert the total Bid price in words and figures, indicating the various amounts and the respective currencies that corresponds to BDS ITB 15.1 and the Summary of Payment Currencies table]***

Or

Option 2: In case of multiple lots:

(i) Total price of each lot ***[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]***; and

(ii) 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]***;

or such other amount as may be determined in accordance with the Contract.

1. Discounts: The discounts offered and the methodology for their application are:

(i) The discounts offered are: ***[Specify in detail each discount offered]***

(ii) The exact method of calculation 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. **Appendix to Bid**: We acknowledge that the Appendix to Bid forms part of the Letter of Bid.
2. **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, 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** |
|  |  |  |  |
|  |  |  |  |

(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, unless and until a formal Agreement is prepared and executed ***[Note to the Employer: in a civil law jurisdiction, this sub-paragraph must be reviewed and revised, if necessary, in order to comply with the governing law]***.
2. **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.

**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 the 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.

ENCLOSURE(S):

## **Appendix to Bid**

***[Note: with the exception of the items for which the Works’ requirements have been inserted, the following information must be completed before the Bid is submitted.]***

| **Item** | **Sub-Clause** | **Data** |
| --- | --- | --- |
| Employer's name and address | 1.1.2.2 & 1.3 |  |
| Contractor’s name and address | 1.1.2.3 & 1.3 |  |
| Engineer’s name and address | 1.1.2.4 & 1.3 |  |
| Borrower’s name and address | 1.1.2.12 |  |
| Time for Completion of the Works | 1.1.3.3 | days |
| Defects Notification Period | 1.1.3.7 | 365 days |
| Sections ………………………………….. | 1.1.5.6 ……… | If Sections are to be used, these are specified in the ‘Definition of Sections’ table at the end of this Appendix. |
| Profit | 1.2 | \_\_\_ % of Cost |
| Electronic transmission systems | 1.3 |  |
| Governing Law | 1.4 |  |
| Ruling language | 1.4 |  |
| Language for communications | 1.4 |  |
| Time for access to the Site | 2.1 | days after Commencement Date  *If access to the whole of the Site cannot be given at one time, state when access will be given to the various parts and insert a description of the parts.*  Part: ……………… \_\_\_ days after Commencement Date  Part: ……………… \_\_\_ days after Commencement Date  Part: ……………… \_\_\_ days after Commencement Date  *Of the two options, delete the one that is not applicable.* |
| Initials of Signatory of Bid\_\_\_\_\_ |  |  |
| Employer’s financial arrangements | 2.4 |  |
| Natural person appointed and authorised to act on behalf of Engineer | 3.1 …………. |  |
| Amount of Performance Security | 4.2 | % of the Accepted Contract Amount, in the currencies and proportions in which the Contract Price is payable. |
| Maximum accumulated value of Works that may be subcontracted | 5.1 | % of the Accepted Contract Amount. |
| Maximum value of subcontract before consent of the Engineer is required | 5.1(b) | % of the Accepted Contract Amount. |
| Normal working hours | 6.5 |  |
| Delay damages for the Works | 8.7 & 14.15(b) | % of the Accepted Contract Amount per day, in the currencies and proportions in which the Contract Price is payable. |
| Maximum amount of delay damages | 8.7 | % of the Accepted Contract Amount. |
| Method of Measurement | 12.2 | . |
| *If there are Provisional Sums:*  Percentage for adjustment of Provisional Sums | 13.5(b) | % |
| *If Sub-Clause 13.8 applies:*  Adjustments for Changes in Cost; tables(s) of adjustment data | 13.8 | for payments each month [year] in (*currency*) the Tables of Adjustment Data annexed to this Appendix shall apply. |
| Initials of Signatory of Bid\_\_\_\_\_ |  |  |
| Total advance payment | 14.2 | \_\_\_ % of the Accepted Contract Amount |
| Number and timing of instalments | 14.2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Currencies and proportions | 14.2 | \_\_\_ %in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_%in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Start repayment of advance payment | 14.2(a) | when payments are \_\_\_ % of the Accepted Contract Amount less Provisional Sums |
| Repayment amortisation of advance payment | 14.2(b) | % |
| Percentage of retention | 14.3 | % |
| Limit of Retention Money | 14.3 | % of the Accepted Contract Amount |
| *If Sub-Clause 14.5 applies:*  Plant and Materials for payment when shipped en route to the Site | 14.5(b) | [list]  [list] |
| Plant and Materials for payment when delivered to the Site | 14.5(c) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[list]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[list] |
| Minimum amount of Interim Payment Certificates | 14.6 | % of the Accepted Contract Amount |

|  |  |  |
| --- | --- | --- |
| *If some payments are to be made in a currency(ies) not named in the first page of the Letter of Bid:* | | |
| Proportions of Local and Foreign Currency amounts for calculating payment………………………… | 14.15 (a) (i) |  |
| Initials of Signatory of Bid |  |  |

|  |  |  |
| --- | --- | --- |
| **Currency Unit** | **Percentage payable in the Currency** | **Rate of exchange: number**  **of Local per unit of Foreign** |
| Local: [*name*] |  | 1.000 |
| Foreign: [*name*]  [*name*]  [*name*] |  |  |

|  |  |  |
| --- | --- | --- |
| Maximum total liability of the Contractor to the Employer ………………………… | 17.6……… | The product of \_\_\_\_\_\_\_\_\_  [*Insert a multiplier less than or greater than one*] times the Accepted Contract Amount |
| Periods for submission of insurance:  (a) evidence of insurance  (b) relevant policies | 18.1  18.1 | \_\_\_\_ days  \_\_\_\_ days |
| Maximum amount of deductibles for insurance of the Employer's risks | 18.2(d) |  |
| Minimum amount of third-party insurance | 18.3 |  |
| Date by which the DAB shall be appointed | 20.2 | 28 days after the Commencement Date |
| The DAB shall be | 20.2 | *Either:*  One sole Member/adjudicator  *Or:*  A DAB of three Members |
| Appointment (if not agreed) to be made by | 20.3 | The President of FIDIC or a person appointed by the President |
| *If there are Sections:*  Definition of Sections: |  |  |

|  |  |  |
| --- | --- | --- |
| **Description**  **(Sub-Clause 1.1.5.6)** | **Time for Completion**  **(Sub-Clause 1.1.3.3)** | **Delay Damages**  **(Sub-Clause 8.7)** |
|  |  |  |
| Initials of Signatory of Bid: \_\_\_\_ | | |

**[*Note to the Employer:* *In the above Appendix, the text shown in italics is intended to assist the drafter of a particular contract by providing guidance on which provisions are relevant to the particular contract. This italicised text should not be included in the Bidding documents, as it will generally appear inappropriate to Bidders.*]**

## **Annex To Appendix To Bid**

## **Tables of Adjustment Data**

**(To be used only for adjustable price contracts)**

***[In Tables A and B, below, the Bidder shall (a) indicate its amount of local currency payment, (b) indicate its proposed source and base values of indices for the different foreign currency elements of cost, (c) derive its proposed weightings for local and foreign currency payment, and (d) list the exchange rates used in the currency conversion. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved.]***

### **Table A. Local Currency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Index code\*** | **Index description\*** | **Source of index\*** | **Base value**  **and date\*** | **Bidder’s**  **related currency amount** | **Bidder’s**  **proposed**  **weighting** |
|  | Non-adjustable | — | — | — | A: \*  B:  C:  D:  E: |
|  |  |  | **Total** |  | **1.00** |

*[\* To be entered by the Employer. Whereas “A” should a fixed percentage, B, C, D and E should specify a range of values and the Bidder will be required to specify a value within the range such that the total weighting = 1.00]*

Initials of Signatory of Bid\_\_\_\_\_

### **Table B. Foreign Currency (FC)**

**State type:** ....................... *[If the Bidder is allowed to quote in local and foreign currencies and the Bidder wishes to quote in more than one foreign currency, this table should be repeated for each foreign currency.]*

| **Index code** | **Index description** | **Source of index** | **Base value and date** | **Bidder’s related source currency in type/amount** | **Equivalent in FC1** | **Bidder’s proposed weighting** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Non-adjustable | **—** | **—** | **—** |  | A: \_\_\_\_\_\_\_\*  B: \_\_\_\_\_\_\*  C: \_\_\_\_\_\_\*  D: \_\_\_\_\_\_\*  E: \_\_\_\_\_\_\* |
|  |  |  |  | **Total** |  | **1.00** |

*[\* To be entered by the Employer. Whereas “A” should a fixed percentage, B, C, D and E should specify a range of values and the Bidder will be required to specify a value within the range such that the total weighting = 1.00]*

Initials of Signatory of Bid\_\_\_\_\_

# **Summary of Payment Currencies**

**Table: Alternative A\***

*To be used only with Alternative A. Prices quoted in the Local Currency (ITB 15.1).*

**For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of Works]***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** |
| **Name of payment currency** | **Amount of Currency** | **Rate of Exchange**  **(Local Currency per Unit of Foreign)** | **Local Currency Equivalent**  **C = A x B** | **Percentage of  Total Bid Price (TBP)**  **100xC**  **TBP** |
| **Local currency** |  | 1.00 |  |  |
| **Foreign currency #1** |  |  |  |  |
| **Foreign currency #2** |  |  |  |  |
| **Foreign currency #3** |  |  |  |  |
| **Total Bid Price** |  |  |  | **100.00** |
| **Provisional sums expressed in local currency** | ***[To be entered by the Employer]*** |  | ***[To be entered by the Employer]*** |  |
| **TOTAL BID PRICE (including provisional sum)** |  |  |  |  |

\*This table is to be filled out by the Bidder in accordance with the relevant ITB. The completed table will be used for Bid evaluation purposes only and **will not form part of the Contract**. However, the relevant data from this completed table must be taken forward and included in the relevant section of the Appendix to Bid (i.e., for Sub-Clause 14.15(a)(i)) by the Bidder.

Initials of Signatory of Bid\_\_\_\_\_

**Table: Alternative B\***

***To be used only with Alternative B Prices directly quoted in the currencies of payment. (ITB 15.1)***

Summary of currencies of the Bid for ***[insert name of Works]***

|  |  |
| --- | --- |
| ***Name of Currency*** | ***Amounts Payable*** |
| Local currency: |  |
| Foreign currency #1: |  |
| Foreign currency #2: |  |
| Foreign currency #3: |  |
| Provisional sums expressed in local currency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***[To be entered by the Employer]*** |

\* This table is to be filled out by the Bidder in accordance with the relevant ITB. The completed table will be used for Bid evaluation purposes only and **will not form part of the Contract**. However, the relevant data from this completed table must be taken forward and included in the relevant section of the Appendix to Bid (i.e., for Sub-Clause 14.15) by the Bidder and in the Letter of Bid.

Initials of Signatory of Bid\_\_\_\_\_

# **SCHEDULES**

* Bill of Quantities (including Daywork Schedules)
* Other Schedules

# **Bill of Quantities**

**Notes for Preparing a Bill of Quantities**

*[These Notes for Preparing a Bill of Quantities are intended only as background and general information for the Employer or the person drafting the Bidding documents. They should not be included in the final documents.*

***The*** ***Bill of Quantities must be prepared in accordance with a recognised and established standard method of measurement (SMM), such as the UK’s CESMM (Civil Engineering Standard Method of Measurement). Whichever SMM is used will require appropriate ‘preambles’ to be prepared. The SMM used for preparing the Bill of Quantities will then subsequently be used for remeasuring the Works which must be stated in 12.2 of the Appendix to Bid.****]*

**Objectives**

The objectives of the Bill of Quantities are

(a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and

(b) when a contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemised in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

**Content**

The Bill of Quantities should be divided generally into the following sections:

(a) Preamble;

(b) Daywork Schedule;

(c) Work Items (grouped into parts) and Provisional Sums; and

(d) Summary.

**Preamble**

The Preamble should indicate the inclusiveness of the unit prices, and should state the methods of measurement that have been adopted in the preparation of the Bill of Quantities and that are to be used for the measurement of any part of the Works.

**Rock**

Where excavation, boring, or driving is included in the Works, a comprehensive definition of rock (always a contentious topic in contract administration), should be provided in the Technical Specification and this definition should be used for the purposes of measurement and payment.

**Daywork Schedule**

A Daywork Schedule should be included if the probability of unforeseen work, outside the items included in the Bill of Quantities, is relatively high. To facilitate checking by the Employer of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise:

(a) a list of the various classes of labour, materials, and Contractor’s Equipment for which basic Daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a Daywork basis; and

(b) a percentage to be entered by the Bidder against each basic Daywork Subtotal amount for labour, materials, and Plant representing the Contractor’s profit, overheads, supervision, and other charges.

**Work Items**

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works that by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, phasing of the Works, or considerations of cost. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities. Typically, a Bill of Quantities will contain the following part Bills:

Bill No. 1—General Items;

Bill No. 2—Earthworks;

Bill No. 3—Culverts and Bridges;

Bill No. 4—etc., as required; and

Summary of Specified Provisional Sums

When a family of Price Adjustment Formulae is used, they should relate to appropriate sections in the Bill of Quantities.

**Quantities**

Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage, or waste. Quantities should be rounded up or down where appropriate and spurious accuracy should be avoided.

**Units of Measurement**

The following units of measurement and abbreviations are recommended for use (unless other national units are mandatory in the country of the Employer).

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Abbreviation** | **Unit** | **Abbreviation** |
| cubic meter  hectare  hour  kilogram  lump sum  meter  metric ton  (1,000 kg) | m3 *or* cu m  ha  h  kg  sum  m  t | millimetre  month  number  square meter  square millimetre  week | mm  mon  nr  m2 *or* sq. m  mm2 *or* sq. mm  wk |

**Ground and Excavation Levels**

The commencing surface should be identified in the description of each item for work involving excavation, boring, or driving, for which the commencing surface is not also the original surface. The excavated surface should be identified in the description of each item for work involving excavation for which the excavated surface is not also the final surface. The depths of work should be measured from the commencing surface to the excavated surface, as defined.

**Provisional Quantities and Sums**

Provision for quantity contingencies in any particular item or class of work with a high expectation of quantity overrun should be made by entering specific “Provisional Quantities” or “Provisional Items” in the Bill of Quantities, and *not* by increasing the quantities for that item or class of work beyond those of the work normally expected to be required. To the extent not covered above, a general provision for physical contingencies (quantity overruns) should be made by including a “Provisional Sum” in the Summary of the Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a “Provisional Sum” in the Summary of the Bill of Quantities. The inclusion of such Provisional Sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises.

The estimated cost of specialised work to be carried out, or of special goods to be supplied, by a Nominated Subcontractor should be specified in the relevant part of the Bill of Quantities as a particular Provisional Sum with an appropriate brief description. A separate Bidding procedure is normally carried out by the Employer to select the specialists, who are then nominated as subcontractors to the main or prime contractor. To provide an element of competition among the main Bidders (or prime contractors) in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime contractor for the use and convenience of the specialist or nominated subcontractor, each related Provisional Sum should be following by an item in the Bill of Quantities inviting a percentage (to be quoted by the main Bidder) payable on the actual expenditure from the Provisional Sum.

The provisional sums shall also include an estimated amount to cover the Employer’s portion (50%) of DAB’s fees and expenses.

**Summary**

The Summary should contain a tabulation of the separate parts of the Bill of Quantities carried forward, with provisional sums for Daywork, for physical (quantity) contingencies, and for price contingencies (upward price adjustment) where applicable, including DAB fees and expenses.

**A. Preamble**

**[*Note to the Employer: The preamble below provides an example of some of the points that should be covered in the preamble. A well-prepared and complete preamble is essential and should, therefore, be prepared by an appropriately experienced professional.]***

1. The method of measurement shall be in accordance with this Bill of Quantities or other applicable Schedules and shall be that stated in the Appendix to Bid.
2. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Particular Conditions of Contract, Technical Specifications, and Drawings.
3. The quantities given in the Bill of Quantities are estimated and provisional. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices in the priced Bill of Quantities and/or other Schedules, where applicable, and otherwise at such rates and prices as the Engineer may determine within the terms of the Contract.
4. The rates and prices in the Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
5. General directions and descriptions of work and materials are not necessarily repeated nor summarised in the Bill of Quantities.
6. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clause 13.5 of the General Conditions except with respect to DAB Fees and Expenses for which no instruction will be required from the Engineer.

**B. Daywork Schedule**

***[Note to the Employer:***

***(i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among Bidders, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included at all in the Bidding Document, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Bid Summary in order to make the basic Schedule of Daywork Rates competitive.***

***(ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer****.****]***

**General**

* + - 1. Reference should be made to Sub-Clause 13.6 of the Conditions of Contract. Work shall not be executed on a daywork basis except by a Variation instructed by the Engineer. Bidders shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork instructed by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward to the Grand Summary. Payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

**Daywork Labour**

* + - 1. In calculating payments due to the Contractor for the execution of daywork, the hours for labour will be reckoned from the time of arrival of the labour at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labour directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
      2. The Contractor shall be entitled to payment in respect of the total time that labour is employed on daywork, calculated at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 1. Labour**, together with an additional percentage payment on basic rates representing the Contractor’s profit, overheads, etc., as described below:

(a) The basic rates for labour shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labour, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labour for social benefits in accordance with ***[country of Recipient]*** law. The basic rates shall be stated in Local Currency, but payment shall be made in accordance with Sub-Clause 14.15 of the Conditions of Contract.

(b) The additional percentage payment to be quoted by the Bidder and applied to costs incurred under (a) above shall be deemed to cover the Contractor’s profit, overheads, superintendence, liabilities, and insurances and allowances to labour, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of staging, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor’s staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payment under this item shall be made in accordance with Sub-Clause 14.15 of the Conditions of Contract.

***[Note to the Employer: This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all-inclusive of the Contractor’s overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly*.*]***

**Daywork Materials**

* + - 1. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labour costs as detailed heretofore), at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 2. Materials,** together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:

(a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in Local Currency, but payment shall be made in accordance with Sub-Clause 14.15 of the Conditions of Contract.

(b) the additional percentage payment shall be quoted by the Bidder and applied to the Local Currency payments made under (a) above. Payment under this item shall be made in accordance with Sub-Clause 14.15 of the Conditions of Contract:

(c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Daywork Labour and Daywork Contractor’s Equipment set out in this schedule.

**Daywork Contractor’s Equipment**

* + - 1. The Contractor shall be entitled to payments for daywork at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 3. Contractor’s Equipment** for Contractor’s Equipment already on Site and used for dayworks**.** Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment. [***Note to the Employer****: This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labour and materials*.] The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labour. ***[Note to the Employer: An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor’s Equipment. The last sentence of this paragraph 5 should then be modified accordingly.]***
      2. In calculating the payment due to the Contractor for Contractor’s Equipment used for daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the travelling time from the part of the Site where the Contractor’s Equipment was located when instructed by the Engineer to be used for daywork and the time for return journey thereto shall be included for payment.
      3. The basic rates for Contractor’s Equipment used for daywork shall be stated in Local Currency, but payment shall be made in in accordance with Sub-Clause 14.15 of the Conditions of Contract.

## **Schedule of Daywork Rates: 1. Labour**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Nominal Quantity** | **Rate** | **Extended Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal | | | |  |
|  | Allow percenta of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 3 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Labour  (Carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the Bidder. | | | | | |

## **Schedule of Daywork Rates: 2. Materials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Nominal Quantity** | **Rate** | **Extended Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal | | | |  |
|  | Allow percenta of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 4 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Materials  (Carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the bidder. | | | | | |

## **Schedule of Daywork Rates: 3. Contractor’s Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Nominal Quantity (hours)** | **Basic Hourly Rental Rate** | **Extended Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total for Daywork: Contractor’s Equipment  (Carried forward to Daywork Summary, p. ) | | | |  |

## **Daywork Schedule Summary**

|  |  |
| --- | --- |
| **Item** | **Amount**  **( )** |
| 1. Total for Daywork: Labour |  |
| 2. Total for Daywork: Materials |  |
| 3. Total for Daywork: Contractor’s Equipment |  |
| Total for Daywork  (Carried forward to Grand Summary (B), p. ) |  |

**C. Work Items**

***[Note to the Employer: The Bills in the Bill of Quantities must be prepared in accordance with the currency alternative retained in BDS – ITB 15.1.]***

**Bill No. 1: General Items**

**(Alternative A)**

***To be used only with Alternative A. Prices quoted in the Local Currency.*** ***(ITB 15.1)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 1  (carried forward to Summary, p \_\_\_\_\_) | | | | | \_\_\_\_\_\_\_\_\_ |

**Bill No. 1: General Items**

**(Alternative B)**

***To be used only with Alternative B. Prices directly quoted in the currencies of payment. (ITB 15.1)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | | | | **Amount** | | | |
|  |  |  |  | **Local** | **Foreign Currency 1** | **Foreign Currency 2** | **Foreign Currency 3** | **Local** | **Foreign Currency 1** | **Foreign Currency 2** | **Foreign Currency 3** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Totals for Bill No. 1  (carried forward to Summary, p. \_\_\_\_) | | | |  |  |  |  |  |  |  |  |

***[Note to the Employer: Table may need to be prepared in A3 format or similar and edited/formatted (e.g., the ‘Description’ column) as necessary.]***

**Bill No. 2: Earthworks**

**(Alternative A)**

***To be used only with Alternative A. Prices quoted in the Local Currency.*** ***(ITB 15.1)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 2  (carried forward to Summary, p. ) | | | | |  |

**Bill No. 2: Earthworks**

**(Alternative B)**

***To be used only with Alternative B. Prices directly quoted in the currencies of payment. (ITB 15.1)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | | | | **Amount** | | | |
|  |  |  |  | **Local** | **Foreign Currency 1** | **Foreign Currency 2** | **Foreign Currency 3** | **Local** | **Foreign Currency 1** | **Foreign Currency 2** | **Foreign Currency 3** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Totals for Bill No. 2  (carried forward to Summary, p. \_\_\_\_) | | | |  |  |  |  |  |  |  |  |

***[Note to the Employer: table may need to be prepared in A3 format or similar and edited/formatted (e.g., the ‘Description’ column) as necessary.]***

**Bill No. 3: Culverts and Bridges**

**(Alternative A)**

***To be used only with Alternative A. Prices quoted in the Local Currency.*** ***(ITB 15.1)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 3  (carried forward to Summary, p. ) | | | | |  |

**Bill No. 3: Culverts and Bridges**

**(Alternative B)**

***To be used only with Alternative B. Prices directly quoted in the currencies of payment. (ITB 15.1)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Quantity** | **Rate** | | | | **Amount** | | | |
|  |  |  |  | **Local** | **Foreign Currency1** | **Foreign Currency2** | **Foreign Currency3** | **Local** | **Foreign Currency1** | **Foreign Currency2** | **Foreign Currency3** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Totals for Bill No. 3  (carried forward to Summary, p. \_\_\_\_) | | | |  |  |  |  |  |  |  |  |

***[Note to the Employer: table may need to be prepared in A3 format or similar and edited/formatted (e.g., the ‘Description’ column) as necessary.]***

## **Summary of Specified Provisional Sums**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bill No.** | **Item No.** | **Description** | **Amount** |
| 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3 |  |  |  |
|  |  | [*The Employer is to enter a Provisional Sum amount for Dayworks, typically 3%-5%, if applicable/ required.]* |  |
|  |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
|  |  | [*To be entered by the Employer, delete if not applicable*] provisional sums for the Employer’s portion of DAB costs. |  |
| etc. |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total for Specified Provisional Sums  (Carried forward to Grand Summary (D), p. ) | | |  |

**Grand Summary**

**(Alternative A)**

***To be used only with Alternative A. Prices quoted in the Local Currency.*** ***(ITB 15.1)***

Contract Name:

Contract No.:

|  |  |  |
| --- | --- | --- |
| **General Summary** | **Page** | **Amount** |
| Bill No. 1: |  |  |
| Bill No. 2: |  |  |
| Bill No. 3: |  |  |
| *—etc.—* |  |  |
| *Subtotal of Bills* | *(A)* |  |
| *Total for priced Daywork Bill* | *(B)* |  |
| *Total Amount for evaluation purposes only (A+B)* | *(C)* |  |
| *Specified Provisional Sums* | *(D)* | *[sum]* |
| *Bid Price (C + D) (Carried forward to Letter of Bid)* | *(E)* |  |

**Grand Summary**

**(Alternative B)**

***To be used only with Alternative B. Prices directly quoted in the currencies of payment. (ITB 15.1)***

Contract Name:

Contract No.:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Summary** | **Page** | **Amount** | | | |
| **Local** | **Foreign Currency 1** | **Foreign Currency 2** | **Foreign Currency 3** |
| Bill No. 1: |  |  |  |  |  |
| Bill No. 2: |  |  |  |  |  |
| Bill No. 3: |  |  |  |  |  |
| *—etc.—* |  |  |  |  |  |
| *Subtotal of Bills* | *(A)* |  |  |  |  |
| *Total for priced Daywork Bill* | *(B)* |  |  |  |  |
| *Total Amount for evaluation purposes only (A+B)* | *(C)* | *[sum]* |  |  |  |
| *Specified Provisional Sums* | *(D)* |  |  |  |  |
| *Bid Price (C + D) (Carried forward to Letter of Bid)* | *(E)* | *[sum]* |  |  |  |

# **Other Schedules**

The other Schedules are:

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

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

***[Note to the Employer: The Employer should list any other Schedule(s) that will form part of the Contract and insert those Schedule(s) after this page. If there are no other Schedules, insert “none”.]***

# **Section V. Eligible Countries**

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]*.**

In reference to ITB 5.1 materials, equipment and services to be supplied under the Contract and financed by CDB may have their origin in: ***[insert “any country” unless stated otherwise in the financing agreement]*.**

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

1. CDBhas 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, 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;
4. **“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;
5. **“collusive practice”** is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
6. **“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
7. **“obstructive practice”** is:
8. 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
9. acts which impede the exercise of CDB’s access, inspection and audit rights provided for under Paragraph 1. (f) below.
10. will not provide relevant no-objections and will reject a proposal for award if it determines that the Bidder or Proposer:

(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 the Recipient: 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 the Recipient: 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, sub-contractors, Consultants, sub-consultants, suppliers, 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 Bidding or RFP documents, and similar associated documents[[6]](#footnote-6). 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 –** **Work****s’ Requirements**

**Section VII. Works’ Requirements and Supplementary Information**

**Table of Contents**

Scope of Works 142

Specification 143

Environmental, Social, Health and Safety (ESHS) Requirements 145

Drawings 146

Contractor’s Representative and Key Personnel 147

Supplementary Information 148

# **Scope of Works**

# **Specification**

*In drafting of the Specification, care must be taken to ensure that the requirements are not restrictive. Recognised international standards should be used as much as possible for the description of goods, materials and workmanship. Where other particular standards are specified, whether national standards of the Recipient’s country or other standards, it should be stated that goods, materials and workmanship meeting other authoritative standards and which promise to ensure equal or higher quality than the standards specified, will also be acceptable. Where a brand name of a product is specified, it should always be qualified with the terms “or equivalent”.*

***A number of the Sub-Clauses of the General/Particular Conditions make reference to the Specification. In drafting the Specification, the Employer should include, as appropriate, information referred to in the Conditions of Contract****. In some instances, a certain contractual provision may not apply if not stated in the Specification, in other cases the default contractual provision may apply if not specifically stated otherwise in the Specification etc.*

*The following is a* ***non-exhaustive list*** *of Sub-Clauses within the FIDIC 1999 General Conditions of Contract for Construction For Building and Engineering Works Designed by the Employer (Red Book) and the Particular Conditions (PC) in Section IX that make reference to the Specification:*

*Care and Supply of Documents (GC, PC Sub-Clause 1.8)*

*Compliance with the Laws (GC, PC Sub-Clause 1.13)*

*Right of Access to the Site (GC Sub-Clause 2.1)*

*Contractor’s General Obligations (GC, PC Sub-Clause 4.1)*

*Contractor’s Documents (PC Sub-Clause 4.4)*

*Training (PC Sub-Clause 4.5)*

*Co-operation (GC Sub-Clause 4.6)*

*Setting Out (GC Sub-Clause 4.7)*

*Protection of the Environment (PC Sub-Clause 4.18)*

*Electricity, Water and Gas (GC Sub-Clause 4.19)*

*Employer’s Equipment and Free-Issue Material (GC Sub-Clause 4.20)*

*Engagement of Staff and Labour (GC, PC Sub-Clause 6.1)*

*Rates of Wages and Conditions of Labour (PC Sub-Clause 6.2)*

*Working Hours (PC Sub-Clause 6.5)*

*Facilities for Staff and Labor (GC, PC Sub-Clause 6.6)*

*Health and Safety (PC Sub-Clause 6.7)*

*Supply of Foodstuffs (PC Sub-Clause 6.13)*

*Training of Contractor’s Personnel (PC Sub-Clause 6.26)*

*Samples (GC Sub-Clause 7.2)*

*Testing (GC Sub-Clause 7.4)*

*Royalties (GC Sub-Clause 7.8)*

*Tests on Completion (Sub-Clause 9.1)*

*Evaluation (PC Sub-Clause 12.3)*

*For better organization of this Section VII, the aspects in the above list related to ESHS may be specified, as appropriate, in the ESHS Requirements sub-section. For additional information to be included in regards to Environmental and Social (ESHS) aspects, see the relevant Particular Conditions, including Appendix B of the Particular Conditions.*

*Any additional sustainable procurement technical requirements**(beyond the ESHS requirements stated in the ESHS Requirements section below) for the Works shall be clearly specified. Please refer to the Procurement Policy for Projects Financed by CDB and the Procurement Procedures for Projects Financed by CDB and any associated guidance notes for further information. The sustainable procurement requirements shall be specified to enable evaluation of such requirements on a pass/fail basis and/or rated criteria (point system), as appropriate. To encourage Bidders’ innovation in addressing sustainable procurement requirements, as long as the Bid evaluation criteria specify the mechanism for monetary adjustments and/or rated criteria evaluation for the purpose of Bid comparison, Bidders may be invited to offer Works that exceed the specified minimum sustainable procurement requirements.*

# **Environmental, Social, Health and Safety (ESHS) Requirements**

***The Employer’s team preparing the ESHS requirements should include a suitably qualified Environmental and Social specialist/s.***

***In preparing detailed specifications for the ESHS requirements the Recipient should refer to and consider the applicable environmental and social standards in the Environmental and Social Management Plan and other studies as well as SGBV prevention and management obligations.***

***The ESHS requirements should be prepared in manner that does not conflict with the relevant General Conditions of Contract (and the corresponding Particular Conditions of Contract).***

**Payment for ESHS Requirements**

***The Employer’s ESHS and procurement specialists should consider how the Contractor will cost the delivery of the ESHS requirements. In the majority of cases, the payment for the delivery of ESHS requirements shall be a subsidiary obligation of the Contractor covered under the prices quoted for other Bill of Quantity items. For example, normally the cost of implementing workplace safe systems of work, including the measures necessary for ensuring traffic and road safety, shall be covered by the Bidder’s rates for the relevant works. Alternatively, provisional sums could be set aside for discrete activities for example for HIV counselling service, and, SGBV awareness and sensitization or to encourage the contractor to deliver additional ESHS outcomes beyond the requirement of the Contract.***

# **Drawings**

# **Contractor’s Representative and Key Personnel**

*Insert in the following table, the minimum key specialists required to execute the contract, taking into account the nature, scope, complexity and risks of the contract.*

Contractor’s Representative and Key Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Position/specialization | Relevant academic qualifications | Minimum years of relevant work experience |
|  | Contractor’s Representative |  |  |
|  | *[Environmental Specialist]* | *[e.g., degree in relevant environmental subject]* | *[e.g. [years] working on road contracts in similar work environments]* |
|  | *[Health and Safety Specialist]* |  |  |
|  | *[Social Specialist]* |  |  |
|  | *Sexual and Gender Based Violence Expert(s)*  *[Where a Project SGBV risks are assessed to be substantial or high, Key Personnel shall include an expert (s) with relevant experience in addressing sexual exploitation, sexual abuse and sexual harassment cases]* |  | *[e.g. 5 years of monitoring and managing risks related to gender-based violence, out of which 3 years of relevant experience in addressing issues related to sexual exploitation, sexual abuse, and sexual harassment]* |
|  | *modify as appropriate* |  |  |

# **Supplementary Information**

***[Note to the Employer: the Employer should insert any other relevant information that should be included in the Contract, such as information and/or factual reports on sub-surface and hydrological conditions (refer to Sub-Clause 4.10 [Site Data] of the Conditions of Contract).***

***Supplementary information should normally be included in the Contract as “any other documents forming part of the Contract” (Sub-Clause 1.5 [Priority of Documents refers).]***

*.*

**PART 3 – CONDITION****S OF CONTRACT AND CONTRACT FORMS**

**Section VIII. Ge****neral Conditions (GC)**

**Red Book:**

© FIDIC 1999. All rights reserved.

The Conditions of Contract comprise the “General Conditions”, which form part of the “Conditions of Contract for Construction” First edition 1999 published by the Fédération Internationale Des Ingénieurs – Conseils (FIDIC), and the following “Particular Conditions”, which include amendments and additions to such General Conditions.

An original copy of the above FIDIC publication i.e., “*Conditions of Contract for Building and Engineering Works Designed by the Employer*” must be obtained from FIDIC.

**International Federation of Consulting Engineers (FIDIC)**

FIDIC Bookshop – Box- 311 – CH – 1215 Geneva 15 Switzerland

Fax: +41 22 799 49 054

Telephone: +41 22 799 49 01

E-mail: fidic@fidic.org

[www.fidic.org](http://www.fidic.org)

# **Section IX – Particular Conditions (PC)**

The following Particular Conditions shall supplement the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

**TABLE OF CONTENTS**

CLAUSE 1 General Provisions 155

Sub-Clause 1.1 Definitions 155

Sub-Clause 1.2 Interpretation 157

Sub-Clause 1.3 Communications 157

Sub-Clause 1.4 Law and Language 158

Sub-Clause 1.5 Priority of Documents 158

Sub-Clause 1.6 Contract Agreement 159

Sub-Clause 1.7 Assignment 159

Sub-Clause 1.8 Care and Supply of Documents 159

Sub-Clause 1.10 Employer’s Use of Contractor’s Documents 160

Sub-Clause 1.12 Confidential Details 160

Sub-Clause 1.13 Compliance with the Laws 161

Additional Sub-Clauses 162

Sub-Clause 1.15 Inspections and Audit by the Bank 162

Sub-Clause 1.16 Prohibited Practices and Other Integrity Related Matters 163

CLAUSE 2 The Employer 163

Sub-Clause 2.4 Employer’s Financial Arrangements 163

Sub-Clause 2.5 Employer’s Claims 164

CLAUSE 3 The Engineer 164

Sub-Clause 3.1 Engineer's Duties and Authority 164

Sub-Clause 3.2 Delegation by the Engineer 165

Sub-Clause 3.4 Replacement of the Engineer 165

Sub-Clause 3.5 Determinations 166

CLAUSE 4 The Contractor 166

Sub-Clause 4.1 Contractor’s General Obligations 166

Sub-Clause 4.2 Performance Security 169

Sub-Clause 4.3 Contractor’s Representative 170

Sub-Clause 4.4 Contractor’s Documents 170

CLAUSE 6 Staff and Labour 175

Sub-Clause 6.1 Engagement of Staff and Labour 175

Sub-Clause 6.2 Rates of Wages and Conditions of Labour 175

Sub-Clause 6.5 Working Hours 176

Sub-Clause 6.6 Facilities for Staff and Labour 176

Sub-Clause 6.7 Health and Safety 177

Sub-Clause 6.9 Contractor’s Personnel 180

Sub-Clause 6.10 Records of Contractor’s Personnel and Equipment 181

Additional Sub-Clauses 182

Sub-Clause 6.12 Foreign Personnel 182

Sub-Clause 6.13 Supply of Foodstuffs 183

Sub-Clause 6.14 Supply of Water 183

Sub-Clause 6.15 Measures against Insect and Pest Nuisance 183

Sub-Clause 6.16 Alcoholic Liquor or Drugs 183

Sub-Clause 6.17 Arms and Ammunition 183

Sub-Clause 6.18 Festivals and Religious Customs 183

Sub-Clause 6.19 Funeral Arrangements 184

Sub-Clause 6.20 Forced Labour 184

Sub-Clause 6.21 Child Labour 184

Sub-Clause 6.22 Employment Records of Workers 185

Sub-Clause 6.23 Workers’ Organisations 185

Sub-Clause 6.24 Non-Discrimination and Equal Opportunity 186

Sub-Clause 6.25 Contractor’s Personnel Grievance Mechanism 186

Sub-Clause 6.26 Training of Contractor’s Personnel 187

CLAUSE 7 Plant, Materials and Workmanship 187

Sub-Clause 7.1 Manner of Execution 187

Sub-Clause 7.3 Inspection 187

Sub-Clause 7.4 Testing 188

Sub-Clause 7.6 Remedial Work 188

CLAUSE 8 Commencement, Delays and Suspension 188

Sub-Clause 8.1 Commencement of Works 188

Sub-Clause 8.3 Programme 188

Sub-Clause 8.5 Delays Caused by Authorities 189

Sub-Clause 8.7 Delay Damages 189

Sub-Clause 8.12 Resumption of Work 189

CLAUSE 9 Tests on Completion 190

Sub-Clause 9.1 Contractor’s Obligations 190

Sub-Clause 9.2 Delayed Tests 190

CLAUSE 10 Employer’s Taking Over 190

Sub-Clause 10.1 Taking Over of the Works and Sections 190

Sub-Clause 10.3 Interference with Tests on Completion 191

CLAUSE 11 Defects Liability 191

Sub-Clause 11.3 Extension of Defects Notification Period 191

Sub-Clause 11.9 Performance Certificate 191

Sub-Clause 11.11 Clearance of Site 192

CLAUSE 12 Measurement and Evaluation 192

CLAUSE 13 Variations and Adjustments 194

Sub-Clause 13.1 Right to Vary 194

Sub-Clause 13.5 Provisional Sums 194

Sub-Clause 13.7 Adjustments for Changes in Legislation 194

CLAUSE 14 Contract Price and Payment 195

Sub-Clause 14.4 Schedule of Payments 195

Sub-Clause 14.6 Issue of Interim Payment Certificates 195

Sub-Clause 14.7 Payment 196

Sub-Clause 14.10 Statement at Completion 196

Sub-Clause 14.11 Application for Final Payment Certificate 196

Sub-Clause 14.13 Issue of Final Payment Certificate 197

CLAUSE 15 Termination by Employer 197

Sub-Clause 15.2 Termination by Employer 197

Sub-Clause 15.3 Valuation at Date of Termination 198

Sub-Clause 15.4 Payment after Termination 198

Sub-Clause 15.5 Employer’s Entitlement to Termination 199

CLAUSE 16 Suspension and Termination by Contractor 199

Sub-Clause 16.2 Termination by Contractor 199

Sub-Clause 16.4 Payment on Termination 200

CLAUSE 17 Risk and Responsibility 200

Sub-Clause 17.3 Employer’s Risks 200

Sub-Clause 17.5 Intellectual and Industrial Property Rights 200

Sub-Clause 17.6 Limitation of Liability 200

CLAUSE 18 Insurance 201

Sub-Clause 18.4 Insurance for Contractor’s Personnel 201

CLAUSE 19 Exceptional Events 201

Sub-Clause 19.1 Meaning of Exceptional Event 201

Sub-Clause 19.2 Notice of an Exceptional Event 201

Sub-Clause 19.3 Duty to Minimise Delay 202

Sub-Clause 19.4 Consequences of an Exceptional Event 202

Sub-Clause 19.5 Exceptional Event Affecting Subcontractor 202

Sub-Clause 19.6 Optional Termination, Payment and Release 203

CLAUSE 20 Claims, Disputes and Arbitration 203

Sub-Clause 20.1 Contractor’s Claims 203

Sub-Clause 20.2 Appointment of the Dispute Adjudication Board 203

Sub-Clause 20.3 Failure to Agree Dispute Adjudication Board 204

Sub-Clause 20.4 Obtaining Dispute Adjudication Board’s Decision 204

Sub-Clause 20.6 Arbitration 204

Sub-Clause 20.7 Failure to Comply with Dispute Adjudication Board’s Decision 205

**Preamble**

The Conditions of Contract comprise the “General Conditions”, which form part of the “Conditions of Contract for Construction” First Edition 1999 published by the Fédération Internationale des Ingénieurs-Conseils (FIDIC), and the following “Particular Conditions” (and their Appendices), which include amendments and additions to such General Conditions.

# **CLAUSE 1 General Provisions**

## **Sub-Clause 1.1 Definitions**

In Sub-Clause 1.1.1.7 [Definitions – the Contract – **Schedules**], after “prices”, insert “ and guarantees”

Following Sub-Clause 1.1.2.10 [*Definitions – Parties and Persons – “****FIDIC***”], add the following definitions

“1.1.2.11 “**Bank**” means the Caribbean Development Bank

* + - 1. “**Borrower**” means the person (if any) named as the borrower in the Appendix to Bid.”

In Sub-Clause 1.1.5.5 [*Definitions – Works and Goods – “****Plant****”*], delete the entire paragraph and replace with:

“**Plant**” means the apparatus, machinery and vehicles intended to form or forming part of the Permanent Works, including vehicles and equipment purchased for the Employer and relating to the construction or operation of the Works.”

In Sub-Clause 1.1.6.1 [*Definitions – Other Definitions – “****Contractor’s Documents****”*], after “means the” in the first line, insert:

“documents prepared by the Contractor as described in Sub-Clause 4.4 [*Contractor’s Documents*], including digital files,”

In Sub-Clause 1.1.6.4, delete the entire paragraph and replace with:

“**Exceptional Event**” means an exceptional event or circumstance as defined in Sub-Clause 19.1 [*Definition of Exceptional Event*] of these Conditions of Contract.”

Following Sub-Clause 1.1.6.9 [*Definitions – Other Definitions – “****Variation****”*], add the following definitions:

“1.1.6.10 “**C-ESHSMP**” means the Contractor’s Environmental, Social, Health and Safety Management Plan and is the term used to describe one coordinated document which comprises all the Contractor’s MSIPs and any additional MSIPs the Engineer deems necessary to manage the ESHS risks and impacts of the ongoing Works.

1.1.6.11 “**Dispute**” means any situation where:

1. One Party makes a claim against the other Party, where a claim may be

(i) a request or assertion by one Party (or the Engineer) to the other Party (or the Engineer) for an entitlement or relief under any Clause of the Conditions of Contract or otherwise in connection with, or arising out of, the Contract or the execution of the Works, or

a matter to be determined by the Engineer under the Conditions of Contract;

1. the other Party (or the Engineer) rejects and/or disapproves the claim in whole or in part; and
2. the first Party does not acquiesce,

provided however that a failure by the other Party (or the Engineer) to oppose or respond to the claim, in whole or in part, may constitute a rejection if, in the circumstances, the DAB or the arbitrator(s), as the case may be, deem it reasonable for it to do so.

1.1.6.12 “**DAA**” means the Dispute Adjudication Agreement described in the Appendix to the General Conditions. For the avoidance of doubt, this Appendix (the General Conditions of Dispute Adjudication Agreement) and the annexed Procedural Rules form part of the General Conditions.

1.1.6.13 “**ESHS**” risks means Environmental, Social, Health and Safety (including SGBV) risks.

1.1.6.14 “**MSIPS**” means the Management Strategies and Implementation Plans detailed in the Bidding Document and/or the Contract, or which the Engineer subsequently deems necessary that the Contractor prepares to manage the ESHS risks.

1.1.6.15 “**SGBV**” means Sexual and Gender Based Violence, as defined and explained in Appendix B to the Particular Conditions.

## **Sub-Clause 1.2 Interpretation**

At the end of sub-paragraph (c), delete “, and” and replace with a semi-colon.

At the end of sub-paragraph (d), delete the full stop and replace with a semi-colon.

After sub-paragraph (d), add

“(e) the word “tender” is synonymous with “bid”, and “tenderer” with “bidder” and the words “tender documents” with “bidding documents”;

(f) “may” means that the Party or person referred to has the choice of whether or not to act regarding the matter referred to;

(g) “shall” means that the Party or person referred to has an obligation under the Contract to perform the duty referred to;

(h) “consent” means that the Employer, the Contractor or the Engineer (as the case may be) agrees to or gives permission for, the requested matter; and

(i) words indicating persons or parties shall be interpreted as referring to natural and legal persons (including corporations and other legal entitles);

In the Contract, provisions including the expression “Cost plus reasonable profit” require this profit to be one-twentieth (5%) of this Cost unless otherwise indicated in the Appendix to Bid.

All references in the Contract to the term “Force Majeure” shall be replaced by the term “Exceptional Event” or “Exceptional Events”, as the context dictates.

All references in the Contract to “dispute” or “disputes” shall be replaced by “Dispute” or “Disputes”, as the context dictates.”

Appendices A and B to these Particular Conditions shall be read and construed as forming part of these Particular Conditions.

## **Sub-Clause 1.3 Communications**

In the first line of paragraph 1, delete “or issuing of” and insert

“, issuing, providing, sending, submitting or transmitting any type of communication, including”.

In sub-paragraph (a), after “in writing”, insert

“, signed by the Contractor’s Representative, the Engineer or the authorised representative of the Employer (as the case may be),”

In sub-paragraph (a), insert “(against receipt)” after the word “mail” and the word “courier”.

After paragraph 1, insert the following paragraphs

“A notice shall be clearly identified as a notice and shall state under which Sub-Clause(s) of these Conditions it is issued. Other forms of communication shall state under which Sub-Clause(s) of these Conditions it is issued and the provision(s) of the Contract under which it is issued, as may be appropriate for the given communication. For the avoidance of doubt, minutes of meeting(s), Contractor’s progress and other Contractor reports, and such similar types and forms of documentation, submissions, and/or presentations shall be deemed not to constitute a notice.

Where these Conditions state that a communication is to be delivered, sent, submitted, given, issued or provided, it shall have effect when it is received (or deemed to have been received) at the recipient’s address specified under sub-paragraph (b) above. An electronically transmitted communication shall be deemed to have been received on the next working day after transmission, where a working day is deemed to be a day that is not a locally recognised day of rest (where a day of rest shall include religious and public holidays recognised as such in the Country) and provided that no non-delivery notification was received by the sender.”

## **Sub-Clause 1.4 Law and Language**

Delete the second and third paragraphs and replace with

“The ruling language of the Contract shall be that stated in the Appendix to Bid.

The language for communications shall be that stated in the Appendix to Bid. If no language is stated there, the language for communications shall be the ruling language of the Contract.”

## **Sub-Clause 1.5 Priority of Documents**

In item (d), after “Conditions”, insert

“, including Appendices A and B thereto”

In item (g), delete the word “and”.

In item (h), delete “and any other documents forming part of the Contract.” and replace with “, and”

After item (h), insert a new item as follows:

“(i) any other documents forming part of the Contract.”

Following the new item (i) above, insert the following paragraph:

“Bid clarifications, records of Contract negotiations, agreed amendments, addenda and the like included in the Contract Agreement shall have the order of precedence of the document they are modifying”.

Delete the last paragraph and replace with:

“If a Party becomes aware of a conflict, ambiguity or discrepancy in the documents, that Party shall promptly give notice to the Engineer, describing the conflict, ambiguity or discrepancy. After receiving such notice, or if the Engineer becomes aware of a conflict, ambiguity or discrepancy in the documents, the Engineer shall issue the necessary clarification or instruction.”

## **Sub-Clause 1.6 Contract Agreement**

After “otherwise” at the end of the first sentence, insert:

“and/or the governing law of the country (or other jurisdiction) stated in the Appendix to Bid does not require a Contract Agreement for a contract to be legally formed”

## **Sub-Clause 1.7 Assignment**

In sub-paragraph (b), after “Contract”, insert:

“without the prior agreement of the other Party”

## **Sub-Clause 1.8 Care and Supply of Documents**

Delete the first paragraph and replace with:

“The Specification and Drawings shall be in the custody and care of the Employer. Unless otherwise stated in the Contract, two copies of the Contract, which may or may not include all the drawings required for construction of the Permanent Works (and for such Temporary Works as are stated in the Contract to be provided by the Employer), shall be supplied to the Contractor by the Employer prior to the Engineer issuing the notice of the Commencement Date to the Contractor, who may make or request further copies at the cost of the Contractor. Two copies of each subsequent Drawing shall be supplied to the Contractor, who may make or request further copies but these shall be at the Contractor’s cost.”

Delete the last paragraph and replace with:

“If a Party (or the Engineer) becomes aware of an error or defect (whether of a technical nature or otherwise) in a document which was prepared for use in the execution of the Works, the Party (or the Engineer) shall promptly give a Notice of such error or defect to the other Party (or to the Parties).”

## **Sub-Clause 1.10 Employer’s Use of Contractor’s Documents**

Delete sub-paragraph (c) and replace with:

“(c) in the case of Contractor’s Documents (and such other design documents, if any) which are in the form of electronic or digital files, computer programs and other software, permit their use on any computer on the Site and/or at the locations of the Employer and the Engineer and/or at other places as envisaged by the Contract; and”

Following sub-paragraph (c), insert a new sub-paragraph (d) as follows:

“(d) in the event of termination of the Contract under Sub-Clause 15.2 [*Termination by Employer*], entitle the Employer to copy, use and communicate the Contractor’s Documents (and other design documents made by or for the Contractor, if any) for the purpose of completing the Works and/or arranging for any other entities to do so.”

## **Sub-Clause 1.12 Confidential Details**

Delete the text of Sub-Clause 1.12 and replace with:

“The Contractor’s and the Employer’s Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify compliance with the Contract and allow its proper implementation.

Each of them shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Works prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish the Contractor’s qualifications to compete for other projects.

The Employer’s Personnel shall treat all information provided by the Contractor and marked “confidential”, as confidential. The Employer’s Personnel shall not disclose or permit to be disclosed any such information to third parties, except as may be necessary when exercising the Employer’s rights under Sub-Clause 15.2 [*Termination by Employer*].

The obligation of confidentiality under this Sub-Clause shall not apply where the information:

(a) is sought by CDB in relation to its inspection and audit rights under Particular Conditions Sub-Clause 1.15 [*Inspections and Audits by the Bank*];

(b) was already in a Party’s possession without an obligation of confidentiality before receipt from the other Party;

(c) becomes generally available to the public through no breach of these Conditions; or

(d) is lawfully obtained by the Party from a third party which is not bound by an obligation of confidentiality.”

## 

## **Sub-Clause 1.13 Compliance with the Laws**

At the end of sub-paragraph (a), delete the word “and”.

At the end of sub-paragraph (b), delete the full stop and replace with a semi-colon.

Following sub-paragraph (b), add the following

“(c) within the time(s) stated in the Specification, the Contractor shall provide such assistance and all documentation, as described in the Specification or otherwise reasonably required by the Employer, so as to allow the Employer to obtain any permit, permission, licence or approval under sub-paragraph (a) above; and

(d) the Contractor shall comply with all permits, permissions, licences and/or approvals obtained by the Employer under sub-paragraph (a) above.

If, having complied with sub-paragraph (c) above, the Contractor suffers delay and/or incurs Cost as a result of the Employer’s delay or failure to obtain any permit, permission, licence or approval under sub-paragraph (a) above, the Contractor shall give notice to the Engineer and shall be entitled subject to Sub-Clause 20.1 [*Contractor’s Claims*] to:

(i) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [*Extension of Time for Completion*], and

(ii) payment of any such Cost plus reasonable profit, which shall be included in the Contract Price.

After receiving this notice, the Engineer shall proceed in accordance with Sub-Clause 3.5 [*Determinations*] to agree or determine these matters.

However, if and to the extent that the Employer’s failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor’s Documents, the Contractor shall not be entitled to such extension of time and/or payment of such Cost or profit.

If the Employer incurs additional costs as a result of the Contractor’s failure to comply with:

sub-paragraph (c) above; or

sub-paragraph (b) or (d) above, provided that the Employer shall have complied with the requirement under Sub-Clause 2.2 [*Permits, Licences or Approvals*] to provide reasonable assistance,

the Employer shall be entitled subject to Sub-Clause 2.5 [*Employer’s Claims*] to payment of these costs by the Contractor.”

## **Additional Sub-Clauses**

Following Sub-Clause 1.14 [*Joint and Several Liability*], add the following new Sub-Clauses:

## **Sub-Clause 1.15 Inspections and Audit by the Bank**

“Pursuant to paragraph f. of Appendix A to these Particular Conditions, the Contractor shall permit and shall cause its agents (where declared or not), Subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents audited by auditors appointed by the Bank. The Contractor’s and its Subcontractors’ and subconsultants’ attention is drawn to Sub-Clause  1.16 [*Prohibited Practices and Other Integrity Related Matters*] 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 declaration of ineligibility pursuant to the Bank’s prevailing suspension and sanctions procedures).”

## **Sub-Clause 1.16 Prohibited Practices and Other Integrity Related Matters**

“The Bank requires compliance with the Bank’s position on Prohibited Practices and its prevailing suspension and sanctions policies and procedures, as set forth in Appendix A to these Particular Conditions.

The Employer requires the Contractor 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.”

# **CLAUSE 2 The Employer**

## **Sub-Clause 2.4 Employer’s Financial Arrangements**

Delete the text of Sub-Clause 2.4 and replace with:

“The Employer’s arrangements for financing the Employer’s obligations under the Contract shall be stated in the Appendix to Bid.

If the Employer intends to make any material change (affecting the Employer’s ability to pay the part of the Contract Price remaining to be paid at that time as estimated by the Engineer) to the Employer’s financial arrangements, the Employer shall give notice to the Contractor with detailed particulars.

If the Contractor:

(a) receives an instruction to execute a Variation with a price greater than ten percent (10%) of the Accepted Contract Amount, or the accumulated total of Variations exceeds thirty percent (30%) of the Accepted Contract Amount;

(b) does not receive payment in accordance with Sub-Clause 14.7 [*Payment*]; or

(c) becomes aware of a material change in the Employer’s financial arrangements, which the Contractor has not received notice of under this Sub-Clause,

the Contractor may request and the Employer shall, within 28 days after receiving this request, provide reasonable evidence that financial arrangements have been made and are being maintained which will enable the Employer to pay the part of the Contract Price remaining to be paid at that time (as estimated by the Engineer) in accordance with Clause 14 [*Contract Price and Payment*].”

## **Sub-Clause 2.5 Employer’s Claims**

In the first line of the first paragraph, after the words “entitled to”, insert:

“a reduction in the Contract Price and/or to”

In the first paragraph, after the words “notice is not required for”, insert:

“claims under the Performance Security for amounts to which the Employer is entitled under the Contract, as set out in sub-paragraphs (a) to (d) of Sub-Clause 4.2 [*Performance Security*], or for”

# **CLAUSE 3 The Engineer**

## **Sub-Clause 3.1 Engineer's Duties and Authority**

Following the first paragraph, insert the following:

“If the Engineer is a legal entity, a natural person employed by the Engineer shall either be named in the Appendix to Bid or shall be appointed after the Contractor receives the Letter of Acceptance. This natural person shall be authorised to act on behalf of the Engineer under the Contract.

Where the Engineer is a legal entity and a natural person employed by the Engineer is not named in the Appendix to Bid, the Engineer shall give notice to the Parties of the natural person (or any replacement) appointed and authorised to act on its behalf. The authority shall not take effect until this notice has been received by both Parties. The Engineer shall similarly give notice of any revocation of such authority.”

In the third paragraph (of the General Conditions), following the second sentence (ending “in the Particular Conditions”), insert:

“The Engineer shall not be required to obtain the Employer’s consent, approval or the like before or while the Engineer exercises or is exercising the Engineer’s authority under Sub-Clause 3.5 [*Determinations*].”

In sub-paragraph (c), after “request,”, insert:

“review,”

In sub-paragraph (c), after the word “disapproval”, insert:

“and/or the deemed issuing of a notice of no objection, consent, approval and the like”

## **Sub-Clause 3.2 Delegation by the Engineer**

Following the words “Sub-Clause 3.5 [*Determinations*]” in the first paragraph insert the following (as a continuation of the final sentence):

“, though the authority to consult with each Party following the issuing of a notice and to consult with each Party in an endeavour to reach agreement may be delegated”

## **Sub-Clause 3.4 Replacement of the Engineer**

Delete the text of Sub-Clause 3.4 and replace with:

“If the Employer intends to replace the Engineer, the Employer shall, not less than 21 days before the intended date of replacement, give notice to the Contractor of the name, address and relevant experience of the intended replacement Engineer.

If the Contractor objects to the intended replacement, the Contractor shall give notice to the Employer clearly stating, with reasons and supporting particulars, the objection(s). This notice shall be given as soon as practicable and not later than 14 days after the Contractor received the Employer’s notice. If the Contractor fails to give such notice within such period of 14 days, the Contractor shall be deemed to have accepted the replacement. The Employer shall give full and fair consideration to any objection(s) received within the 14-day period.

If:

1. the Engineer is unable to act as a result of resignation or termination (of its/his contract with the Employer), or
2. the Engineer is unwilling to carry out any of its/his duties, other than for a cause attributable to the Employer, or
3. where the Engineer is not a legal entity, unable to act as a result of death, illness or disability,

the Employer shall be entitled to immediately appoint a replacement upon giving notice to the Contractor of the name, address and relevant experience of the replacement and the reasons for the replacement.”

## **Sub-Clause 3.5 Determinations**

Delete the second paragraph and replace with:

“The Engineer shall give notice to both Parties of each agreement or determination, with supporting particulars. Each agreement shall be signed by both Parties and shall be included with the notice. Each agreement or determination shall be binding on the Parties who shall give effect to each agreement or determination within the time or times set out in the agreement or determination or, if no time was stated, within a reasonable time (which time shall not exceed 28 days) unless and until corrected under this Sub-Clause and/or, for a determination, revised under Clause 20 [*Claims, Disputes and Arbitration*].

If, within 14 days after issuing or receiving the Engineer’s notice of determination, any error of an arithmetical nature or significant error of a typographical or clerical nature that changes the intended meaning of the determination is found:

(a) by the Engineer, then he shall advise the Parties accordingly; or

(b) by a Party, then that Party shall give notice to the Engineer, stating that it is given under this Sub-Clause and clearly identifying the error.

The Engineer shall within 7 days of advising the Parties of an error or receiving notice under sub-paragraph (b) above, give notice to both Parties of the correction to the determination. Thereafter, the notified correction to the determination when taken in conjunction with the determination shall be treated as the agreement or determination for the purposes of these Conditions. If the Engineer does not agree there was an error, he shall advise the Parties accordingly.

# **CLAUSE 4 The Contractor**

## **Sub-Clause 4.1 Contractor’s General Obligations**

Before the first paragraph in the General Conditions, insert:

“Contractors or joint venture partners shall have the nationality of an eligible country as detailed under Section V of the Bidding Document and shall comply with the following:

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;

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

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 sub-contractors or sub-consultants that are not from an Eligible Country.

All equipment, material, and services to be incorporated in or required for the Works shall have their origin in any eligible source country as defined by the Bank.”

Delete sub-paragraphs (a) to (d) and replace with:

1. “ the Contractor shall prepare, and submit to the Engineer for review, the Contractor’s Documents for this part (and any other documents necessary to complete and implement the design during the execution of the Works and to instruct the Contractor’s Personnel);
2. these Contractor’s Documents shall be in accordance with the Specification and Drawings and shall include additional information required by the Engineer to add to the Drawings for co-ordination of each Party’s designs. If the Engineer instructs that further Contractor's Documents are reasonably required to demonstrate that the Contractor’s design complies with the Contract, the Contractor shall prepare and submit them promptly to the Engineer at the Contractor’s cost;
3. the construction of this part shall not commence until the Engineer issues a notice (or is deemed to have issued a notice) under sub-paragraph (i) of Sub-Clause 4.4.1 [*Preparation and Review*] stating that he has no objection to all the Contractor's Documents for this part and which are relevant to its design, and construction of such part shall be in accordance with these Contractor's Documents;

(d) the Contractor may modify any design or Contractor’s Documents which have previously been submitted for review, by giving a notice to the Engineer with reasons. If the Contractor has commenced construction of the part of the Works to which such design or Contractor’s Documents are relevant, work on this part shall be suspended, the provisions of Sub-Clause 4.4.1 [*Preparation and Review*] shall apply as if the Engineer had given a notice in respect of the Contractor’s Documents under sub-paragraph (ii) of Sub-Clause 4.4.1, and work shall not resume until the Engineer issues a notice (or is deemed to have issued a notice) stating that he has no objection to the revised documents;

(e) the Contractor shall be responsible for this part and it shall, when the Works are completed, be fit for such purpose(s) for which the part is intended as are specified in the Contract (or, where no purpose(s) are so defined and described, fit for their ordinary purpose(s));

(f) in addition to the Contractor’s undertaking above, the Contractor undertakes that the design and the Contractor's Documents for this part will comply with the technical standards specified in the Specification, will comply with the Laws in force when the Works are taken over by the Employer under Clause 10 [*Employer’s Taking Over*] and will be in accordance with the documents forming the Contract, as altered or modified by Variations;

(g) prior to the commencement of the Tests on Completion, the Contractor shall submit to the Engineer the “as-built” records in accordance with Sub-Clause 4.4.2 [*As-Built Records*] for this part;

(h) if Sub-Clause 4.4.3 [*Operation and Maintenance Manuals*] applies, prior to the commencement of the Tests on Completion, the Contractor shall submit to the Engineer the Contractor’s Documents for this part in accordance with this Sub-Clause and in sufficient detail for the Employer to operate, maintain, dismantle, reassemble, adjust and repair this part; and

(i) if Sub-Clause 4.5 [*Training*] applies, the Contractor shall carry out training of the Employer’s Personnel in the operation and maintenance of this part prior to the commencement of the Tests on Completion.”

At the end of Sub-Clause 4.1, insert:

“Prior to commencing the execution of the Works, the Contractor shall submit to the Engineer for review the C-ESHSMP, which shall comprise the re-submission of all the individual MSIPs submitted with the Bid, revised and updated as necessary, to ensure compliance with the ESHS provisions of the Contract. The Contractor shall review the C-ESHSMP periodically (but not less than every six (6) months) and update it as and when required, including any additional MSIPs the Engineer deems necessary to manage the ESHS risks and impacts of ongoing Works, to ensure that it contains measures appropriate to the Works. Updated C-ESHSMPs shall be submitted to the Engineer for review immediately after there has been an update to the preceding version.

The C-ESHSMP shall be deemed a Contractor’s Document. The procedures for review of the C-ESHSMP and its updates shall be as described in these Conditions of Contract Sub-Clause 4.4.1 [*Preparation and Review*].

The Contractor shall provide relevant Contract-related information, as the Employer and/or Engineer may reasonably request to conduct stakeholder engagements. “stakeholder” refers to individuals or groups who:

* + 1. are affected or likely to be affected by the Contract; and
    2. may have an interest in the Contract.

The Contractor shall also directly participate in stakeholder engagements, as the Employer and/or Engineer may reasonably request.”

## **Sub-Clause 4.2 Performance Security**

Delete the text of sub-paragraph (b) and replace with:

“failure by the Contractor to pay the Employer an amount due, as agreed or determined under Sub-Clause 3.5 [*Determinations*] or agreed or decided under Clause 20 [*Claims, Disputes and Arbitration*], within 42 days after the date of the agreement or determination or decision or arbitral award (as the case may be),”

After the fourth paragraph, insert the following additional paragraph:

“Sub-Clause 2.5 [*Employer’s Claims*] shall not apply to claims made under the Performance Security for amounts to which the Employer is entitled under the Contract as set out in sub-paragraphs (a) to (d) above.”

After the final paragraph, insert the following additional paragraph:

“If the Engineer gives notice with supporting particulars to the Contractor that the amount of the Accepted Contract Amount has increased or decreased by more than 15%, the Contractor shall, at the Engineer’s request promptly increase, or may decrease, as the case may be, the value of the Performance Security by an equal percentage. If the Performance Security is provided in more than one currency, the increase or decrease in the value of the Performance Security shall be proportional to the percentage increase or decrease of the currencies affected.”

## **Sub-Clause 4.3 Contractor’s Representative**

At the end of Paragraph 3 after “replacement”, add:

“(unless the Contractors’ Representative is unable to act as a result of death, illness, disability or resignation, in which case the appointment shall be deemed to have been revoked with immediate effect and the appointment of a replacement shall be treated as a temporary appointment until the Engineer gives consent to this replacement, or another replacement is appointed, under this Sub-Clause)”

After the first sentence in the fourth paragraph, insert:

“The Contractor’s Representative shall be based at the Site for the whole time that the Works are being executed at the Site.”

At the end of the last paragraph, add:

“If the Contractor’s Representative and/or any of the competent person(s) to whom any powers, functions and authority have been delegated are not fluent in the language for communications, the Contractor shall make competent interpreters available during all working hours in a number deemed sufficient by the Engineer.”

## **Sub-Clause 4.4 Contractor’s Documents**

Delete the Sub-Clause title for Sub-Clause 4.4 [*Subcontractors*] and replace with “*Contractor’s Documents*”.

Delete the text of Sub-Clause 4.4 in its entirety and replace with

“4.4.1 Preparation and Review

The Contractor’s Documents shall comprise the documents:

(a) stated in the Specification;

(b) required to satisfy all permits, permissions, licences and other regulatory approvals which are the Contractor’s responsibility under Sub-Clause 1.13 [*Compliance with Laws*];

(c) described in Sub-Clause 4.4.2 [*As-Built Records*] and Sub-Clause 4.4.3 [*Operation and Maintenance Manuals*], where applicable; and

(d) required under sub-paragraph (a) of Sub-Clause 4.1 [*Contractor’s General Obligations*], where applicable, and the C-ESHSMP described in the penultimate paragraph of Sub-Clause 4.1 [*Contractor’s General Obligations*].

Unless otherwise stated in the Specification, the Contractor’s Documents shall be written in the language for communications defined in Sub-Clause 1.4 [*Law and Language*] and any other language(s) required by the bodies to whom the Contractor’s Documents will be submitted, either directly or via the Employer, Engineer or another entity.

The Contractor shall prepare all Contractor’s Documents and the Employer’s Personnel shall have the right to inspect the preparation of all these documents, wherever they are being prepared.

If the Specification or these Conditions specify that a Contractor’s Document is to be submitted to the Engineer for review, it shall be submitted accordingly, together with a notice from the Contractor stating that the Contractor’s Document is ready for review and that it complies with the Contract.

The Engineer shall, within 28 days after receiving the Contractor’s Document and this notice from the Contractor, give notice to the Contractor stating:

(i) that the Engineer has no-objection to the Contractor’s Document (which may include comments concerning minor matters which will not substantially affect the Works) and that they may be used for the Works; or

(ii) that the Contractor’s Document fails (to the extent stated) to comply with the Contract, with reasons.

If the Engineer gives no notice within this period of 28 days, the Engineer shall be deemed to have given a notice of no-objection to the Contractor’s Document.

After receiving notice under sub-paragraph (ii), above, the Contractor shall revise the Contractor’s Document and resubmit it to the Engineer for review in accordance with this Sub-Clause and the period of 28 days for review shall be calculated from the date that the Engineer receives the revised Contractor’s Document.

4.4.2 As-Built Records

The Contractor shall prepare, and keep up to date, a complete set of “as-built” records of the execution of the Works, showing the exact as-built locations, sizes and details of the work as executed by the Contractor. The format, referencing system, system of electronic storage and other relevant details of the as-built records shall be as stated in the Specification (if not stated, as acceptable to the Engineer). These records shall be kept on the Site and shall be used exclusively for the purposes of this Sub-Clause.

The as-built records shall be submitted to the Engineer for review, and the Works shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [*Taking Over the Works and Sections*] until the Engineer has given (or is deemed to have given) a notice under sub-paragraph (i) of Sub-Clause 4.4.1 [*Preparation and Review*] stating that the Engineer has no objection to the as-built records.

The number of copies of as-built records to be submitted by the Contractor under this Sub-Clause shall be as required under Sub-Clause 1.8 [*Care and Supply of Documents*].

4.4.3 Operation and Maintenance Manuals

If the Specification does not state that operation and maintenance manuals shall be prepared by the Contractor, this Sub-Clause shall not apply.

The Contractor shall prepare and keep up-to-date the operation and maintenance manuals in the format and showing all other relevant details as stated in the Specification (if not stated, as acceptable to the Engineer), and they shall be in sufficient detail for the Employer to operate, maintain, dismantle, reassemble, adjust and repair the part or parts of the Works for which the Contractor is required to prepare the manuals.

The operation and maintenance manuals shall be submitted to the Engineer for review, and the Works shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [*Taking Over of the Works and Sections*] until the Engineer has given (or is deemed to have given) a notice of no-objection under sub-paragraph (i) of Sub-Clause 4.4.1 [*Preparation and Review*].”

**Sub-Clause 4.5 Training**

Delete the Sub-Clause title for Sub-Clause 4.5 [*Assignment of Benefit of Subcontract*] and replace with “*Training*”.

Delete the text of Sub-Clause 4.5 in its entirety and replace with

“If training of employees of the Employer (and/or other identified personnel) by the Contractor is not stated in the Specification, this Sub-Clause shall not apply.

The Contractor shall carry out training of the Employer’s employees (and/ or other personnel identified in the Specification) in the operation and maintenance of the Works, and any other aspect of the Works, to the extent stated in the Specification. The timing of the training shall be as stated in the Specification (if not stated, as acceptable to the Employer). The Contractor shall provide qualified and experienced training staff, training facilities and all training materials as necessary and/or as stated in the Specification.

If the Specification specifies training that is to be carried out before taking over, the Works shall not be considered to be completed for the purposes of taking over under Sub-Clause 10.1 [*Taking Over the Works and Sections*] until this training has been completed in accordance with the Specification.”

**Sub-Clause 4.18 Protection of the Environment**

Delete the text of Sub-Clause 4.18 in its entirety and replace with

“The Contractor shall take all necessary measures to:

(a) protect the environment (both on and off the Site); and

(b) limit damage and nuisance to people and property resulting from pollution, noise and other results of the Contractor’s operations and/ or activities.

The Contractor shall ensure that emissions, surface discharges, effluent and any other pollutants from the Contractor’s activities shall exceed neither the values indicated in the Specification, nor those prescribed by applicable Laws.

In the event of damage to the environment, property and/or nuisance to people, on or off Site as a result of the Contractor’s operations, the Contractor shall agree with the Engineer the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition. The Contractor shall implement such remedies at its cost to the satisfaction of the Engineer.”

**Sub-Clause 4.21 Progress Reports**

Delete the text of sub-paragraph (g) in its entirety and replace with:

“the ESHS metrics set out in Appendix B to these Particular Conditions”.

**CLAUSE 5 Subcontracting**

Delete the Clause title for Clause 5 [*Nominated Subcontractors*] and replace with “*Subcontracting*”.

Insert a new Sub-Clause 5.1, as follows:

“5.1 Subcontracting

The Contractor shall not subcontract Works (including subcontract(s) for part or parts of the Works and for suppliers of Plant, Materials and Services) with a total accumulated value greater than the percentage of the Accepted Contract Amount stated in the Appendix to Bid or, if no percentage is stated in the Appendix to Bid, the whole of the Works.

The Contractor shall be responsible for the work of all Subcontractors and suppliers, for managing and coordinating all the Subcontractor’s and supplier’s works, and for the acts or defaults of any Subcontractor, supplier, Subcontractor’s or supplier’s agents or employees, as if they were the acts or defaults of the Contractor. Unless otherwise stated in the Contract:

(a) the Contractor shall not be required to obtain consent to suppliers of Plant and/or Materials and/or the suppliers of services or to a subcontract for a part or parts of the Works for which the Subcontractor and/or supplier is named in the Contract;

(b) the prior consent of the Engineer shall be obtained to other proposed suppliers and Subcontractors where the value of the subcontract or accumulated value of multiple subcontracts with a proposed Subcontractor will be more than the percentage of the Accepted Contract Amount stated in the Appendix to Bid;

(c) the Contractor shall give the Engineer not less than 28 days’ notice of the intended date of the commencement of each Subcontractor’s or supplier’s work, and of the commencement of such work on the Site; and

(d) each subcontract shall include provisions which would entitle the Employer to require the subcontract to be assigned to the Employer under Sub-Clause 5.2 [*Assignment of Benefit of Subcontract*] of these Particular Conditions (if or when applicable) or in the event of termination under Sub-Clause 15.2 [T*ermination by Employer* ].

The Contractor shall ensure that the requirements imposed on the Contractor by Sub-Clause 1.12 [*Confidential Details*] apply equally to each Subcontractor and supplier.

The Contractor shall require that its Subcontractors and suppliers execute the Works in accordance with the Contract, including complying with the relevant ESHS requirements.

Where practicable, the Contractor shall give fair and reasonable opportunity for contractors and suppliers from the Country in which the Site is located to be appointed as Subcontractors and suppliers.”

Insert a new Sub-Clause 5.2, as follows:

“5.2 Assignment of Benefit of Subcontract

If a Subcontractor’s or supplier’s obligations extend beyond the expiry date of the relevant Defects Notification Period and the Engineer, prior to this date, instructs the Contractor to assign the benefit of such obligations to the Employer, then the Contractor shall do so. Unless otherwise stated in the assignment, the Contractor shall have no liability to the Employer for the work carried out by the Subcontractor or supplier after the assignment takes effect.”

Insert a new Sub-Clause 5.3, as follows:

“5.3 Nominated Subcontractors”

Renumber Sub-Clause 5.1 [*Definition of “nominated Subcontractor”*] of the General Conditions as Sub-Clause 5.3.1.

Renumber Sub-Clause 5.2 [*Objection to Nomination*] of the General Conditions as Sub-Clause 5.3.2.

In the renumbered Sub-Clause 5.3.2, insert “nominated” in front of “Subcontractor” in the first line of sub-paragraph (a).

In renumbered Sub-Clause 5.3.2, at the beginning of sub-paragraph (b), delete

“the subcontract does not specify that the nominated Subcontractor shall”

and replace with

“the nominated Subcontractor does not accept to”.

In renumbered Sub-Clause 5.3.2, at the beginning of sub-paragraph (c), delete

“the subcontract does not specify”

and replace with

“the nominated Subcontractor does not accept to enter into a subcontract which specifies”

Renumber Sub-Clause 5.3 [*Payments to nominated Subcontractors*] of the General Conditions as Sub-Clause 5.3.3.

In renumbered Sub-Clause 5.3.3, after the words “the amounts” in the first line, insert

“shown on the nominated Subcontractor’s invoices approved by the Contractor”

In the renumbered Sub-Clause 5.3.3, delete “Sub-Clause 5.4” and replace with “Sub-Clause 5.3.4”.

Renumber Sub-Clause 5.4 [*Evidence of Payments*] of the General Conditions as Sub-Clause 5.3.4.

# **CLAUSE 6 Staff and Labour**

## **Sub-Clause 6.1 Engagement of Staff and Labour**

At the end of Sub-Clause 6.1, insert:

“The Contractor shall provide the Contractor’s Personnel information and documentation that are clear and understandable regarding their terms and conditions of employment. The information and documentation shall set out their rights under relevant labour Laws applicable to the Contractor’s Personnel (which will include any applicable collective agreements), including their rights related to hours of work, wages, overtime, leave arrangements including maternity/paternity leave and family leave and any other that is stipulated by applicable law, compensation and benefits, as well as those arising from any requirements in the Specification; and shall also include the Code of Conduct for Contractor’s Personnel as set forth in Sub-Clause 6.9 [*Contractor’s Personnel*]. The Contractor’s Personnel shall be informed when any material changes to their terms or conditions of employment occur.

The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labour with appropriate qualifications and experience from sources within the Country.”

## **Sub-Clause 6.2 Rates of Wages and Conditions of Labour**

At the end of Sub-Clause 6.2, insert:

“The Contractor shall inform the Contractor’s Personnel of their liability to pay personal income tax in the Country with respect to their salaries, wages, allowances and the like, and on any benefits that are subject to tax, all as are applicable under the Laws of the Country. The Contractor shall perform such duties with regard to such deductions thereof as may be imposed on the Contractor by such Laws.

The Contractor shall inform the Contractor’s Personnel about:

(a) any deduction to their payment and the conditions of such deductions in accordance with the applicable Laws or as stated in the Specification; and

(b) their liability to pay personal income taxes in the Country in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the Laws of the Country for the time being in force.

The Contractor shall perform such duties with regard to such deductions thereof as may be imposed on him by such Laws.

Where required by applicable Laws or as stated in the Specification, the Contractor shall provide the Contractor’s Personnel written notice of termination of employment and details of severance payments in a timely manner. The Contractor shall have paid the Contractor’s Personnel (either directly or where appropriate for their benefit) all due wages and entitlements including, as applicable, social security benefits and pension contributions, on or before the end of their engagement/employment.”

## **Sub-Clause 6.5 Working Hours**

At the end of Sub-Clause 6.5, insert:

“The Contractor shall provide the Contractor’s Personnel annual holiday and sick, maternity and family leave, as required by applicable Laws or as stated in the Specification.”

## **Sub-Clause 6.6 Facilities for Staff and Labour**

At the end of the first paragraph, insert:

“The Contractor shall ensure that such accommodation and welfare facilities meet the requirements of the health and safety manual. The Contractor shall make provision for adequate eating facilities for all staff. Separate toilets, changing facilities, showers, and sleeping arrangements shall be provided to female and male employees to ensure privacy and security for all users.”

At the end of Sub-Clause 6.6, insert:

“If stated in the Specification, the Contractor shall give access to or provide services that accommodate the physical, social and cultural needs of the Contractor’s Personnel. The Contractor shall also provide similar facilities for the Employer’s Personnel as stated in the Specification.”

## **Sub-Clause 6.7 Health and Safety**

At the end of Sub-Clause 6.7, insert:

“The Contractor shall conduct an SGBV and sexually transmitted diseases (STD)/Human immunodeficiency virus infection and acquired immune deficiency syndrome (HIV-AIDS) awareness programme via an approved service provider, and shall undertake such other measures as are specified in this Contract to reduce the risk of incidences SGBV and the risk of transfer of STDs and/or the HIV virus between and among the Contractor’s Personnel and the local community, to promote early diagnosis and to assist affected individuals.

The Contractor shall throughout the contract (including the Defects Notification Period, unless otherwise agreed by the Engineer due to the demobilisation of staff): (i) conduct Information, Education and Communication (IEC) campaigns, at least every other quarter, addressed to all the Site staff and labour (including all the Contractor's employees, all Subcontractors and any other Contractor’s or Employer’s personnel) and to the immediate local communities, concerning the risks, dangers and impact, and appropriate avoidance behaviour with respect to SGBV and STD/HIV-AIDS; (ii) provide male and/or female condoms for all Site staff and labour as appropriate; and (iii) provide for STD and HIV/AIDS screening, diagnosis, counselling and referral to a dedicated national STD and HIV/AIDS programme, (unless otherwise agreed) and SGBV counselling and referral to an appropriate institution for all Site staff and labour.

The Contractor shall include in the programme to be submitted for the execution of the Works under Sub-Clause 8.3 [*Programme*] an alleviation programme for Site staff and labour and their families in respect of STDs including HIV/AIDS. The programme shall also include provision of a detailed cost estimate with supporting documentation. Payment to the Contractor for preparation and implementation this programme shall not exceed the Provisional Sum dedicated for this purpose, unless approved by the Engineer.

The Contractor shall:

(a) provide health and safety training to the Contractor’s Personnel, as appropriate, and maintain training records;

(b) actively engage the Contractor’s Personnel in promoting understanding, and methods for, implementation of health and safety requirements, as well as in providing information to Contractor’s Personnel, training on occupational safety and health, and provision of personal protective equipment without expense to the Contractor’s Personnel;

(c) put in place workplace processes for Contractor’s Personnel to report work situations that they believe are not safe or healthy, and to remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health;

(d) ensure Contractor’s Personnel who remove themselves from the work situations referenced in 6.7(c) shall not be required to return to work until necessary remedial action to correct the situation has been taken. Contractor’s Personnel shall not be retaliated against or otherwise subject to reprisal or negative action for such reporting or removal;

(e) subject to Sub-Clause 4.6 [*Co-operation*], where the Employer’s Personnel, any other contractors employed by the Employer, and/or personnel of any legally constituted public authorities are employed in carrying out, on or near the site, any work not included in the Contract, collaborate in applying the health and safety requirements, without prejudice to the responsibility of the relevant entities for the health and safety of their own personnel; and

(f) establish and implement a system for regular (not less than six-monthly) review of health and safety performance and the working environment.

Within 14 days of receiving the notice of the Commencement Date and before commencing any construction on the Site, the Contractor shall submit to the Engineer for review a health and safety manual which has been specifically prepared for the Works, the Site and other places (if any) where the Contractor intends to execute the Works. The procedures for review of the health and safety manual and its updates shall be as described in Sub-Clause 4.4.1 [*Preparation and Review*].

The health and safety manual shall be required in addition to any other similar document required under applicable health and safety regulations and Laws.

The health and safety manual shall set out all the health and safety requirements under the Contract,

(i) which shall include as a minimum:

1. the procedures to establish and maintain a safe working environment without risk to health at all workplaces, machinery, equipment and processes under the control of the Contractor, including control measures for chemical, physical and biological substances and agents,
2. details of the training to be provided, records to be kept,
3. the procedures for prevention, preparedness and response activities to be implemented in the case of an emergency event (i.e. an unanticipated incident, arising from both natural and man-made hazards, typically in the form of fire, explosions, leaks or spills, which may occur for a variety of different reasons including failure to implement operating procedures that are designed to prevent their occurrence, extreme weather or lack of early warning),
4. remedies for adverse impacts such as occupational injuries, deaths, disability and disease,
5. the measures to be taken to avoid or minimise the potential for community exposure to water-borne, water-based, water-related, and vector-borne diseases,
6. the measures to be implemented to avoid or minimise the spread of communicable diseases (including transfer of STDs, such as HIV virus) and non-communicable diseases associated with the execution of the Works, taking into consideration differentiated exposure to and higher sensitivity of vulnerable groups. This includes taking measures to avoid or minimise the transmission of communicable diseases that may be associated with the influx of temporary or permanent Contract-related labour,
7. the policies and procedures on the management and quality of accommodation and welfare facilities if such accommodation and welfare facilities are provided by the Contractor in accordance with Sub-Clause 6.6,

and

(ii) any other requirements stated in the Specification.

In addition to the reporting requirement of sub-paragraph (g) of Sub-Clause 4.21 [*Progress Reports*] the Contractor shall inform the Engineer immediately of any allegation, incident or accident on the Site, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Employer’s Personnel or Contractor’s Personnel. This includes, but is not limited to, any incident or accident causing fatality or serious injury; significant adverse effects or damage to private property; violations to indigenous legislation; cases of forced labour; or any allegation of SGBV. In the case of SGBV, while maintaining confidentiality as appropriate, the type of allegation (sexual exploitation, or sexual assault), sex and age of the person who experienced the alleged incident should be included in the information.

The Contractor, upon becoming aware of the allegation, incident or accident, shall also immediately inform the Engineer of any such incident or accident on the Subcontractors’ or suppliers’ premises relating to the Works which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Employer’s Personnel or Contractor’s, its Subcontractors’ and suppliers’ personnel. The notification shall provide sufficient detail regarding such incidents or accidents. The Contractor shall provide full details of such incidents or accidents to the Engineer within the timeframe agreed with the Engineer.

The Contractor shall require its Subcontractors and suppliers (other than Subcontractors) to immediately notify the Contractor of any incidents or accidents referred to in this Sub-clause.”

## **Sub-Clause 6.9 Contractor’s Personnel**

Delete the text of Sub-Clause 6.9 in its entirety and replace with:

“The Contractor’s Personnel shall be appropriately qualified, skilled, experienced and competent in their respective trades or occupations.

The Contractor shall have a Code of Conduct for the Contractor’s Personnel, which reflects the minimum standards detailed in the Bidding Document.

The Contractor shall ensure that each Contractor’s Personnel is provided a copy of this Code of Conduct, written in a language comprehensible to that person, and shall seek to obtain that person’s signature acknowledging receipt of the same.

The Contractor shall also ensure that the Code of Conduct is visibly displayed in multiple locations on the Site and any other place where the Works will be carried out, as well as in areas outside the Site accessible to the local community and project affected people. The posted Code of Conduct shall be provided in languages comprehensible to Contractor’s Personnel, Employer’s Personnel and the local community.

The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor’s Representative who:

(a) persists in any misconduct or lack of care;

(b) carries out duties incompetently or negligently;

(c) fails to comply with any provision of the Contract;

(d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment;

(e) based on reasonable evidence, is determined to have engaged in Prohibited Practices, as defined in Appendix A to these Particular Conditions Prohibited Practices and Other Integrity Related Matters, during the execution of the Works;

(f) has been recruited from the Employer’s Personnel in breach of Sub-Clause 6.3 [*Persons in the Service of Employer*];

(g) undertakes behaviour which breaches the Code of Conduct for Contractor’s Personnel (ESHS).

If appropriate, the Contractor shall then promptly appoint (or cause to be appointed) a suitable replacement with equivalent skills and experience. In the case of replacement of the Contractor’s Representative, Sub-Clause 4.3 [*Contractor’s Representative*] shall apply.

Notwithstanding any requirement from the Engineer to remove or cause to remove any person, the Contractor shall take immediate action as appropriate in response to any violation of (a) through (g) above. Such immediate action shall include removing (or causing to be removed) from the Site or other places where the Works are being carried out, any Contractor’s Personnel who engages in (a), (b), (c), (d), (e) or (g) above or has been recruited as stated in (f) above.”

## **Sub-Clause 6.10 Records of Contractor’s Personnel and Equipment**

Delete the text of Sub-Clause 6.10 in its entirety and replace with:

“The Contractor shall submit to the Engineer, in a form approved by the Engineer, daily record sheets showing:

(a) the names, occupations and actual working hours of the Contractor’s Personnel,

(b) the number, type and actual working hours of each piece/item of Contractor’s Equipment,

(c) the type of Temporary Works used, and

(d) a brief description of the work being undertaken by the listed resources, any stoppages or interruptions to the Works and a brief summary of the weather

for each work activity shown on the programme submitted under Sub-Clause 8.3 [*Programme*] for which a notice of non-compliance has not been given, at each work location and for each day of work. These daily record sheets shall be submitted to the Engineer the next working day after the day the records correspond to and shall be submitted from the Commencement Date until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.

Each monthly progress report submitted under Sub-Clause 4.21 [*Progress Reports*] shall include, in a form approved by the Engineer, a summary of the details specified in sub-paragraphs (a), (b) and (c) above.”

## **Additional Sub-Clauses**

Following Sub-Clause 6.11 [*Disorderly Conduct*], add the following Sub-Clauses.

## **Sub-Clause 6.12 Foreign Personnel**

The Contractor may bring into the Country any foreign personnel who are necessary for the execution of the Works to the extent allowed by the applicable Laws. The Contractor shall ensure that these personnel are provided with the required residence visas and work permits. The Employer will, if requested by the Contractor, use its best endeavours in a timely and expeditious manner to assist the Contractor in obtaining any local, state, national, or government permission required for bringing in the Contractor’s personnel.

The Contractor shall be responsible for the return of these personnel to the place where they were recruited or domiciled. In the event of the death in the Country of any of these personnel or members of their families, the Contractor shall similarly be responsible for making the appropriate arrangements for their return or burial.

## **Sub-Clause 6.13 Supply of Foodstuffs**

The Contractor shall arrange for the provision of a sufficient supply of suitable food as may be stated in the Specification at reasonable prices for the Contractor’s Personnel for the purposes of or in connection with the Contract.

## **Sub-Clause 6.14 Supply of Water**

The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of potable and other water for the use of the Contractor’s Personnel.

## **Sub-Clause 6.15 Measures against Insect and Pest Nuisance**

The Contractor shall at all times take the necessary precautions to protect the Contractor’s Personnel employed on the Site from insect and pest nuisance, and to reduce the danger to their health. The Contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide.

## **Sub-Clause 6.16 Alcoholic Liquor or Drugs**

The Contractor shall not, otherwise than in accordance with the Laws of the Country, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift, barter or disposal thereto by Contractor’s Personnel.

## **Sub-Clause 6.17 Arms and Ammunition**

The Contractor shall not give, barter, or otherwise dispose of, to any person, any arms or ammunition of any kind, or allow Contractor’s Personnel to do so.

## **Sub-Clause 6.18 Festivals and Religious Customs**

The Contractor shall respect the Country’s, and indigenous communities’, recognised festivals, days of rest and religious or other customs.

## **Sub-Clause 6.19 Funeral Arrangements**

The Contractor shall be responsible, to the extent required by local regulations, for making any funeral arrangements for any of its local employees who may die while engaged upon the Works.

## **Sub-Clause 6.20 Forced Labour**

The Contractor, including its Subcontractors and suppliers (other than Subcontractors), shall not employ or engage forced labour. Forced labour consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour-contracting arrangements.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

In this regard the Contractor shall include in contracts with subcontractors and suppliers (other than subcontractors) obligations to prevent forced labour among the staff, employees, workers and any other person employed or engaged by the Subcontractor or supplier. Subcontractors and suppliers shall be required to immediately report to the Contractor any incidents of forced labour and the Contractor shall immediately report any incidents of forced labour on the project site or in their or their subcontractors’ or suppliers’ premises to the Employer. Any incidents of forced labour shall also be included in progress reports.

## **Sub-Clause 6.21 Child Labour**

The Contractor, including its Subcontractors, shall not employ or engage a child under the age of 15 unless the national law specifies a higher age (the minimum age).

The Contractor, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.

The Contractor including its Subcontractors, shall only employ or engage children between the minimum age and the age of 18 after an appropriate risk assessment has been conducted by the Contractor with the Engineer’s consent. The Contractor shall be subject to regular monitoring by the Engineer that includes monitoring of health, working conditions and hours of work.

Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardise the health, safety, or morals of children. Such work activities prohibited for children include work:

(a) with exposure to physical, psychological or sexual abuse;

(b) underground, underwater, working at heights or in confined spaces;

(c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;

(d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or

(e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.

## **Sub-Clause 6.22 Employment Records of Workers**

The Contractor shall keep complete and accurate records of the employment of labour at the Site. The records shall include the names, ages, occupations, sex, hours worked, and wages paid to all workers. These records shall be submitted on a monthly basis to the Engineer unless otherwise prohibited by law (in which case suitably redacted submissions shall be made to the Engineer, with the full records being retained for Bank audit purposes).

## **Sub-Clause 6.23 Workers’ Organisations**

In countries where the relevant labour laws recognise workers’ rights to form and to join workers’ organisations of their choosing and to bargain collectively without interference, the Contractor shall comply with such laws. In such circumstances, the role of legally established workers’ organisations and legitimate workers’ representatives will be respected, and they will be provided with information needed for meaningful negotiation in a timely manner. Where the relevant labour laws substantially restrict workers’ organisations, the Contractor shall enable alternative means for the Contractor’s Personnel to express their grievances and protect their rights regarding working conditions and terms of employment. The Contractor shall not seek to influence or control these alternative means. The Contractor shall not discriminate or retaliate against the Contractor’s Personnel who participate, or seek to participate, in such organisations and collective bargaining or alternative mechanisms. Workers’ organisations are expected to fairly represent the workers in the workforce.

## **Sub-Clause 6.24 Non-Discrimination and Equal Opportunity**

The Contractor shall not make decisions relating to the employment or treatment of Contractor’s Personnel on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment of Contractor’s Personnel on the principle of equal opportunity and equitable and fair treatment and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices.

Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Contractor shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers, indigenous people and children (of working age in accordance with Sub-Clause 6.21 [*Child Labour*]).

## **Sub-Clause 6.25 Contractor’s Personnel Grievance Mechanism**

## 

The Contractor shall have a grievance mechanism for Contractor’s Personnel, and where relevant the workers’ organisations stated in Sub-Clause 6.23 [*Worker’s Organisations*], to raise workplace concerns. The grievance mechanism shall be proportionate to the nature, scale, risks and impacts of the Contract. The mechanism shall address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned in a language they understand, without any retribution, and shall operate in an independent and objective manner.

The Contractor’s Personnel shall be informed of the grievance mechanism at the time of engagement for the Contract, and the measures put in place to protect them against any reprisal for its use. Measures will be put in place to make the grievance mechanism easily accessible to all Contractor’s Personnel.

The grievance mechanism shall not impede access to other judicial or administrative remedies that might be available, or substitute for grievance mechanisms provided through collective agreements.

The grievance mechanism may utilise existing grievance mechanisms, providing that they are properly designed and implemented, address concerns promptly, and are readily accessible to such project workers. Existing grievance mechanisms may be supplemented as needed with Contract-specific arrangements.

## **Sub-Clause 6.26 Training of Contractor’s Personnel**

The Contractor shall provide appropriate training to relevant Contractor’s Personnel on ESHS aspects of the Contract, including appropriate sensitization on SGBV, STD-HIV/AIDS and health and safety training referred to in Sub-Clause 6.7 [*Health and Safety*].

As stated in the Specification or as instructed by the Engineer, the Contractor shall also allow appropriate opportunities for the relevant Contractor’s Personnel to be trained on ESHS aspects of the Contract by the Employer’s Personnel.

The Contractor shall provide training on SGBV, including its prevention, to any of its personnel who has a role to supervise other Contractor’s Personnel.

# **CLAUSE 7 Plant, Materials and Workmanship**

## **Sub-Clause 7.1 Manner of Execution**

In the first paragraph, delete:

“The Contractor shall carry out the manufacture of Plant, the production and manufacture of Materials, and all other execution of the Works:”

and insert:

“The Contractor shall carry out the manufacture, supply, installation, testing, commissioning and repair of Plant, the production, manufacture, supply and testing of Materials, and all other operations and activities during the execution of the Works:”

## **Sub-Clause 7.3 Inspection**

In the first paragraph after “Employer’s Personnel”, insert:

“(including the Bank staff or consultants acting on the Bank’s behalf,)”

## **Sub-Clause 7.4 Testing**

At the beginning of paragraph 2, delete “The” and insert:

“Except as otherwise specified in the Contract, the”

## **Sub-Clause 7.6 Remedial Work**

In the first line of paragraph 1, after “previous”, insert:

“inspection, measurement, no-objection, approval (including deemed approval), examination,”

At the beginning of sub-paragraph (a), before “remove”, insert:

“repair, remedy or”

At the beginning of sub-paragraph (b), before “remove”, insert:

“repair, remedy or”

# **CLAUSE 8 Commencement, Delays and Suspension**

## **Sub-Clause 8.1 Commencement of Works**

In the first line of the first paragraph, delete “7” and insert “14”.

After the first paragraph, insert:

“If the Contractor does not receive the notice of the Commencement Date within 84 days from receipt of the Letter of Acceptance, the Contractor shall be entitled to terminate the Contract under Sub-Clause 16.2(f) [*Termination by Contractor*] of the Conditions of Contract.”

At the beginning of the second paragraph of the General Conditions, delete “The” and insert:

“Subject to compliance with Sub-Clause 4.1 [*Contractor’s General Obligations*] regarding the C-ESHSMP and Sub-Clause 6.7 [*Health and Safety*] regarding the health and safety manual, the”

## **Sub-Clause 8.3 Programme**

At the end of sub-paragraph (c), delete “and”.

After sub-paragraph (c), insert:

“(d) all activities required to execute and complete the Works, to a level of detail sufficient to identify the different key elements and/or components of each activity, and including logic links, the earliest and latest start and finish times for each activity, the float (if any) and the critical path(s), and”

Re-designate sub-paragraph “(d)” of the General Conditions as “(e)”.

## **Sub-Clause 8.5 Delays Caused by Authorities**

In sub-paragraph (a), after the words “public authorities”, insert:

“or private utility entities”

In sub-paragraph (b), after the word “authorities”, insert:

“or entities”

## **Sub-Clause 8.7 Delay Damages**

Delete the second paragraph and replace with:

“These delay damages shall be the only damages due from the Contractor for such default, other than:

(a) subject to Sub-Clause 2.5 [*Employer’s Claims*], payment of all costs plus profit (where applicable) incurred by the Employer and the Employer’s Personnel in carrying out their duties, obligations and responsibilities under the Contract, between the time that the maximum amount of delay damages due has been reached and the date stated in the Taking Over Certificate, and/or

(b) in the event of termination under Sub-Clause 15.2 [*Termination by Employer*] prior to completion of the Works.

These damages shall not relieve the Contractor from his obligation to complete the Works, or from any other duties, obligations or responsibilities which he may have under the Contract.”

## **Sub-Clause 8.12 Resumption of Work**

At the beginning of the second sentence, delete “The”, and insert

“Following this joint examination, the Engineer may issue an instruction under Sub-Clause 3.3 [*Instructions of the Engineer*] and/or instruct a Variation under Clause 13 [*Variations and Adjustments*], and the”

# **CLAUSE 9 Tests on Completion**

## **Sub-Clause 9.1 Contractor’s Obligations**

In the first paragraph, delete

“after providing the documents in accordance with sub-paragraph (d) of Sub-Clause 4.1 [*Contractor’s General Obligations*]”

and insert:

“after submitting the documents under Sub-Clause 4.4.2 [*As-Built Records*] (if applicable) and Sub-Clause 4.4.3 [*Operation and Maintenance Manuals*] (if applicable).”

After the second paragraph, insert:

“As soon as the Works or a Section have, in the Contractor’s opinion, passed the Tests on Completion, the Contractor shall submit a certified report of the results of these tests to the Engineer. The Engineer shall review the report and may give notice to the Contractor stating the extent to which the results of the tests do not comply with the Contract. If the Engineer does not give such notice within 14 days after receiving the results of the tests, the Engineer shall be deemed to have given a notice of no-objection.”

Delete the last sentence of the last paragraph.

## **Sub-Clause 9.2 Delayed Tests**

In the last line of the second paragraph, after “Engineer”, insert

“of not less than 7 days”

**Sub-Clause 9.4 Failure to Pass Tests on Completion**

In sub-paragraph (a), delete “order” and replace with “instruct”.

# **CLAUSE 10 Employer’s Taking Over**

## **Sub-Clause 10.1 Taking Over of the Works and Sections**

In the first paragraph, delete “and (ii)” and insert

“(ii) if applicable, the Engineer has given (or is deemed to have given) notice under sub-paragraph (i) of Sub-Clause 4.4.1 [*Preparation and Review*] stating that the Engineer has no objection to the as-built records submitted under Sub-Clause 4.4.2 [*As-Built Records*] and the operation and maintenance manuals submitted under Sub-Clause 4.4.3 [*Operation and Maintenance Manuals*], and the Contractor has carried out the training as described in Sub-Clause 4.5 [*Training*], and (iii)”

Re-designate sub-paragraph “(ii)” of the General Conditions as “(iii)”.

In the last paragraph, after “Contract”, insert

“and the matters described in sub-paragraph (ii) above have been fulfilled (where applicable)”

In the fourth line of the last paragraph, after “Certificate”, insert

“for the Works or Section”

In the last paragraph, delete “last day of that period” and insert

“fourteenth day after the Engineer received the Contractor’s notice of application for a Taking-Over Certificate”

## **Sub-Clause 10.3 Interference with Tests on Completion**

In the first paragraph, after “14 days” insert:

“(either a continuous period or multiple periods which total more than 14 days)”.

In the first paragraph, after “responsible,” insert:

“the Contractor shall give notice to the Engineer describing the prevention and”

# **CLAUSE 11 Defects Liability**

**Sub-Clause 11.2 Cost of Remedying Defects**

At the end of sub-paragraph (b), delete “or”.

After sub-paragraph (b) insert a new sub-paragraph (c), as follows

“(c) improper operation or maintenance which was attributable to matters for which the Contractor is responsible (under Sub-Clause 4.4.2 [*As-Built Records*], Sub-Clause 4.4.3 [*Operation and Maintenance Manuals*] and/or Sub-Clause 4.5 [*Training*] (where applicable) or otherwise), or”

Re-designate sub-paragraph “(c)” of the General Conditions as “(d)”.

## **Sub-Clause 11.3 Extension of Defects Notification Period**

In the first paragraph, after “damage”, insert:

“attributable to the Contractor under any of the causes described in sub-paragraphs (a) to (d) of Sub-Clause 11.2 [*Cost of Remedying Defects*]”

## **Sub-Clause 11.9 Performance Certificate**

After the second paragraph, insert a new paragraph, as follows:

“If the Engineer fails to issue the Performance Certificate within this period of 28 days and the Contractor has completed his obligations under the Contract, the Performance Certificate shall be deemed to have been issued on the last day of that period.”

## **Sub-Clause 11.11 Clearance of Site**

In the second paragraph delete “the Employer receives a copy” and replace with “receipt by the Contractor”.

# **CLAUSE 12 Measurement and Evaluation**

**Sub-Clause 12.1 Works to be Measured**

At the end of the first paragraph, add:

“The Contractor shall show in each application under Sub-Clauses 14.3 [*Application for Interim Payment Certificates*], 14.10 [*Statement on Completion*] and 14.11 [*Application for Final Payment Certificate*] the quantities and other particulars detailing the amounts which he considers he is entitled to under the Contract.”

After the third paragraph, insert the following paragraph

“Except in the event that the Contractor’s Representative fails to attend or send another qualified representative, if the Engineer and the Contractor are unable to agree the measurement of any part(s) of the Works, the Engineer shall, for the purposes of Interim Payment Certificates, assess and establish a provisional measurement for such part(s) of the Works.”

In the second sentence of the last paragraph, after “vary them”, insert

“and certify the payment of the undisputed part”.

**Sub-Clause 12.2 Method of Measurement**

Delete the text of Sub-Clause 12.2 and replace with:

“The method of measurement shall be in accordance with the Bill of Quantities or other applicable Schedules and shall be stated in the Appendix to Bid.

Except as otherwise stated in the Contract, measurement shall be made of the net actual quantity of each item of the Permanent Works and no allowance shall be made for bulking, shrinkage or waste.”

**Sub-Clause 12.3 Evaluation**

Delete the text of Sub-Clause 12.3 and replace with:

“Except as otherwise stated in the Contract, the Engineer shall evaluate each item of work by applying the measurement agreed or provisionally assessed (for the purposes of Interim Payment Certificates) in accordance with the above Sub-Clauses 12.1 [*Works to be Measured*] and 12.2 [*Method of Measurement*] and the appropriate rate or price for the item.

For each item of work, the appropriate rate or price for the item shall be the rate or price specified for such item in the Bill of Quantities or other Schedules. If there is no such item of work included in the Bill of Quantities or other Schedules and such item of work is not included in or under another item of work in the Bill of Quantities or other Schedules but is shown on a drawing(s) and/or included/referred to in the Specification, the appropriate rate or price shall be derived from the rate or price specified for work of a similar character and executed under similar conditions as any item in the Contract, with reasonable adjustments to take account of the matters described in sub-paragraphs (a) and/or (b) (below), as applicable.

Any item of work for which the valuation cannot finally be agreed between the Engineer and the Contractor shall be agreed or determined in accordance with Sub-Clause 3.5 [*Determinations*].

Any item of work included in the Bill of Quantities or other Schedules for which no rate or price is specified shall be deemed to be included in other rates and prices in the Bill of Quantities or other Schedules and will not be paid for separately.

A new rate or price shall be appropriate for an item of work:

(a) included in the Bill of Quantities or other Schedules if:

(i) the measured quantity of the item is changed by more than 10% from the quantity of this item in the Bill of Quantities or other Schedule,

(ii) this change in quantity multiplied by the rate specified in the Bill of Quantities or other Schedules for this item exceeds 0.01% of the Accepted Contract Amount, and

(iii) this item is not specified in the Bill of Quantities or other Schedules as a “fixed rate item”, “fixed charge” or similar term where such term(s) refers to an item in the Bill of Quantities or other Schedules relating to the Contractor’s method of executing the Works and which is not subject to adjustment for changes in time and/or quantity;

or

(b) instructed under Clause 13 [*Variations and Adjustments*] if:

(i) no rate or price is specified in the Bill of Quantities or other Schedules for this item and the rate or price has not been included in and approved under a Sub-Clause 13.2 [*Value Engineering*] or 13.3 [*Variation Procedure*] submission that is instructed under Clause 13, and

(ii) no rate or price specified in the Bill of Quantities or other Schedules is appropriate because the item of work is not of a similar character and is not executed under similar conditions as any item in the Contract.

Each new rate or price shall be derived from any relevant rates or prices specified in the Bill of Quantities or other Schedules, with reasonable adjustments to take account of the matters described in sub-paragraph (a) and/or (b), as applicable. If no rates or prices are relevant for the derivation of a new rate or price, it shall be derived from the reasonable Cost of executing the work, together with reasonable profit, taking account of any other relevant matters.

Until such time as a new rate or price is agreed between the Engineer and the Contractor or is agreed or determined in accordance with Sub-Clause 3.5 [*Determinations*], the Engineer shall establish a provisional rate or price for the purposes of Interim Payment Certificates as soon as the Contractor has commenced execution of the item of work requiring a new rate or price.”

# **CLAUSE 13 Variations and Adjustments**

## **Sub-Clause 13.1 Right to Vary**

Delete the text of sub-paragraph (d) and replace with:

“the omission of any work, unless it is to be carried out by the Employer or others without the prior agreement of the Parties.”

**Sub-Clause 13.2 Value Engineering**

In sub-paragraph (b), delete “(d)” and replace with “(h)”.

**Sub-Clause 13.3 Variation Procedure**

In sub-paragraph (a), after “performed”, insert:

“, including a supporting report detailing the methods that the Contractor will adopt in the execution of the Variation and an estimate of the resources (such as Contractor’s Personnel, Contractor’s Equipment and Temporary Works),”

## **Sub-Clause 13.5 Provisional Sums**

In sub-paragraph (b), delete “Clause 5” and insert:

“Sub-Clause 5.3”

## **Sub-Clause 13.7 Adjustments for Changes in Legislation**

After paragraph 3, insert the following paragraphs:

“Notwithstanding the foregoing, the Contractor shall not be entitled to an extension of the Time for Completion for any part of the relevant delay that has already been taken into account in the agreement or determination of a previous extension of time and/or is deemed to be concurrent with a previously agreed or determined extension of time, and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause 13.8 [*Adjustments for Changes in Cost*] and/or if such Cost, or a relevant portion of such Cost, has been or is deemed to have been accounted for in a previous agreement or determination.

If there is a decrease in Cost as a result of these changes in the Laws or in such interpretations, made after the Base Date, the Employer shall be entitled subject to Sub-Clause 2.5 [*Employer’s Claims*] to a reduction in the Contract Price.”

# **CLAUSE 14 Contract Price and Payment**

## **Sub-Clause 14.4 Schedule of Payments**

In sub-paragraph (c), after the words “found to be less” add:

“or more”

In sub-paragraph (c), after the words “progress is less” add:

“or more”

## **Sub-Clause 14.6 Issue of Interim Payment Certificates**

At the end of the last sentence of the first paragraph, after “particulars” add:

“, and shall include any amounts due to or from the Contractor in accordance with a decision by the DAB made under Sub-Clause 20.4 [*Obtaining Dispute Adjudication Board’s Decision*]”

At the end of sub-paragraph (b), add:

“Failure to perform includes, but is not limited to the following:

(i) failure to comply with any ESHS obligations which may include but is not limited to: working outside site boundaries, excessive dust, damage to offsite vegetation, pollution of water courses from oils or sedimentation, contamination of land (e.g. from oils, human waste), damage to archaeology or cultural heritage features, air pollution as a result of unauthorised and/or inefficient combustion, use of underage workers, etc;

(ii) failure to regularly review C-ESHSMP and/or update it in a timely manner to address emerging ESHS issues, or anticipated risks or impacts;

(iii) failure to implement the C-ESHSMP e.g. failure to provide required training or sensitisation;

(iv) failure to have appropriate consents/permits prior to undertaking Works or related activities;

(v) failure to submit ESHS report(s) (as described in Appendix B to these Particular Conditions), or failure to submit such report(s) in a timely manner;

(vi) failure to implement remediation as instructed by the Engineer within the specified timeframe (e.g. remediation addressing non-compliance(s)).”

## **Sub-Clause 14.7 Payment**

At the end of sub-paragraph (b) after “supporting documents”, insert:

“, including any amounts due in accordance with a decision by the DAB which have been included in the Interim Payment Certificate”

## **Sub-Clause 14.10 Statement at Completion**

At the end of sub-paragraph (c), after the words “Statement at completion”, insert:

“and may include the contract value of work to be executed, claims for which a notice has been issued under Sub-Clause 20.1 [*Contractor’s Claims*] and potential claims, Disputes referred to the DAB for which a decision is pending and Disputes to be referred to the DAB.”

## **Sub-Clause 14.11 Application for Final Payment Certificate**

At the end of sub-paragraph (b), after the words “Contract or otherwise”, insert:

“, which may include claims for which a notice has been issued under Sub-Clause 20.1 [*Contractor’s Claims*], Disputes referred to the DAB for which a decision is pending and Disputes to be referred to the DAB.”

## **Sub-Clause 14.13 Issue of Final Payment Certificate**

In the last paragraph, after the word “and”, insert:

“/or has not submitted the written discharge required under”

In the last paragraph, after the word “application”, insert:

“and/or the written discharge”

In the last line of the last paragraph, after the word “due”, insert:

“and, in the event that a compliant written discharge has not been submitted, such amount shall be deemed to be the full and final settlement of all monies due to the Contractor under or in connection with the Contract, and the written discharge shall be deemed to have become effective on the date the Contractor has received the Performance Security and the balance (if any) due from the Employer.”

# **CLAUSE 15 Termination by Employer**

## **Sub-Clause 15.2 Termination by Employer**

After “[*Performance Security*] in sub-paragraph (a), delete “or” and insert:

“,”

After “[*Notice to Correct*],” in sub-paragraph (a), insert:

“a Sub-Clause 3.5 [*Determinations*] agreement or binding determination within the time or times set out in the agreement or determination (or, if no time was stated, within a reasonable time) or a binding or final and binding decision of the DAB issued under Sub-Clause 20.4 [*Obtaining Dispute Adjudication Board’s Decision*] within the time or times set out in the decision (or, if no time was stated, within a reasonable time),”

In sub-paragraph (c)(i), after “Works”, insert:

“with due expedition and without delay”

In sub-paragraph (d), after “Works”, insert:

“, subcontracts Works (including subcontract(s) for part or parts of the Works and for suppliers of Plant, Materials and Services) with a total accumulated value greater than that referred to in the first paragraph of these Particular Conditions of Contract Sub-Clause 5.1 [*Subcontracting*]”

In sub-paragraph (e), delete “or”

After sub-paragraph (f), insert:

“(g) fails to comply with the requirements of Sub-Clause 1.16 [*Prohibited Practices and Other Integrity Related Matters*], or

(h) fails to comply with Sub-Clause 8.2 [*Time for Completion*] such as to entitle the Employer to the maximum amount of delay damages stated in the Appendix to Bid (if no maximum amount is stated, this sub-paragraph shall not apply)”

In the second paragraph, after “Site”, insert:

“, in which case the termination date shall be the date 14 days after the Contractor receives the notice”

In the second paragraph, after “immediately”, insert:

“and the termination date shall be the date on which the Contractor receives the notice”

At the beginning of the last paragraph, delete “The” and insert:

“After completion of the Works, the”

In the second sentence of the last paragraph, after “shall” insert

“then”

## **Sub-Clause 15.3 Valuation at Date of Termination**

Delete “a notice of” and “has taken effect” and, after “termination”, insert:

“of the Contract”

## **Sub-Clause 15.4 Payment after Termination**

Delete “a notice of” and “has taken effect” and, after “termination”, insert:

“of the Contract”

In the first line of sub-paragraph (b), delete “further” and, after “costs”, insert:

“, losses and damages (if any)”

and after “Employer”, insert:

“in completing the Works and/or in having the Works completed by other entities”

In sub-paragraph (c), after “Contractor any”, insert:

“costs,”

and after “completing the Works”, insert:

“and/or in having the Works completed by other entities”

## **Sub-Clause 15.5 Employer’s Entitlement to Termination**

At the end of the first paragraph, after “contractor”, insert:

“or to avoid termination of the contract by the Contractor under Sub-Clause 16.2 [*Termination by Contractor*]”

At the end of the second paragraph, delete “19.6 [*Optional Termination, Payment and Release*]” and replace with:

“16.4 [*Payment on Termination*]”

# **CLAUSE 16 Suspension and Termination by Contractor**

## **Sub-Clause 16.2 Termination by Contractor**

After "Contract” in sub-paragraph (d), insert:

“and such failure constitutes a material breach”

In sub-paragraph (e), delete “fails to comply with Sub-Clause 1.6 [*Contract Agreement*] or Sub-Clause 1.7 [*Assignment*]”, and insert:

“(i) assigns the whole or any part(s) of the Contract without agreement required under Sub-Clause 1.7 [*Assignment*],

(ii) fails to comply with a Sub-Clause 3.5 [*Determinations*] agreement or binding determination within the time or times set out in the agreement or determination or, if no time is stated, within a reasonable time, or

(iii) fails to comply with a binding or final and binding decision of the DAB issued under Sub-Clause 20.4 [*Obtaining Dispute Adjudication Board’s decision*] within the time or times set out in the decision or, if no time is stated, within a reasonable time.”

At the beginning of sub-paragraph (f), insert

“the Contractor does not receive the notice of the Commencement Date within the time stated in Sub-Clause 8.1 [*Commencement of Works*], or”

In the first sentence of the second paragraph, after “Contract”, insert

“in which case the termination date shall be the date 14 days after the Employer receives the notice”

In the second paragraph, after “immediately”, insert

“and the termination date shall be the date on which the Employer receives the notice”

## **Sub-Clause 16.4 Payment on Termination**

In the first paragraph, delete “a notice of”, and “has taken effect”.

# **CLAUSE 17 Risk and Responsibility**

## **Sub-Clause 17.3 Employer’s Risks**

In sub-paragraph (b), after “terrorism,”, insert:

“sabotage by persons other than the Contractor’s Personnel,”

In sub-paragraph (c), delete:

“and other employees of the Contractor and Subcontractors”

## **Sub-Clause 17.5 Intellectual and Industrial Property Rights**

In the third paragraph, after “claim”, insert:

“(including legal fees and expenses)”

In sub-paragraph (a), after “Contract”, insert:

“and/or Variation”

In the fourth paragraph, after “claim”, insert:

“(including legal fees and expenses)”

In the final paragraph, after “failed to”, insert:

“promptly”

## **Sub-Clause 17.6 Limitation of Liability**

In the first paragraph, after “under”, insert:

“Sub-Clause 15.4 [*Payment after Termination*],”

In the second paragraph, delete:

“stated in the Particular Conditions or (if a sum is not so stated) the Accepted Contract Amount.”,

and replace with:

“resulting from the application of a multiplier (less than or greater than one) to the Accepted Contract Amount, as stated in the Appendix to Bid, or (if no such multiplier is stated), the Accepted Contract Amount”

# **CLAUSE 18 Insurance**

## **Sub-Clause 18.4 Insurance for Contractor’s Personnel**

In the second paragraph, delete “Engineer” and insert “Employer’s Personnel” and, after “of insurance”, insert:

“against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor’s Personnel,”

# **CLAUSE 19 Exceptional Events**

Delete the title of “Force Majeure” of this Clause 19 and replace with “Exceptional Events”.

## **Sub-Clause 19.1 Meaning of Exceptional Event**

Delete the Sub-Clause heading “Definition of Force Majeure” and replace with: “Meaning of Exceptional Event”

In sub-paragraph (ii), after “terrorism,” insert:

“sabotage by persons other than the Contractor’s Personnel,”

In sub-paragraph (iii), delete:

“and other employees of the Contractor and Subcontractors”

## **Sub-Clause 19.2 Notice of an Exceptional Event**

Delete the Sub-Clause heading “Notice of Force Majeure” and replace with: “Notice of an Exceptional Event”

At the end of the first paragraph, add:

“If the affected Party fails to give notice within this period of 14 days, it shall only be excused performance of the prevented obligations from the date on which the other Party receives the notice. If notice is not given, the affected Party shall not be excused performance of the prevented obligations.”

In the second paragraph, after “obligations”, insert:

“affected by the Exceptional Event from the date such performance was affected and”

At the end of the second paragraph, add:

“The affected Party shall continue to perform all of its other obligations under the Contract not affected by the Exceptional Event.”

## **Sub-Clause 19.3 Duty to Minimise Delay**

Delete the second paragraph and replace with:

“A Party shall give notice to the other Party within 7 days of it ceasing to be affected by the Exceptional Event, stating the date on which it ceased to be affected. If the Party affected by the Exceptional Event fails to give such notice within this period of 7 days, the other Party may give notice to the affected Party stating that it considers the Exceptional Event to be over (and stating the date on which it considers the Exceptional Event was over) and that the affected Party is no longer prevented from performance of its affected obligations by the Exceptional Event (either from the stated date or such other date that the other Party considers the affected Party was no longer prevented from performing its affected obligations).

## **Sub-Clause 19.4 Consequences of an Exceptional Event**

Delete the Sub-Clause heading “Consequences of Force Majeure” and replace with “Consequences of an Exceptional Event”.

## **Sub-Clause 19.5 Exceptional Event Affecting Subcontractor**

Delete the Sub-Clause heading “Force Majeure Affecting Subcontractor” and replace with “Exceptional Event Affecting Subcontractor”.

## **Sub-Clause 19.6 Optional Termination, Payment and Release**

In the first paragraph, delete “is given” and insert:

“has been received by the other Party”

# **CLAUSE 20 Claims, Disputes and Arbitration**

## **Sub-Clause 20.1 Contractor’s Claims**

In the first paragraph, at the end of the first sentence, after “claim”, add

“and shall state that it is a notice given under this Sub-Clause”

In the first paragraph, after the first sentence, insert:

“The notice shall also clearly state, in the event of a claim under a Clause or Clauses of these Conditions, under which Clause(s) of the Conditions of Contract the Contractor intends to claim.”

In the second paragraph, after “28 days”, insert:

“and/or the Contractor fails to state that it is a notice given under this Sub-Clause and/or under which Clause(s) of the Conditions of Contract the Contractor intends to claim”

In the fifth paragraph, after the first sentence, insert:

“The fully detailed claim shall also include a statement of the contractual and/or other legal basis of the claim, clearly identifying under which Clause(s) of the Conditions of Contract the Contractor is claiming. If the Clause(s) of the Conditions of Contract under which the Contractor is claiming was/were not stated in the relevant corresponding claim notice, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Employer shall be discharged from all liability in connection with the claim.”

## **Sub-Clause 20.2 Appointment of the Dispute Adjudication Board**

In the third paragraph, delete the second sentence and replace with:

“Following the Parties’ approval of each other’s member, these first two members shall recommend and the Parties shall agree upon the third member, who shall be appointed to act as chairman.”

## **Sub-Clause 20.3 Failure to Agree Dispute Adjudication Board**

In sub-paragraph (b), after “Party)”, insert:

“or fails to approve (without good reason) a member nominated by the other Party”

After “This appointment shall be final and conclusive”, insert:

“and the corresponding subsequent DAA shall be deemed to take effect 14 days after the DAA has been signed by this member of the DAB (or the sole member, as applicable), by one Party and received by the other Party, notwithstanding the failure of the other Party to sign the DAA.”

## **Sub-Clause 20.4 Obtaining Dispute Adjudication Board’s Decision**

Following the fourth paragraph, insert:

“If the decision of the DAB requires a payment by one Party to the other Party, the DAB may require the payee to provide an appropriate security in respect of such payment.”

In the fifth paragraph of the General Conditions, delete both references to “28” and replace with “56”.

In the final paragraph, delete “28” and replace with “56”.

## **Sub-Clause 20.6 Arbitration**

In the first paragraph, delete “international”.

In the first paragraph, after “Parties:”, insert:

“(a) if the Contract is with domestic contractors, arbitration with proceedings shall be conducted in accordance with the laws of the Employer’s country;

(b) if the Contract is with foreign contractors and unless specified otherwise in the Appendix to Bid:”

Renumber sub-paragraphs “(a)”, “(b)” and “(c)” of the General Conditions as:

“(i)”, “(ii)” and “(iii)” respectively, where (i), (ii) and (iii) shall be read as sub-paragraphs to the above Particular Condition sub-paragraph (b).

## **Sub-Clause 20.7 Failure to Comply with Dispute Adjudication Board’s Decision**

Delete the text of Sub-Clause 20.7 and replace with:

“In the event that a Party fails to comply with any decision of the DAB, whether binding or final and binding, then the other Party may, without prejudice to any other rights it may have, refer the failure itself to arbitration under Sub-Clause 20.6 [*Arbitration*] for summary or other expedited relief, as may be appropriate. Sub-Clause 20.4 [*Obtaining Dispute Adjudication Board’s Decision*] and Sub-Clause 20.5 [*Amicable Settlement*] shall not apply to this reference.”

**Appendix A - Prohibited Practices and Other Integrity Related Matters**

***[Note to the Employer: Text in Particular Conditions, Appendix A 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, 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:

(a) defines, for the purposes of this provision, Prohibited Practices as follows:

(i) “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 Proposer:

(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 the Recipient: 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 the Recipient: 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;

(c) 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;

(d) 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;

(e) may maintain on its website or other publicly accessible platforms a list of Firms and individuals sanctioned by CDB; and

(f) requires that Bidders, Proposers, Firms, Suppliers, service providers, Contractors, sub-contractors, Consultants, sub-consultants, suppliers, 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: (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.

**Appendix B - Environmental, Social, Health and Safety (ESHS) Metrics for Progress Reports**

***[Note to the Employer: The following metrics may be amended to reflect the specifics of the Contract. The metrics that are required should be determined by the ESHS risks and impacts of the Works and not necessarily by the size of the Contract]***

*Metrics for Regular Reporting:*

1. *Environmental incidents and/or non-compliances with contract requirements, including contamination, pollution or damage to ground or water supplies how they have been addressed, what is outstanding and lessons learned.*
2. *Health and safety incidents; near misses; accidents; injuries that require medical treatment and all fatalities, first aid cases, lost time incidents etc., including location, date, time and remedial and preventive activities required.*
3. *Interactions with regulators: identify agency, dates, subjects, outcomes including follow-up activities.*
4. *Status of all Permits and Agreements:*

1. work permits: number required for each skill set, number received, actions taken for those not received;
2. status of permits and consents:

1. list areas/facilities with permits required (e.g. quarries, asphalt & batch plants), dates of application, dates issued (actions to follow up if not issued), dates submitted to Engineer (or equivalent), status of area (waiting for permits, working, abandoned without reclamation, decommissioning plan being implemented, etc.);
2. list areas with landowner agreements required (e.g. borrow and spoil areas, camp sites), dates of agreements, dates submitted to resident engineer (or equivalent);
3. identify major activities undertaken in each area in the reporting period and highlights of environmental and social protection (land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation); and
4. for quarries: status of relocation and compensation (completed, or details of activities and current status in the reporting period).
5. *Health and Safety Supervision:*

1. safety officer: number days worked, number of inspections, reports to construction/project management; and
2. number of workers, work hours, metric of personal protection equipment (PPE) use (percentage of workers with full PPE, partial, etc.), worker violations observed (by type of violation, PPE or otherwise), warnings given, repeat warnings given, follow-up actions taken (if any);
3. *Worker Accommodations:*
4. number of expats*,* and nationals housed in accommodations;
5. date of last inspection of accommodations by relevant authority, and highlights of inspection including status of accommodations’ compliance with national and local law and good practice, including sanitation, space, etc.;

1. actions taken to accommodate male and female workers, e.g. separate sanitary, changing and sleeping facilities to ensure privacy and security; and
2. actions taken to recommend/require improved conditions, or to improve conditions.
3. *Health services: provider of health services, information and/or training, location of clinic, number of non-safety disease or illness treatments and diagnoses (no names to be provided).*
4. *Number of workers, indication of nationality status i.e. expatriate or national, skill level (unskilled or skilled,) and number of youth (15-35 years) all disaggregated by sex.*
5. *Training:*
6. number of new workers, number receiving induction training, dates of induction training;
7. number and dates of toolbox talks, number of workers receiving Occupational Health and Safety (OHS), environmental and social training; dates of training and topics;
8. number and dates of communicable diseases (including STDs, HIV/AIDS) sensitization and/or training, number of workers receiving training (in the reporting period and in the past);
9. flag person training;
10. number and dates of Sexual and Gender-based Violence (SGBV)[[7]](#footnote-7) prevention sensitisation and/or training events, including number of workers receiving training on Code of Conduct for Contractor’s Personnel (in the reporting period and in the past), etc.; and
11. number and dates of community training events, including number of community members receiving training on Code of Conduct for Contractor’s Personnel (in the reporting period and in the past), etc.
12. *Environmental and Social Supervision:*
13. environmental specialist: days worked, areas inspected and number of inspections of each (road section, work camp, accommodations, quarries, borrow areas, spoil areas, swamps, forest crossings, etc.), highlights of activities/findings (including violations of environmental and/or social best practices, actions taken);
14. social and gender specialist: days worked, areas inspected and number of inspections of each (road section, work camp, accommodations, quarries, borrow areas, spoil areas, HIV/AIDS, SGBV and code of conduct awareness sessions, community centres, etc.), highlights of activities (including violations of environmental and/or social requirements or code of conduct observed, actions taken); and
15. community liaison specialist: days worked, number of persons engaged (disaggregated by sex), type of stakeholder groups engaged; main issues arising by group (for example men, women, elderly, youth and disabled).
16. *Grievances: list new grievances received in the reporting period and number of unresolved past grievances by date received, complainant’s age and sex (where available), how received, to whom referred to for action, resolution and date (if completed), date resolution reported to complainant, any required follow-up (cross-reference other sections as needed):*
17. worker grievances; and
18. community grievances

(aa) Specify type of grievances which could include worker violations of code of conduct (by type of violation), warnings given, repeat warnings given, follow-up actions (if any);

1. *Traffic, Road Safety and Vehicles/Equipment:*
2. traffic and road safety incidents and accidents involving project vehicles and equipment: provide date, location, damage, cause, follow-up;
3. traffic and road safety incidents and accidents involving non-project vehicles or property (also reported under immediate metrics): provide date, location, damage, cause, follow-up; and
4. overall condition of vehicles/equipment (subjective judgment by environmental specialist); non-routine repairs and maintenance needed to improve safety and/or environmental performance (to control smoke, etc.).
5. *Environmental Mitigations and Issues (what has been done):*
6. dust: number of working bowsers, number of waterings/day, number of complaints, warnings given by environmental specialist, actions taken to resolve; highlights of quarry dust control (covers, sprays, operational status); % of rock/ spoil lorries with covers, actions taken for uncovered vehicles;
7. erosion control: controls implemented by location, status of water crossings, environment specialist inspections and results, actions taken to resolve issues, emergency repairs needed to control erosion/sedimentation;
8. quarries, borrow areas, spoil areas, asphalt plants, batch plants: identify major activities undertaken in the reporting period at each, and highlights of environmental and social protection: land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation;
9. blasting: number of blasts (and locations), status of implementation of blasting plan (including notices, evacuations, etc.), incidents of off-site damage or complaints (cross-reference other sections as needed);
10. spill clean-ups, if any: material spilled, location, amount, actions taken, material disposal (report all spills that result in water or soil contamination;
11. waste management: types and quantities generated and managed, including amount taken offsite (and by whom) or reused/recycled/disposed on-site;
12. details of tree plantings and other mitigations required undertaken in the reporting period;
13. details of water and swamp protection mitigations required undertaken in the reporting period; and
14. Monitoring results for the following indicators: effluents, waste production, atmospheric emissions, etc.
15. *Compliance:*
16. compliance status for conditions of all relevant consents/permits, for the Work, including quarries, etc.): statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance;
17. compliance status of C-ESHSMP requirements: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance;
18. compliance status of SGBV prevention and response action plan: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance;
19. compliance status of Health and Safety Management Plan regarding: statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance; and
20. other unresolved issues from previous reporting periods related to ESHS issues. Cross-reference other sections as needed.

**Section X. Annex to the** **Particular Conditions - Contract Forms**

**Table of Forms**

Notification of Intention to Award 215

Letter of Acceptance/Notification of Award 220

Contract Agreement 221

Performance Security 223

Advance Payment Security 226

Retention Money Security 228

# **Notification of Intention to Award**

**[*This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid unless the Bidder has previously received notice of exclusion from the process at an interim stage of the procurement process.*]**

**[*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**

**Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert the name of the Employer]***

**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 Bidder]*** |
| **Total Combined Score:** | ***[insert the total combined score of the successful Bidder]*** |

1. **Other Bidders *[INSTRUCTIONS: Insert names of all Bidders that submitted a Bid, Bid price as read out and evaluated, technical and combined scores]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Bidder** |  | **Technical Score** | **Bid Price** | **Evaluated**  **Bid Cost** | **Combined Score** |
| ***[insert name]*** |  | ***[insert Technical score]*** | ***[insert***  ***Bid price]*** | ***[insert evaluated Bid cost]*** | ***[insert combined score]*** |
| ***[insert name]*** |  | ***[insert Technical score]*** | ***[insert***  ***Bid price]*** | ***[insert evaluated Bid cost]*** | ***[insert combined score]*** |
| ***[insert name]*** |  | ***[insert Technical score]*** | ***[insert***  ***Bid price]*** | ***[insert evaluated Bid cost]*** | ***[insert combined score]*** |
| ***[insert name]*** |  | ***[insert Technical score]*** | ***[insert***  ***Bid price]*** | ***[insert evaluated Bid cost]*** | ***[insert combined score]*** |
| ***[insert name]*** |  | ***[insert Technical score]*** | ***[insert***  ***Bid price]*** | ***[insert evaluated Bid cost]*** | ***[insert combined score]*** |

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.]*** |

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 Employer]***  **Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[insert email address]***  **Fax number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[insert fax number]*** (***delete if not used)***  If your request for a debriefing is received within the 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 Employer]***  **Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[insert email address]***  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.      1. You must submit the complaint within the period stated above. 2. 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 Employer:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Title/position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

# **Letter of Acceptance/Notification of Award**

***[Letterhead of the Employer]***

***[Date]***

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name and Address of the Contractor]***

This is to notify you that your Bid dated *[date]* for the execution and completion of Works and remedying of defects therein of the ***[name of the Contract and identification number]*** for the Accepted Contract Amount of the equivalent of ***[amount in numbers and words]******[name of currency]***, as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted by our Agency.

In accordance with Sub-Clause 4.2 of the Conditions of Contract, you are requested to deliver the Performance Security to the Employer within 28 days after receiving this Letter of Acceptance, using for that purpose one of the Performance Security Form*s* included in Section X, Annex to the Particular Conditions - Contract Forms, of the Bidding Document or in another form approved by the Employer.

Authorised Signature:

Name and Title of Signatory:

Name of Agency:

**Attachment:** Contract Agreement

# **Contract Agreement**

THIS AGREEMENT made the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_, between of (hereinafter “the Employer”), of the one part, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “the Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

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.

1. the Letter of Acceptance dated \_\_\_\_\_\_\_\_
2. the Technical and Financial Letters of Bid dated
3. the Addenda Nos \_\_\_\_\_\_\_\_ (if any)
4. the Particular Conditions, including Appendices A and B
5. the General Conditions;
6. the Specification;
7. the Drawings
8. the completed Schedules*;* and
9. any other documents forming part of the Contract.

3. The Accepted Contract Amount is

1. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute and complete the Works and to remedy defects therein, in conformity in all respects with the provisions of the Contract.

5. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the day, month and year indicated above.

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for the Employer)

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for the Contractor)

# **Performance Security**

**Option 1: (Demand Guarantee)**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[Bank’s Name, and Address of Issuing Branch or Office]***

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

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

**PERFORMANCE GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contractor]*** (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Reference number of the contract]*** dated \_\_\_\_\_\_\_\_\_\_\_\_ with you, for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contract and brief description of Works]*** (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of Contract, a Performance Security is required.

At the request of the Contractor, 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]***,[[8]](#footnote-8)1 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 accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of , 2 [[9]](#footnote-9)2, 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 (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under -Article 15(a) is hereby excluded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[Signature(s)]*

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

**Option 2: Performance Bond**

By this Bond\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] as Surety (hereinafter called “the Surety”), are held and firmly bound unto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] as Obligee (hereinafter called “the Employer”) in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a written Agreement with the Employer dated the day of , 20 , for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 Contractor 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 Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer’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 Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Employer 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 Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
3. pay the Employer the amount required by Employer 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 Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.

In testimony whereof, the Contractor 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**

**Demand Guarantee**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[Bank’s Name, and Address of Issuing Branch or Office]***

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

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

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contractor]*** (hereinafter called “the Contractor”) has entered into Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Reference number of the contract]***dated \_\_\_\_\_\_\_\_\_\_\_\_ with you, for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contract and brief description of* Works*]*** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_\_\_\_\_\_\_ ***[Amount in figures]***( )***[Amount in words]*** is to be made against an advance payment guarantee.

At the request of the Contractor, 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]****[[10]](#footnote-10)1* upon receipt by us of your first demand in writing accompanied by a written statement stating that either that the Applicant:

1. has used the advance payment for purposes other than the costs of mobilization in respect of the Works; 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.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name and address of Bank]*.**

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated 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 \_\_\_ day of \_\_\_\_\_, 2\_\_\_,[[11]](#footnote-11)2 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 here by excluded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[Signature(s)]*

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

# **Retention Money Security**

**Demand Guarantee**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***[Bank’s Name, and Address of Issuing Branch or Office]***

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

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

**RETENTION MONEY GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contractor]*** (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Reference number of the contract]***dated \_\_\_\_\_\_\_\_\_\_\_\_ with you, for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of Contract and brief description of Works]*** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment, payment of ***[insert***the second half of the Retention Money ***or* *if* *the amount guaranteed under the Performance Security when the Taking-Over Certificate is issued is less than half of the Retention Money****,* the difference between half of the Retention Money and the amount guaranteed under the Performance Security*]* is to be made against a Retention Money guarantee.

At the request of the Contractor, 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]****[[12]](#footnote-12)1* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.

It is a condition for any claim and payment under this guarantee to be made that the payment of the second half of the Retention Money referred to above must have been received by the Contractor on its account number \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name and address of Bank]***.

This guarantee shall expire, at the latest, 21 days after the date when the Employer has received a copy of the Performance Certificate issued by the Engineer. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[Signature(s)]*

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

1. A debarment imposed and announced publicly, on their official website, by at least one MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions in accordance solely with its internal sanctions policies and procedures. [↑](#footnote-ref-1)
2. A debarment imposed and announced publicly pursuant to the provisions for mutual recognition and enforcement under the Agreement on Mutual Enforcement of Debarment Decisions. [↑](#footnote-ref-2)
3. 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, and if it does not subcontract more than 10 percent of the contract price, excluding provisional sums, to firms from outside of CDB’s 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. The JV shall not subcontract more than 10 percent of the contract price, excluding provisional sums, to firms from outside of CDB’s BMCs. JVs between firms who are not from CDB’s BMC and national firms will not be eligible for regional preference. [↑](#footnote-ref-3)
4. The amount of the Bond shall be denominated in the currency of the Employer’s country or the equivalent amount in a freely convertible currency. [↑](#footnote-ref-4)
5. If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified. [↑](#footnote-ref-5)
6. 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 Procurement Documents for this contract.” [↑](#footnote-ref-6)
7. “SGBV” is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed differences between males or females or on biological differences. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private. Sexual Exploitation and Assault (SEA) and Sexual Harassment fall under the umbrella term of SGBV whereby SEA is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Sexual exploitation occurs when access to or benefit from a good or services is used to extract sexual gain. Sexual assault is further defined as sexual activity with another person who does not consent. It is a violation of bodily integrity and sexual autonomy and is broader than narrower conceptions of “rape”, especially because (a) it may be committed by other means than force or violence, and (b) it does not necessarily entail penetration [↑](#footnote-ref-7)
8. *1The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency(cies) of the Contract or a freely convertible currency acceptable to the Employer.* [↑](#footnote-ref-8)
9. *2 Insert the date twenty-eight days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer 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 Employer 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 Employer’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-9)
10. 1 *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.* [↑](#footnote-ref-10)
11. 2*Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer 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 Employer 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 Employer’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-11)
12. 1 *The Guarantor shall insert an amount representing the amount of the second half of the Retention Money or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security and denominated either in the currency(ies) of the second half of the Retention Money as specified in the Contract, or in a freely convertible currency acceptable to the Employer.* [↑](#footnote-ref-12)