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## **EAST AFRICAN COMMUNITY SECRETARIAT**



### **BIDDING DOCUMENT**

**Procurement of:**

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**Supply of Desktop Computers and Printers  
to a Business Continuity Centre (BCP) for  
Bank of the Republic of Burundi (BRB)**

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**Issued on: 8<sup>th</sup> December, 2021**

**IFB No: EAC/PSSIP/ICB/2019/30 lot2**

**Purchaser: EAST AFRICAN COMMUNITY**

**Country: TANZANIA**



## Acronyms

BDS	Bid Data Sheet
BD	Bidding Document
DCS	Delivery and Completion Schedule
EQC	Evaluation and Qualification Criteria
GCC	General Conditions of Contract
ICB	International Competitive Bidding
ICC	International Chamber of Commerce
IFB	Invitation for Bids
OF	Optical fiber
Incoterms	International Commercial Terms
ITB	Instructions to Bidders
JVCA	Joint Venture, Consortium or Association
LGRS	List of Goods and Related Services
SBD	Standard Bidding Document
PC	Particular Conditions
TS	Technical Specifications



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# **Standard Bidding Document**

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# **PART 1 – Bidding Procedures**



# Section I. Instructions to Bidders

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# Section I. Instructions to Bidders

## A. General

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|--------------------------------|---|
| <b>1. Scope of Bid</b>         | <p>1.1 The Purchaser indicated in Section II, Bid Data Sheet (<b>BDS</b>) issues this Bidding Document for the procurement of Goods and related services as specified in Section VI, Requirements. The name, identification, and number of lots are provided in the BDS.</p> <p>1.2 Unless otherwise stated, throughout this Bidding Document definitions and interpretations shall be as prescribed in Section VII, General Conditions.</p>  |
| <b>2. Source of Funds</b>      | <p>2.1 The Borrower or Recipient (hereinafter called “Borrower”) indicated in the <b>BDS</b> has applied for or received financing (hereinafter called “funds”) from the African Development Bank (hereinafter called “the Bank”) toward the cost of the project named in the BDS. The Borrower intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued.</p> <p>2.2 Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the financing agreement between the Borrower and the Bank (hereinafter called the Loan Agreement), and will be subject in all respects to the terms and conditions of that Loan Agreement. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to the funds.</p> |
| <b>3. Fraud and Corruption</b> | <p>3.1 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank Financing), Bidders, Suppliers, contractors, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts<sup>1</sup>. In pursuance of this policy, the Bank:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) “Corrupt Practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>2</sup>;</p>  |

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<sup>1</sup> In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

<sup>2</sup> For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Bank staff and employees of other organizations taking or reviewing procurement decisions.

- (ii) “fraudulent practice” is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party<sup>3</sup> to obtain financial or other benefit or to avoid an obligation;
- (iii) “Collusive Practice” is an arrangement between two or more parties<sup>4</sup>, designed to achieve an improper purpose, including to influence improperly the actions of another party; and
- (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<sup>5</sup>;
- (v) “Obstructive practice” is
  - (v.1) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
  - (v.2) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 3.1(e) below.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question;
- (c) will declare misprocurement and cancel the portion of the Financing allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of such Financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices

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<sup>3</sup> For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>4</sup> For the purpose of this sub-paragraph, “parties” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>5</sup> For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures<sup>6</sup>, including by publicly declaring such firm or individual ineligible either indefinitely or for a stated period of time, (i) to be awarded a Bank-financed contract; (ii) to be a nominated<sup>7</sup> sub-contractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and
- (e) will require that a clause be included in Bidding Documents and in contracts financed by the Bank, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, and records and other documents relating to the submission of bids and contract performance and to have them audited by auditors appointed by the Bank.

3.2 Furthermore, Bidders shall be aware of the provisions stated in Section VII, General Conditions.

#### **4. Eligible Bidders**

- 4.1 A Bidder may be a natural person, private entity, government-owned entity—subject to ITB 4.5—or any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (JVCA). In the case of a joint venture, consortium, or association:
  - a) unless otherwise specified in the **BDS**, all partners shall be jointly and severally liable, and
  - b) the JVCA shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the partners of the JVCA during the bidding

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<sup>6</sup> A firm or an individual may be declared ineligible to be awarded a Bank financed contract: (i) upon completion of the Bank's sanctions proceedings as per its sanctions procedures, including, *inter alia*, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, or otherwise decided by the Bank; and through the application of the Proposal for the Implementation of a Sanctions Process within the African Development Bank Group; and (ii) as a result of temporary suspension or early temporary suspension in connection with an on-going sanction proceeding. See footnote 18 and paragraph 9 of Appendix 1 of the Rules and Procedures for Procurement of Goods and Works.

<sup>7</sup> A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding documents) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirement for the particular bid; or (ii) appointed by the Borrower.”

process and, in the event the JVCA is awarded the Contract, during contract execution.

- 4.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of an eligible country, in accordance with the Bank's Rules and Procedures for Procurement of Goods and Works, and as listed in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.
- 4.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - (a) they have controlling partners in common; or
  - (b) they receive or have received any direct or indirect subsidy from any of them; or
  - (c) they have the same legal representative for purposes of this bid; or
  - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
  - (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
  - (f) a Bidder participated as a consultant in the preparation of Section VI, Requirements that are the subject of the bid; or
  - (g) a Bidder or any of its affiliates has been hired, or is proposed to be hired, by the Purchaser or the Borrower for the supervision of the contract.
- 4.4 A Bidder that is under a declaration of ineligibility by the Bank in accordance with **ITB 3**, at the date of the deadline for bid submission or thereafter, shall be disqualified.
- 4.5 Government-owned entities in the Borrower's country shall be eligible only if they can establish that they (i) are legally and

financially autonomous, (ii) operate under the principles of commercial law, and (iii) are not dependent agencies of the Purchaser or the Borrower.

- 4.6 Bidders shall not be under execution of a Bid-Securing Declaration in the Purchaser's Country.
- 4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
- 4.8 Firms from an eligible country shall be excluded if:
  - (a) as a matter of law or official regulation, the Borrower's country prohibits commercial relations with that country; 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 Borrower's country prohibits any import of Goods from that country or any payments to persons or entities in that country.
- 4.9 In case a prequalification process has been conducted prior to the bidding process, this bidding is open only to prequalified Bidders.
- 4.10 A firm sanctioned by the Bank in accordance with the above ITB Clause 3.1 (d), or in accordance with the Bank's policies on anti-corruption and fraud and Bank's sanctions procedures<sup>8</sup>, shall be ineligible to be awarded a Bank-financed contract, or to benefit from a Bank-financed contract, financially or in any other manner, during the period of time determined by the Bank.

## **5. Eligible Goods and Related Services**

- 5.1 All goods and related services to be supplied under the Contract and financed by the Bank, shall have as their country of origin an eligible country of the Bank in accordance with the Bank's Rules and Procedures for Procurement of Goods and Works, and as listed in Section V, Eligible Countries.
- 5.2 For purposes of this Clause, the term "Goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "Related Services" includes services such as insurance, transportation, installation, commissioning, training, and initial maintenance.
- 5.3 The term "country of origin" means the country where the Goods have been mined, grown, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs

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<sup>8</sup> See the *Proposal for the Implementation of a Sanctions Process within the African Development Bank Group and the Bank's Whistleblowing and Complaints Handling Policy*. The Bank's sanctions procedures are publicly disclosed on the Bank's external website."

substantially in its basic characteristics from its imported components.

- 5.4 The nationality of the firm that produces, assembles, distributes, or sells the Goods shall not determine their origin.

## B. Contents of Bidding Document

### 6. Sections of Bidding Document

- 6.1 The Bidding Document consists 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

#### PART 2 Purchaser's Requirements

- Section VI. Requirements

#### PART 3 Conditions of Contract and Contract Forms

- Section VII. General Conditions (GC)
- Section VIII. Particular Conditions (PC)
- Section IX. Contract Forms

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

- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.
- 6.3 The Bidder shall obtain the Bidding Document from the source stated by the Purchaser in the Invitation for Bids; otherwise the Purchaser is not responsible for the completeness of the Bidding Document.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

- 7.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the BDS or raise his enquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Purchaser will respond to any request for clarification, provided that such request is received prior to the deadline for submission of bids, within the number of days specified in the BDS. The Purchaser's response shall be in writing with copies to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the

Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 8 and ITB 22.2.

- 7.2 Where applicable, the Bidder is advised to visit and examine the project site and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for the provision of the Requirements. The costs of visiting the site shall be at the Bidder's own expense.
  - 7.3 Pursuant to ITB 7.2, where the Bidder and any of its personnel or agents have been granted permission by the Purchaser to enter upon its premises and lands for the purpose of such visit, the Bidder, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the visit.
  - 7.4 The Bidder's designated representative is invited to attend a pre-bid meeting, 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. If so provided for in the BDS, the Purchaser will organize a site visit.
  - 7.5 The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Purchaser not later than one week before the meeting.
  - 7.6 Minutes of the pre-bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting.
  - 7.7 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.
- 8. Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Document by issuing addenda.
  - 8.2 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 Purchaser in accordance with ITB 6.3.
  - 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may,

at its discretion, extend the deadline for the submission of bids, pursuant to ITB 22.2

## C. Preparation of Bids

- 9. Cost of Bidding** 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 10. Language of Bid** 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 11. Documents Comprising the Bid** 11.1 The Bid shall comprise the following:
- (a) Letter of Bid ;
  - (b) Completed Schedules as provided in Section IV, Bidding Forms;
  - (c) Bid Security or Bid-Securing Declaration, in accordance with ITB 19;
  - (d) at the Bidder's option, alternative proposals, if permissible, in accordance with ITB 13;
  - (e) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2;
  - (f) documentary evidence establishing the eligibility of the Goods and Related Services offered by the Bidder, in accordance with ITB 17.1 ;
  - (g) documentary evidence establishing the Bidder's qualifications in accordance with the requirements of Section III, Evaluation and Qualification Criteria, using the relevant forms furnished in Section IV, Bidding Forms;
  - (h) documentary evidence as specified in the BDS, establishing the conformity of the goods and related services offered by the Bidder with the Bidding Document, using the relevant forms furnished in Section IV, Bidding Forms;
  - (i) in the case of a bid submitted by a JVCA, JVCA agreement, or letter of intent to enter into a JVCA including a draft agreement, indicating at least the parts of the Requirements to be executed by the respective partners;

(j) any other document required in the BDS.

- 12. Letter of Bid and Price Schedules**
- 12.1 The Bidder shall submit the Letter of Bid using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 13. Alternative Bids**
- 13.1 Unless otherwise indicated in the BDS, alternative proposals shall not be considered. If alternative proposals are permitted, their method of evaluation shall be as stipulated in Section III, Evaluation and Qualification Criteria.
- 13.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS, as well as the method of evaluating different times for completion.
- 13.3 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 Purchaser's requirements as described in the bidding document and shall further provide all information necessary for a complete evaluation of the alternative by the Purchaser, 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 lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Purchaser].
- 13.4 When specified in the BDS, Bidders are permitted to submit alternative technical solutions for specified parts of the requirements, and such parts shall be identified in the BDS, as will the method for their evaluation, and described in Section VI, Requirements.
- 14. Bid Prices and Discounts**
- 14.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified in ITB 14.2.
- 14.2 Unless otherwise provided in the BDS and the General Conditions (GC), the prices quoted by the Bidder shall be fixed.
- 14.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid excluding any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Letter of Bid.
- 14.5 The terms *EXW*, *CIF*, *CIP*, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce as specified in the BDS.

14.6 Prices shall be quoted as required in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with the Bank's Rules and Procedures for Procurement of Goods and Works, and as listed in Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country, in accordance with the Bank's Rules and Procedures for Procurement of Goods and Works, and as listed in Section V, Eligible Countries. Prices shall be entered in the following manner:

- (a) for Goods offered from within the Purchaser 's Country:
  - (i) the prices of the Goods, quoted as per Incoterms specified in the BDS;
  - (ii) sales tax and all other taxes applicable in the Purchaser's Country and payable on the Goods if the Contract is awarded to the Bidder; and
  - (iii) the total price for the item.
- (b) for Goods offered from outside the Purchaser 's Country:
  - (i) the prices of the Goods, quoted as per Incoterms specified in the BDS;
  - (ii) all custom duties, sales tax, and other taxes applicable in the Purchaser 's Country and payable on the Goods if the contract is awarded to the Bidder; and
  - (iii) the total price for the item.
- (c) for Related Services:
  - (i) the price of the Related Services inclusive of all customs duties, sales tax, and other taxes paid or payable in the Purchaser 's country, if the Contract is awarded to the Bidder.

14.7 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS. A bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 28. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract,

a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

14.8 If so indicated pursuant to ITB 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction for the award of more than one Contract shall specify the applicable price reductions in accordance with ITB 14.4, provided the bids for all lots are submitted and opened at the same time.

**15. Currencies of Bid and Payment**

15.1 The currency(ies) of the bid and the currency(ies) for payment shall be as specified in the BDS.

**16. Documents Establishing the Qualifications of the Bidder**

16.1 To establish its qualifications to perform the Contract in accordance with Section III, Evaluation and Qualification Criteria, the Bidder shall provide the information requested in Section IV, Bidding Forms.

16.2 If so required in the BDS, a Bidder shall submit the Manufacturer's Authorization, using the form included in Section IV, Bidding Forms where the Bidder does not manufacture or produce the Goods it offers to supply.

16.3 If so required in the BDS, a Bidder shall submit evidence that it will be represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and Requirements where a Bidder does not conduct business within the Purchaser's Country.

**17. Documents Establishing the Eligibility of the Goods and Related Services**

17.1 To establish the eligibility of the Goods and Related Services in accordance with **ITB 5**, Bidders shall complete the forms, included in Section IV, Bidding Forms.

**18. Period of Validity of Bids**

18.1 Bids shall remain valid for the period specified in the BDS after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser 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 19**, the Bidder granting the request shall also extend the bid security for twenty-eight (28) days beyond the deadline of the extended validity period. A Bidder may refuse the request without

forfeiting its bid security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in **ITB 18.3**.

18.3 In the case of fixed price contracts, 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 adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

## **19. Bid Security**

19.1 The Bidder shall furnish as part of its bid, at the option of the Purchaser, and as stipulated in the BDS, the original of either a Bid-Securing Declaration or a bid security using the relevant form included in Section IV, Bidding Forms. In the case of a bid security, the bid security amount and currency shall be as specified in the BDS.

19.2 A Bid-Securing Declaration shall use the form included in Section IV, Bidding Forms.

19.3 If a bid security is specified pursuant to ITB 19.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:

- (a) an unconditional guarantee issued by a bank or surety;
- (b) an irrevocable letter of credit; or
- (c) a cashier's or certified check;

From a reputable source from an eligible country. If the unconditional guarantee is issued by an insurance company or a bonding company located outside the Purchaser's Country, the issuer shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable. In the case of a bank guarantee, the bid security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms or in another substantially similar format approved by the Purchaser prior to bid submission. In either case, the form must include the complete name of the Bidder. The bid security shall be valid for twenty-eight days (28) beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 18.2.

19.4 Pursuant to the option stipulated at ITB 19.1, any bid not accompanied by a substantially responsive bid security or Bid-Securing Declaration shall be rejected by the Purchaser as non-responsive.

19.5 If a bid security is specified pursuant to ITB 19.1, the bid security of unsuccessful Bidders shall be returned as promptly as possible

upon the successful Bidder's furnishing of the performance security pursuant to ITB 38.

19.6 The bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.

19.7 The bid security may be forfeited or the Bid-Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Letter of Bid or
- (b) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with ITB 37; or
  - (ii) furnish a performance security in accordance with ITB 38.

19.8 The Bid Security or the Bid Securing Declaration of a JVCA shall be in the name of the JVCA that submits the bid. If the JVCA has not been legally constituted into a legally enforceable JVCA at the time of bidding, the Bid Security or the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent referred to in ITB 4.1.

19.9 If a Bid-Securing Declaration is executed in accordance with ITB 19.7, the Purchaser will declare the Bidder ineligible to be awarded a contract by the Purchaser for the period of time stated in the Form of Bid-Securing Declaration.

## **20. Format and Signing of Bid**

20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 11 and clearly mark it "ORIGINAL." 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.

20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization 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 authorization must be typed or printed below the signature. All pages of the bid where entries have been made shall be signed or initialled by the person signing the bid.

20.3 A bid submitted by a JVCA shall comply with the following requirements:

- (a) Unless not required in accordance with ITB 4.1 (a), be signed so as to be legally binding on all partners; and

- (b) Include the Representative's authorization referred to in ITB 4.1 (b), consisting of a power of attorney signed by those legally authorized to sign on behalf of the JVCA.

20.4 Any amendments, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid.

## D. Submission and Opening of Bids

### **21. Submission, Sealing and Marking of Bids**

21.1 Bidders may always submit their bids by mail or by hand. If so specified in the BDS, bidders shall have the option of submitting their bids electronically. Procedures for submission, sealing and marking are as follows:

- (a) Bidders submitting bids by mail or by hand shall enclose the original and copies of the Bid in separate sealed envelopes. If so permitted in accordance with ITB 13, alternative proposals, and copies thereof, shall also be placed in separate envelopes. The envelopes shall be duly marked as "ORIGINAL," "ALTERNATIVE," "ORIGINAL COPY," and "ALTERNATIVE COPY." These envelopes shall then be enclosed in one single package. The rest of the procedure shall be in accordance with ITB 21.2 and 21.3.
- (b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the BDS.

21.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB 22.1;
- (c) bear the specific identification of this bidding process pursuant to ITB 1.1; and
- (d) bear a warning not to open before the time and date for bid opening

21.3 If envelopes and packages are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

### **22. Deadline for Submission of Bids**

22.1 Bids must be received by the Purchaser at the address and no later than the date and time indicated in the BDS.

22.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

- 23. Late Bids**      23.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB 22. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
- 24. Withdrawal,  
Substitution,  
and  
Modification of  
Bids**      24.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 20.2, (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:
- (a) prepared and submitted in accordance with ITB 20 and ITB 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "Withdrawal," "Substitution," "Modification," and
  - (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB 22.
- 24.2 Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.
- 24.3 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.
- 25. Bid Opening**      25.1 The Purchaser shall conduct the bid opening in public, in the presence of Bidders' designated representatives and anyone who choose to attend, and at the address, date and time specified in the BDS. 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.
- 25.2 First, envelopes marked "Withdrawal" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked "Substitution" shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid shall not be opened, but returned to the Bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "Modification" shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a

valid authorization to request the modification and is read out at bid opening. Only bids that are opened and read out at bid opening shall be considered further.

- 25.3 The Purchaser shall open all other envelopes one at a time and read out: the name of the Bidder, the Bid Price(s), any discounts and their application methodology, alternative bids, the presence or absence of a bid security or Bid-Securing Declaration; and any other details as the Purchaser may consider appropriate. Only discounts and alternative bids read out at bid opening shall be considered for evaluation. No bid shall be rejected at bid opening except for late bids, in accordance with ITB 23.1.
- 25.4 The Purchaser shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts and alternative proposals; and the presence or absence of a bid security or a Bid-Securing Declaration. 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 who submitted bids in time, and posted online when electronic bidding is permitted.

## E. Examination of Bids

- 26. Confidentiality**
  - 26.1 Information relating to the evaluation of bids 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.
  - 26.2 Any attempt by a Bidder to influence improperly the Purchaser in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
  - 26.3 Notwithstanding ITB 26.1, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.
- 27. Clarification of Bids**
  - 27.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid, allowing a reasonable time for response. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids, in accordance with ITB 29.

- 27.2 If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- 28. Determination of Responsiveness**
- 28.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in **ITB 11**.
- 28.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission.
- (a) "Deviation" is a departure from the requirements specified in the Bidding Document;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.
- 28.3 A material deviation, reservation, or omission is one that,
- (a) if accepted, would:
- (i) affect in any substantial way the scope, quality, or performance of the Requirements as specified in Section VI; or
- (ii) limit in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the proposed Contract; or
- (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.
- 28.4 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section VI have been met without any material deviation, reservation, or omission.
- 28.5 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 28.6 Provided that a bid is substantially responsive, the Purchaser may waive any quantifiable nonconformity in the bid that does not constitute a material deviation, reservation or omission.
- 28.7 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the bid related to documentation requirements. Requesting information or documentation on such

nonconformities shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.

- 28.8 Provided that a bid is substantially responsive, the Purchaser 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 the non-conforming item or component. The adjustment shall be made using the methodology indicated in Section III, Evaluation and Qualification Criteria.

## **F. Bid Evaluation and Comparison**

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| <b>29. Correction of Arithmetical Errors</b> | <p>29.1 The Purchaser shall use the criteria and methodologies indicated in Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted.</p> <p>29.2 Provided that the bid is substantially responsive, the Purchaser shall correct arithmetical errors as indicated in Section III, Evaluation and Qualification Criteria.</p> <p>29.3 If a Bidder does not accept the correction of errors, its bid shall be declared non-responsive and its Bid Security shall be forfeited or the Bid -Securing Declaration executed.</p>   |
| <b>30. Conversion to Single Currency</b>     | <p>30.1 For evaluation and comparison purposes, the currency (ies) of the bid shall be converted into a single currency as specified in Section III, Evaluation and Qualification Criteria.</p>  |
| <b>31. Bid Adjustments</b>                   | <p>31.1 For evaluation and comparison purposes the Purchaser shall adjust the bid prices using the criteria and methodology specified in Section III, Evaluation and Qualification Criteria.</p> <p>31.2 Unless otherwise specified in the BDS, no margin of domestic or regional preference shall apply. If a margin of preference applies, the application methodology shall be as specified in Section III, Evaluation and Qualification Criteria, and in accordance with the provisions stipulated in the Bank's Rules and Procedures for Procurement of Goods and Works.</p>  |
| <b>32. Qualification of the Bidder</b>       | <p>32.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.</p> <p>32.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 16.</p> <p>32.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall</p> |

proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

- 32.4 The capabilities of the manufacturers and subcontractors proposed in its Bid to be used by the lowest evaluated Bidder for identified major items of the Requirements will also be evaluated for acceptability in accordance with the criteria and methodologies defined in Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a letter of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Bid will not be rejected, but the Bidder will be required to substitute an acceptable manufacturer or subcontractor without any change to the bid price.

<b>33. Comparison of Bids</b>	33.1 Subject to ITB 29, 30 and 31, the Employer shall compare all substantially responsive bids to determine the lowest evaluated bid.
<b>34. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b>	34.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

## **G. Award of Contract**

<b>35. Award Criteria</b>	35.1 Subject to ITB 34.1, the Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
	35.2 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Requirements, provided this does not exceed the percentages specified in the BDS, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Document.
<b>36. Notification of Award</b>	36.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of the Goods and Related Services (hereinafter and in the Contract Forms called "the Contract Price").
	36.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

36.3 At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding process, and shall publish in UNDB online and at the Bank's website ([www.afdb.org](http://www.afdb.org)), the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.

### **37. Signing of Contract**

37.1 Promptly upon notification, the Purchaser shall send the successful Bidder the Contract Agreement.

37.2 Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.

37.3 Upon the successful Bidder's furnishing of the signed Contract Agreement and Performance Security pursuant to ITB 38, the Purchaser will discharge its Bid Security, pursuant to ITB 19.

37.4 Notwithstanding ITB 37.2 above, in case signing of the Contract Agreement is not prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser and of the Bank that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract Agreement.

### **38. Performance Security**

38.1 Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the conditions of contract, using for that purpose the Performance Security Form included in Section IX, Contract Forms, or another form acceptable to the Purchaser. If the performance security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. A foreign institution

providing a bond shall have a correspondent financial institution located in the Purchaser's Country.

Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

## Section II. Bid Data Sheet

<b>A. General</b>	
<b>ITB 1.1</b>	The number of the Invitation for Bids is: <b>EAC/PSSIP/ICB/2019/30 lot2</b>
<b>ITB 1.1</b>	The Purchaser is: <b>East African Community (EAC)</b>
<b>ITB 1.1</b>	<p>The name of the bidding process is: <b>Supply, Delivery and Installation of Equipment Related to a Business Continuity Centre for the Bank of the Republic of Burundi (BRB)</b></p> <p>The identification number of the bidding process is: <b>EAC/PSSIP/ICB/2019/30 lot2</b></p> <p>The number and identification of lots comprising this bidding process are: <b>None</b></p>
<b>ITB 2.1</b>	The Borrower is: <b>East African Community (EAC)</b>
<b>ITB 2.1</b>	The specific Bank financing institution is: <b>African Development Fund (ADF)</b>
<b>ITB 2.1</b>	The name of the Project is: <b>EAC Payment and Settlement Systems Integration Project (EAC-PSSIP)</b>
<b>ITB 4.1 (a)</b>	The individuals or firms in a joint venture, consortium or association <b>shall be</b> jointly and severally liable.
<b>ITB 4.4</b>	A list of debarred firms is available at <a href="http://www.afdb.org/debarred">http://www.afdb.org/debarred</a>
<b>B. Contents of Bidding Document</b>	
<b>ITB 7.1</b>	<p>For <b>clarifications purposes</b> only, the Purchaser's address is:</p> <p style="text-align: center;"><b>East African Community (EAC)</b>  <b>Project Manager, EAC-PSSIP</b>  <b>AICC Complex, Kilimanjaro Wing</b>  <b>Floor/Rom number: 5<sup>th</sup> Floor, Room No. 530</b>  <b>City: Arusha</b>  <b>Country: United Republic of Tanzania</b>  <b>Telephone: +255 27 2162 100</b>  <b>Facsimile number: +255 27 2162 190</b>  <b>Electronic mail address: <a href="mailto:pssip-procurement@eachq.org">pssip-procurement@eachq.org</a>, copy to <a href="mailto:Panjimbi@eachq.org">Panjimbi@eachq.org</a></b></p> <p>Requests for clarifications should be received by the Purchaser no later than <b>fourteen (14) days</b> prior to the deadline for submission of Bids.</p>
<b>ITB 7.4</b>	A Pre-Bid meeting <b>shall not</b> take place.

	A site visit conducted by the Purchaser <b>shall not be</b> organized.
<b>C. Preparation of Bids</b>	
<b>ITB 10.1</b>	The language of the bid is: <b>English</b>
<b>ITB 11.1 (h)</b>	The Bidder must provide the following documentary evidence to establish the conformity of the <i>Goods and Related Services</i> with the Bidding Document:  <b>Technical details, drawings or data and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification.</b>
<b>ITB 11.1 (j)</b>	The Bidder shall submit with its bid the following additional documents: Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity.
<b>ITB 13.1</b>	Alternative bids are <b>not</b> permitted.
<b>ITB 13.2</b>	Alternatives to the Time Schedule <b>shall not be</b> permitted.
<b>ITB 13.4</b>	Alternative technical solutions shall be permitted for the following parts of the Goods and Related Services, as further detailed in the Specification: <b>None</b> .
<b>ITB 14.2</b>	Prices <b>shall be</b> fixed.
<b>ITB 14.5</b>	The version of the <i>Incoterms</i> is: <b>Incoterms 2020 — ICC Official Rules for the Interpretation of Trade Terms</b> published on September 10 <sup>th</sup> 2019 by the International Chamber of Commerce, 38 Cours Albert 1er, 75008 Paris, France.
<b>ITB 14.6(a)(i)</b>	The <i>Incoterm</i> for quoting goods offered from within the Purchaser's country is: <b>Ex-Works</b>
<b>ITB 14.6(b) (i)</b>	The <i>Incoterm</i> for quoting goods offered from outside the Purchaser's country is: <b>CIP Bujumbura, Burundi</b> (named place of destination)
<b>ITB 14.7</b>	The prices quoted by the Bidder <b>shall not be</b> subject to adjustment during the performance of the Contract.
<b>ITB 14.8</b>	Prices quoted shall correspond at least to <b>100%</b> of the items specified. Prices quoted for each item shall correspond at least to <b>100%</b> of the quantities specified.
<b>ITB 15.1</b>	The currency(ies) of the bid and the payment currency(ies) shall be as described below:  <b>Alternative B (Bidders allowed to quote in local and foreign currencies):</b> (a) The unit rates and prices shall be quoted by the Bidder in the Price Schedules for Goods and Related Services, furnished in Section IV, Bidding Forms, separately in the following currencies:

	<ul style="list-style-type: none"> <li>(i) For those inputs to the Requirements that the Bidder expects to supply from within the Purchaser's country, in <b>Burundian Franc</b>, further referred to as "the local currency"; and</li> <li>(ii) for those inputs to the Requirements that the Bidder expects to supply from outside the Purchaser's country (referred to as "the foreign currency requirements"), in up to any three currencies of any country.</li> </ul> <p>(b) Bidders may be required by the Purchaser to justify, to the Purchaser'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 Price Schedules for Goods and Related Services, furnished in Section IV, Bidding Forms, are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Bidders.</p>
<b>ITB 16.2</b>	The Bidder <b>shall</b> submit with its bid, the Manufacturer's Authorization for the following part: <b>All components</b> .
<b>ITB 16.3</b>	The Bidder <b>shall</b> submit with its bid, evidence that it will be represented by an Agent in the country.
<b>ITB 18.1</b>	The bid validity period shall be: <b>Ninety (90)</b> days.
<b>ITB 19.1</b>	The Bid Security to accompany shall be <b>US\$ 5,000 or any other convertible equivalent currency</b> .
<b>ITB 20.1</b>	In addition to the original of the bid, the number of copies is: <b>four (4) copies</b> and an electronic copy in Word format in a <b>CD</b> . In case of discrepancy between the electronic copy (CD contents) and the printed version, the printed original copy prevails.
<b>ITB 20.2</b>	<p>The written confirmation of authorization to sign on behalf of the Bidder shall indicate:</p> <p>(a) The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a <b>Notarized Power of Attorney</b>; and</p> <p>(b) In the case of Bids submitted by an existing or intended JVCA an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 4.1(a), and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JVCA during the bidding process and, in the event the JVCA is awarded the Contract, during contract execution.</p>
<b>D. Submission and Opening of Bids</b>	
<b>ITB 21.1</b>	Bidders <b>shall not</b> have the option of submitting their bids electronically.
<b>ITB 21.1 (b)</b>	The electronic bidding submission procedures shall be: <b>Not Applicable</b> .

<b>ITB 22.1</b>	<p>For <b><u>bid submission purposes</u></b> only, the Purchaser's address is:</p> <p style="text-align: center;"><b>The Secretary General East African Community (EAC)</b></p> <p>Attention:      <b>Project Manager, EAC-PSSIP</b></p> <p>Street Address: <b>AICC Complex, Kilimanjaro Wing</b></p> <p>Floor/Room No: <b>5<sup>th</sup> Floor, Room No. 530</b></p> <p>City:            <b>Arusha,</b></p> <p>Country: <b>United Republic of Tanzania</b></p> <p>Or</p> <p style="text-align: center;"><b>Submitted in the Tender Box situated at Ground Floor East African Community</b></p> <p>EAC Close</p> <p>Afrika Mashariki Road</p> <p>P.O. Box 1096</p> <p>Arusha</p> <p>United Republic of Tanzania</p> <p>The deadline for bid submission is: <b>Date: 24<sup>th</sup> January, 2022 Time: 11:00hours Arusha local time</b></p>
<b>ITB 25.1</b>	<p><b>The bid opening shall take place at:</b></p> <p>Street Address: <b>AICC Complex, Kilimanjaro Wing</b></p> <p>Floor/Room number: <b>5<sup>th</sup> Floor, Room No. 530</b></p> <p>City: <b>Arusha</b></p> <p>Country: <b>United Republic of Tanzania</b></p> <p><b>Date: 24<sup>th</sup> January, 2022</b></p> <p><b>Time: 11:30hrs Arusha local time</b></p>
<b>ITB 25.1</b>	The electronic bid opening procedures shall be: <b>N/A</b>
<b>F. Bid Evaluation and Comparison</b>	
<b>ITB 31.2</b>	A margin of domestic or regional preference <b>shall not apply.</b>
<b>G. Award of Contract</b>	
<b>ITB 35.2</b>	<p>The maximum percentage by which quantities may be increased is: <b><u>15%</u></b>.</p> <p>The maximum percentage by which quantities may be decreased is: <b><u>15 %</u></b>.</p>

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

This Section contains all the criteria that the Purchaser shall use to evaluate bids and qualify Bidders. *In accordance with ITB 28 and ITB 32, no other factors, methods or criteria shall be used.* The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

<b>1.</b>	<b>Evaluation Criteria and Methodology</b>
<b>1.1</b>	<b>Alternative Proposal (If permitted in accordance with ITB 13.1)</b>
	Technical Alternative: N/A
	Alternative Time for Completion: N/A
<b>1.2</b>	<b>Correction of Arithmetical Errors (In accordance with ITB 29.1)</b>
(a)	Where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail and the latter will be corrected accordingly
(b)	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 the Purchaser 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;
(c)	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
(d)	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.
<b>1.3</b>	<b>Conversion to a Single Currency (In accordance with ITB 30)</b>
	<p>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: <b>United States Dollars (USD).</b></p> <p>The source of exchange rate shall be: <b>Selling rate of the Bank of the Republic of Burundi at the website <a href="http://www.brbb.bi">www.brbb.bi</a></b></p> <p>The date for the exchange rate shall be: <b>The Date of Bid Submission</b> as specified in the Bid Data Sheet.</p>
<b>1.4</b>	<b>Discounts (In accordance with ITB 14.4)</b>
	The Purchaser will adjust the Bid Price, using the methodology prescribed by the Bidder in its Letter of Bid, to take account of the Discounts offered by the Bidder in its Letter of Bid, as read out at the Bid Opening.

<b>1.5</b>	<b>Quantifiable Nonmaterial Nonconformities (In accordance with ITB 28.8)</b>
	The adjustment shall be made using the following methodology: <b>None</b>
<b>1.6</b>	<b>Margin of Domestic or Regional Preference</b> (If permitted in accordance with ITB 31.2)
	Not Applicable
<b>1.7</b>	<b>Any other Criteria or Methodology</b>
	Not Applicable

## 2. Qualification Criteria

N.B.: This SBD for Procurement of Goods assumes that no Prequalification has taken place before bidding. However, if a Prequalification process is undertaken, the Qualification Criteria stipulated in this Section III, Evaluation and Qualification Criteria must be updated to ensure that the Bidder and any Subcontractors shall meet or continue to meet the Criteria used at the time of Prequalification.

<b>2</b>	<b><i>Qualification (Without Prequalification)</i></b>
<b>2.1</b>	<i>Eligibility (TABLE)</i>
<b>2.2</b>	<i>Historical Contract Non-Performance (TABLE)</i>
<b>2.3</b>	<i>Financial Situation (TABLE)</i>
<b>2.4</b>	<i>Experience (TABLE)</i>

## 2. Qualification Tables (Without Prequalification)

### Qualification Criteria

Factor	2.1 Eligibility								
	Sub-Factor	Criteria		Bidder			Documentation Required		
Requirement		Single Entity	Joint Venture, Consortium or Association						
			All partners combined	Each partner	At least one partner				
2.1.1 Nationality	Nationality in accordance with <b>ITB 4.2.</b>	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N / A	Form ELI –1.1 and 1.2, with attachments			
2.1.2 Conflict of Interest	No- conflicts of interests as described in <b>ITB 4.3.</b>	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N / A	Letter of Bid			

Factor	2.1 Eligibility						
	Sub-Factor	Criteria					
Requirement		Bidder			Joint Venture, Consortium or Association		
		Single Entity	All partners combined	Each partner	At least one partner		
2.1.3 Bank Ineligibility	Not having been declared ineligible by the Bank as described in <b>ITB 4.4</b> .	Must meet requirement	Existing JVCA must meet requirement	Must meet requirement	N / A	Letter of Bid	
2.1.4 Government Owned Entity	Compliance with conditions of <b>ITB 4.5</b>	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form ELI –1.1 and 1.2, with attachments	
2.1.5 Ineligibility based on a United Nations resolution or Borrower's country law	Not having been excluded as a result of <i>the Borrower's country laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITB 4.8</i>	Must meet requirement	Existing JVCA must meet requirement	Must meet requirement	N / A	Letter of Bid	

Factor	<b>2.2 Historical Contract Non-Performance</b>						
Sub-Factor	Criteria Requirement	Bidder				Documentation Required	
		Single Entity	Joint Venture, Consortium or Association				
			All partners combined	Each partner	At least one partner		
2.2.1 History of non-performing contracts	Non-performance of a contract did not occur within the last <b>five (5) years</b> prior to the deadline for submission, based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.	Must meet requirement by itself or as partner to past or existing JVCA	N / A	Must meet requirement by itself or as partner to past or existing JVCA	N / A	Form CON - 2	
2.2.2 Failure to Sign Contract	Not being under execution of a Bid-Securing Declaration pursuant to <b>ITB 4.6</b> within the last <b>five (5) years</b> .	Must meet the requirement	N / A	Must meet the requirement itself or as partner to a JVCA	N / A	Letter of Bid	

Factor	2.2 Historical Contract Non-Performance						Documentation Required	
Sub-Factor	Criteria Requirement	Bidder						
		Single Entity	Joint Venture, Consortium or Association					
			All partners combined	Each partner	At least one partner			
2.2.3 Pending Litigation	All pending litigation shall in total not represent more than <b>fifty percent (50%)</b> of the Bidder's net worth and shall be treated as resolved against the Bidder.	Must meet requirement by itself or as partner to past or existing JVCA	N / A	Must meet requirement by itself or as partner to past or existing JVCA	N / A	Form CON – 2		

Factor	2.3 Financial Situation						Documentation Required	
Sub-Factor	Criteria Requirement	Bidder						
		Single Entity	Joint Venture, Consortium or Association					
			All partners combined	Each partner	At least one partner			
2.3.1 Historical Financial Performance	Submission of audited balance sheets or if not required by law of the bidder's country, other financial statements acceptable to the Purchaser, for the last <b>three (3) years</b> to demonstrate the current soundness of the bidder's financial position and its prospective long-term profitability.	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN – 3.1 with attachments		

Factor	2.3 Financial Situation						Documentation Required				
Sub-Factor	Criteria		Bidder								
	Requirement	Single Entity	Joint Venture, Consortium or Association								
			All partners combined	Each partner	At least one partner						
2.3.2. Average Annual Turnover	Minimum average annual turnover, calculated as total certified payments received for contracts in progress or completed, within the last <b>five (5) years</b> as follows:	Must meet requirement	Must meet requirement	Must meet <b>Twenty five percent (25%)</b> of the requirement	Must meet <b>forty percent (40%)</b> of the requirement	Form FIN –3.2					
2.3.3. Financial Resources	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: (i) the following cash-flow requirement;  <table border="1"><tr><td></td><td><b>Required Financial Resources</b></td></tr><tr><td></td><td>US\$100,000</td></tr></table> And (ii) the overall cash flow requirements for this contract and its current commitments.		<b>Required Financial Resources</b>		US\$100,000	Must meet requirement		Must meet requirement	Must meet <b>Twenty five percent (25%)</b> of the requirement	Must meet <b>forty percent (40%)</b> of the requirement	Form FIN –3.3 + Form CCC  Form FIN –3.3 + Form CCC
	<b>Required Financial Resources</b>										
	US\$100,000										

Factor	<b>2.4 Experience</b>						
Sub-Factor	Criteria						Documentation Required
	Requirement	Bidder					
		Single Entity	<b>Joint Venture, Consortium or Association</b>			All partners combined	Each partner
<b>2.4.1 Experience</b>	Experience as Supplier, in at least <b>three (3) similar contracts( with value of USD 150,000)</b> within the last <b>five (5) years</b> , that have been successfully and substantially completed and that are similar to the proposed Goods and Related Services. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section IV, Bidding Forms.	Must meet requirement	Must meet requirements for all characteristics	N / A	Must meet requirement for one characteristic	Form EXP 2.4.1	



## Section IV. Bidding Forms

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## Letter of Bid

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

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

To:

---

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (**ITB**) Clause 8: \_\_\_\_\_;
- (b) We offer to supply, in conformity with the Bidding Document, the following Goods and Related Services: \_\_\_\_\_;  
\_\_\_\_\_;  
\_\_\_\_\_;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: \_\_\_\_\_  
*[amount of foreign currency in words], [amount in figures], and [amount of local currency in words], [amount in figures];*
- (d) The discounts offered and the methodology for their application are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
- (e) Our bid shall be valid for a period of \_\_\_\_\_ days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to furnish a performance security in accordance with ITB 38 and GC 13, for the due performance of the Contract;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries, in accordance with **ITB** 4.2;
- (h) We, including any subcontractors or suppliers for any part of the Contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with **ITB** 4.3, other than alternative offers submitted in accordance with **ITB** 13
- (j) Our firm, its affiliates or subsidiaries (including any subcontractors or suppliers for any part of the contract), has not been declared ineligible by the Bank, or under a Bid-

Securing Declaration in the Purchaser's country, or under the Purchaser's country laws or official regulations, or by an act of compliance with a decision of the United Nations Security Council, in accordance with ITB 4.4, 4.6 and 4.8, respectively. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with **ITB** 4.3, other than alternative offers submitted in accordance with **ITB** 13;

- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of **ITB** 4.5;
- (l) We are / are not under sanction by the World Bank, the IADB, EBRD or the AsDB for any action of corruption and fraud in accordance with ITB 3. [If under sanction, please provide details including date of start of sanction and duration].
- (m) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

*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 fraud and corruption in force in the country of the Purchaser , as such laws have been listed by the Purchaser in the bidding documents for this contract.* We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

Signed \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

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

## Price Schedule for Goods and Related Services

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

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

Name of the Bidder: \_\_\_\_\_

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<i>Item No.</i>	<i>Good or Related Service</i>	<i>Country of origin</i>	<i>Percent of national origin<sup>1</sup></i>	<i>Quantity (No. of units)</i>	<i>Unit price<sup>2</sup></i>	<i>Import Duties, Sales Taxes and other Taxes, per unit<sup>2</sup></i>	<i>Total Price<sup>3</sup></i>
<b>1.</b>	<b>Alternative site equipment</b>	_____	_____	_____	_____	_____	_____
1.1	Desktops Computers	_____	_____	_____	_____	_____	_____
1.2	Printers	_____	_____	_____	_____	_____	_____

Notes:

<sup>1</sup> In accordance with margin of preference ITB Clause 31, if applicable

<sup>2</sup> In accordance with ITB Clauses 14 and 15

<sup>3</sup> Indicate % of total amount to be paid in foreign currencies and exchange rates

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

Signed \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

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

## Price Adjustment Formula (Sample)

Where, pursuant to **ITB** 14.7 and **GC** 10.1, Prices shall be adjustable during the performance of the Contract, the following method shall be used to calculate the price adjustment:

Prices payable to the Supplier, as provided for at **ITB** 14.7 and **GC** 10.1, shall be subject to adjustment during performance of the Contract, to reflect changes in the cost of labour and material components in accordance with the formula:

$$\mathbf{P}_1 = \mathbf{P}_0 \left( \frac{\mathbf{a} + \mathbf{bL}_1 + \mathbf{cM}_1}{\mathbf{L}_0 + \mathbf{M}_0} \right) - \mathbf{P}_0$$

$$\mathbf{a} + \mathbf{b} + \mathbf{c} = 1$$

in which:

- P<sub>1</sub>** = adjustment amount payable to the Supplier.
- P<sub>0</sub>** = Contract Price (base price).
- a** = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b** = estimated percentage of labour component in the Contract Price.
- c** = estimated percentage of material component in the Contract Price.
- L<sub>0</sub>, L<sub>1</sub>** = labour indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M<sub>0</sub>, M<sub>1</sub>** = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

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

- a** = [insert value of coefficient]
- b** = [insert value of coefficient]
- c** = [insert value of coefficient]

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = twenty-eight (28) days prior to the deadline for submission of the bids.

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

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

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Related Services subject to adjustment.

- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labour and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

## **Manufacturer's Authorization**

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

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

*ICB No.: [insert ICB number]*

*Invitation for Bid No.: [insert number of bidding process]*

*To: [insert complete name of Purchaser]*

**WHEREAS**

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

*We hereby extend our full guarantee and warranty in accordance with Clause 21.1 of the General Conditions, with respect to the goods offered by the above firm.*

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

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

*Title: [insert title]*

*Duly authorized to sign this Authorization on behalf of: [insert complete name of Manufacturer]*

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

## Bidder's Qualification

To establish its qualifications to perform the contract in accordance with Section III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

## Bidder Information Sheet

### Form ELI – 1.1

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<p>1. Bidder's Legal Name</p>
<p>2. In case of Joint Venture, Consortium or Association (), legal name of each partner:</p>
<p>3. Bidder's actual or intended Country of Constitution, Incorporation, <i>or Registration</i>:</p>
<p>4. Bidder's Year of Constitution, Incorporation, <i>or Registration</i>:</p>
<p>5. Bidder's Legal Address in Country of Constitution, Incorporation, <i>or Registration</i>:</p>
<p>6. Bidder's Authorized Representative Information</p> <p>Name:</p> <p>Address:</p> <p>Telephone/Fax numbers:</p> <p>Email Address:</p>
<p>7. Attached are copies of original documents of:            Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of JVCA, letter of intent to constitute a legally-enforceable JVCA, including a draft agreement, or JVCA agreement, in accordance with ITB Clauses 4.1.</p> <p><input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Clause 4.5.</p>

## Partner to JVCA Information Sheet

### Form ELI – 1.2

Date: \_\_\_\_\_  
 ICB No.: \_\_\_\_\_  
 Invitation for Bid No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name:
2. JVCA Partner's legal name:
3. JVCA Partner's Country of Constitution, Incorporation, or Registration:
4. JVCA Partner's Year of constitution into a legally-enforceable JVCA::
5. JVCA Partner's Legal Address in Country of Constitution, Incorporation, or Registration:
<b>6. JVCA Partner's Authorized Representative Information</b> Name: Address: Telephone/Fax numbers: Email Address:
<b>7. Attached are copies of original documents of:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Articles of Constitution, Incorporation or <i>Registration</i> of firm named in 1, above, in accordance with ITB Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Clause 4.5.

## Historical Contract Non-Performance

### Form CON – 2

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JVCA Partner's Legal Name: \_\_\_\_\_

ICB No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Non-Performing Contracts in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.2.1 of Section III, Evaluation Criteria			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
Pending Litigation, in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria			
<input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
		Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute:	
		Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute:	

## Current Contract Commitments

### Form CCC

Bidders and each partner to a JVCA 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.

Name of contract	Purchaser, contact address/tel/fax	Value of outstanding supply (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

## Financial Situation

### Form FIN – 3.1

#### Historical Financial Performance

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 JVCA Partner Legal Name: \_\_\_\_\_ ICB No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

To be completed by the Bidder and, if JVCA, by each partner

Financial information in US\$ equivalent	Historic information for previous _____ ( ) years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
<b>Information from Balance Sheet</b>							
<b>Total Assets (TA)</b>							
<b>Total Liabilities (TL)</b>							
<b>Net Worth (NW)</b>							
<b>Current Assets (CA)</b>							
<b>Current Liabilities (CL)</b>							
<b>Information from Income Statement</b>							
<b>Total Revenue (TR)</b>							
<b>Profits Before Taxes (PBT)</b>							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- (a) Must reflect the financial situation of the Bidder or partner to a JVCA, and not sister or parent companies;
- (b) Historic financial statements must be audited by a certified accountant;
- (c) Historic financial statements must be complete, including all notes to the financial statements;
- (d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## Average Annual Turnover

### Form FIN – 3.2

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JVCA Partner Legal Name: \_\_\_\_\_

ICB No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Annual turnover data		
Year	Amount and Currency	US\$ equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*Average Annual Turnover	_____	_____

\*Average annual turnover calculated as total certified payments received for supply in progress or completed, divided by the number of years specified in Section III, Evaluation Criteria, Sub-Factor 2.3.2.

## **Financial Resources**

### **Form FIN – 3.3**

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 cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

## Experience

### Form EXP – 2.4.1

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
JVCA Partner's Legal Name: \_\_\_\_\_ ICB No.:  
\_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Similar Contract Number:</b> ____ of ____ required.	<b>Information</b>	
Contract Identification		
Award date		
Completion date		
Role in Contract		
Total contract amount		US\$ _____
If partner in a JVCA, specify participation in total contract amount	_____ %	US\$ _____
Purchaser's Name:		
Address:		
Telephone/fax number:		
E-mail:		

## Experience (cont.)

### Form EXP – 2.4.1 (cont.)

Bidder's Legal Name: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ pages  
JVCA Partner's Legal Name: \_\_\_\_\_

Similar Contract No. __ /insert specific number] of [total number of contracts] __ required	Information
Description of the similarity in accordance with Sub-Factor 2.4.1) of Section III:	
Amount	
Physical size	
Complexity	
Methods/Technology	
Other Characteristics	



## Section V. Eligible Countries

### **Eligibility for the Provision of Goods, Works and Related Services in Bank-financed Procurement**

Provision at Paragraph 1.6 of the Bank's *Rules and Procedures for Procurement of Goods and Works*

1. The African Development Fund permits firms and individuals from all countries to offer goods, works and services for ADF funded projects.
2. In accordance with para. 1.8 of the Bank's Rules and Procedures for Procurement of Goods and Works, as exception to the foregoing:
  - (a) Firms of a country or goods manufactured in a country may be excluded if (i) as a matter of law or official regulation, the Borrower's country prohibits commercial relations with that country, or (ii) 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 Borrower's country prohibits any import of goods from, or payments to, a particular country, person, or entity. Where the Borrower's country prohibits payments to a particular firm or for particular goods by such an act of compliance, that firm may be excluded.
  - (b) A firm which has been engaged by the Borrower to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods, works, or services resulting from or directly related to the firm's consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the contractor's obligations under a turnkey or design and build contract.
  - (c) Government - owned enterprises in the Borrower's country may participate only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not dependent agencies of the Borrower or Sub-Borrower.
  - (d) A firm sanctioned by the Bank in accordance with subparagraph (d) of paragraph 1.14 of these Rules or the Bank's policies on anti-corruption and fraud and the Bank's sanctions procedures shall be ineligible to be awarded a Bank-financed contract, or to benefit from a Bank-financed contract, financially or in any other manner, during the period of time determined by the Bank.

# **PART 2 – Purchaser’s Requirements**

# Section VI. Requirements

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## **5. List of Goods and Related Services**

<b>1.1 List of Goods</b>			
<b>SN.</b>	<b>Name of Goods</b>	<b>Brief Description</b>	<b>Quantity</b>
<b>1</b>	<b>Alternative site equipment</b>		
1.1	Desktops Computers	Desktops Computers	50
1.2	Printers	Multifunctional Printers	2

## **6. Delivery and Completion Schedule**

*The required date of arrival on the Project Site is no later than: \_\_\_\_\_.*

*The required completion date is no later than: \_\_\_\_\_.*

<b>SN.</b>	<b>Name of Goods or Related Service</b>	<b>Delivery Schedule (dd/mm/year)</b>
<b>1.</b>	<b>Alternative site equipment</b>	
1.1	Desktops Computers	<b><i>2 months after contract signing</i></b>
1.2	Printers (Multifunctional)	<b><i>2 months after contract signing</i></b>

## 7. Technical Specifications

### 1 BACKGROUND

The Bank of the Republic of Burundi (BRB) is the Central Bank of Burundi. Burundi is part of the East African Community (EAC), comprising Burundi, Kenya, Rwanda, Tanzania, South Sudan and Uganda. The EAC Central Banks have embarked in the integration process of the payment systems within the region.

In line with this integration, the EAC has received financing from the African Development Fund (ADF) toward the cost of the implementation of EAC Payment and Settlement Systems Integration Project (EAC-PSSIP) and intends to apply part of the agreed amount for this grant to finance the implementation of some projects for BRB in order to communicate, share and participate in various payments and settlement mechanisms and operations within the region.

In the same time, the BRB is developing a set of fully automated systems as follows:

1. An IT Infrastructure Services (ITIS) to support all the business applications;
2. An Automated Transfer System (ATS) system comprising of a Real Time Gross Settlement System (RTGS) and an Automated Clearing House (ACH) on the same platform;
3. A Central Securities Depository system (CSD) for securities processing and settlement which is integrated with the ATS system;
4. A Core Banking and Enterprise Resource Planning (ERP) Information System;
5. A Banking Supervision Application (BSA); and
6. A Card Switch system;

In this context, and taking into account that the African Development Bank (AfDB) has committed to fund the Business Continuity Plan (BCP) for the BRB and the fact that some of the equipment (e.g. servers etc.) related to this component are in place, it has been proposed that the AfDB fund the acquisition and the implementation of a set of three (3) specific projects related to remaining BCP equipment.

The three (3) projects are as follows:

- a. The Optical Fiber (OF) Connection – Back up line;
- b. The acquisition of equipment of an Alternative site;
- c. The acquisition of VOIP (Voice over Internet Protocol) telephone centre and a Video conference Equipment.

The following projects have been installed

- a. The acquisition of VOIP (Voice over Internet Protocol) telephone centre and a Video conference Equipment.

The acquisition of Equipment of an alternative site has not been installed

### 2 SCOPE OF WORK

The objective of this tender is the acquisition of equipment of an Alternative site; . The implementation of these identified components will enable the BRB operate the business continuity activities and to:

- set up the components of each project in order to enable the BRB to continue operating all the critical activities in case of occurrence of a major disaster that may cause inaccessibility to the main site and/or the unavailability of main data center at the Headquarters in Bujumbura;
- communicate, share and participate in the various payments and settlement mechanisms, exchanges and operations within the region.
- ensure confidentiality, integrity and availability of payments and settlement transactions.

### **3 CURRENT SITUATION**

A document of Business Continuity Management Strategy has been drafted and adopted by the BRB Board on March, 7<sup>th</sup> 2014. An IT infrastructure, currently being implemented in the BRB is in its final phase and is comprising of the following components:

- A Main Data Center (MDC) located in the Headquarters in Bujumbura and;
- An alternative site located at Rumonge;
- A Disaster Recovery Center (DRC) located in BRB Ngozi branch which is at 130 km from the BRB Headquarters; and
- The connectivity to internet, DRC and the remote Gitega branch site through ISP networks are being provided by redundant Cisco 1900 series routers with integrated Firewall ISM.

Beside the IT infrastructure mentioned above, it should be noted that the BRB has a Microsoft Exchange Messaging that will be taken into account while implementing the **Unified communications**.

## **4. Technical Specifications**

### **4.1 MULTIFUNCTION PRINTERS**

<b>Main Specifications</b>		<b>Network printing System</b>	
<b>MX-M364N/ M464N/ M564N</b>	Base models include multitasking controller, 100-sheet RSPF,	<b>PDL</b>	Standards PCL 6, optional PostScript compatible and optional XPS
<b>Type</b>	Monochrome multi-function digital document system	<b>Resolution</b>	600 x 600 dpi
<b>Display</b>	7"(diagonally measured) color dot matrix touch panel display, 800x480 dots (w-VGA)	<b>Print Speed</b>	36/46/56 pages per minute (81/2" x 11") <sup>2</sup>
<b>Function</b>	Copy, print, network print, network scan, document filing and fax	<b>Print Drivers</b>	Windows Server 2003-2008, 2012, Windows XP, Windows XP x64, Windows Server 2003-2008 x64, 2012 x64,

			Windows vista x64, Windows 7, 7 x64, Windows 8, 8 x64, MAC OSX (including 10.4-10.8), all MAC PPD
<b>Copy System</b>	Dry electrostatic transfer/dual component developer/Magneti brush development/OPC drums/belt type fusing/white LED exposure	<b>Features</b>	Auto configuration, bar code font print, carbon copy print, chapter inserts, color adjustment settings, color mode confidential print, continuous printing, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, folding, form overlay, image rotation, image type, job bypass print, job retention ,layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print mode, punching, stapling, tab paper print, tab printing, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print <sup>1</sup>
<b>Originals</b>	Sheets and bound documents	<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted, PostScript and XPS. Methods: Sharpdesk Mobile, FTP, SMB, Web page, E-mail and USB
<b>Original Sizes</b>	5 1/2" x 8 1/2", 8 1/2" x11", 8 1/2" x11" R, 8 1/2" x14", 11" x17"	<b>Resident Fonts</b>	80 outline fonts (PCL), 136 fonts (PS)
<b>Copy Size</b>	Min.5 1/2" x 8 1/2", Max.11" x17" + 12" x18"	<b>Interface</b>	Rj-45 Ethernet 10/100/1000 Base-T, USB 2.
<b>Copy Speed</b>	36/46/56 ppm (8 1/2" x11") <sup>2</sup>	<b>Operating Systems</b>	Windows Server 2003-2012, Windows XP, Windows 7, Windows vista, Windows 8, MAC OS X10.4, x10.5, x10.6, x10.7, x10.8, novell netware unix, Linux and Citrix (XenApp 5.0,6.0,6.5), and Windows Terminal Services, SAP device types
<b>Multiple Copy</b>	Max. 999 copies	<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPSEC) SSL (HTTP, IPP, FTP), SNMPv3, SMTP, POP3, LDAP, 802.1x for Windows and Unix.LDP and LPR for Unix.IPX/SPX for novell environment. Ether talk.

			Apple talk for Macintosh environments
<b>First Copy Time Seconds<sup>2</sup></b>	MX-M364N, MX-M464N MX-M564N, Platen Glass 4.5 3.9, 3.7	<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw, TCP (port 9100), FTP, POP3, HTTP, and Novell Pserver/Rprinter
<b>Warm Up Time</b>	12 seconds <sup>2</sup>	<b>Network Security</b>	IP/MAC Adress filtering, protocol filtering, port management, user authentication and document administration
<b>Magnification</b>	25% to 400% in 1% increments (with document feeder 25%-200%)	<b>Security Standards</b>	IEEE-2600-2800, DoD (NSTISSP)#11
<b>Original Feed</b>	100-sheet RSPF with original size detection	<b>Network Scanning System</b>	
<b>Scan Speed</b>	Copy: Up to 56 IPM <sup>2</sup> Scan: Up to 56 IPM <sup>2</sup>	<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Paper Capacity</b>	Standard: 600 Sheets/Maximum: 6,600 Sheets	<b>optical Resolution</b>	600 dpi,400 dpi,300 dpi,200 dpi,100 dpi
<b>Paper Feed System</b>	Standard: (1) 500-Sheet paper drawer (letter/legal/ledger/statement) and 100-sheet bypass tray (letter/legal/ledger/statement/envelope). Optional: single, double or triple drawer paper deck (500 sheets each drawer)	<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS Color: Grayscale, Color TIFF, JPEG, PDF, PDF/A, Encrypted PDF, XPS; Internet Fax: TIFF-FX, TIFF-F, TIFF-S
<b>Paper Weights and Types</b>	Paper drawers: 16 lb.bond to 80 lb.cover .Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray:16-28 lb.bond (plain paper),13-16lb. Bond(thin paper),80-110lb.cover (heavy paper),20-24lb. Bond (monarch/com-10 envelope),tab paper (letter). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film	<b>Image Compression</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)
<b>Duplexing</b>	Standard automatic duplex copying and printing	<b>Scan Destinations</b>	E-mail, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option)
<b>CPU</b>	Up to 800 MHZ multi-processor controller	<b>One-touch Destinations</b>	Up to 1,000 (combined scan destinations)

<b>Interface</b>	RJ-45 Ethernet (10/100/1000Base-T), USB 2.0(2 hosts ports, front and rear), USB 2.0(1 device port, rear)	<b>Group, Destinations</b>	Up to 500
<b>Memory</b>	Standard 3 GB copy/print (shared)	<b>Programs</b>	48 (combined)
<b>Hard Disk Drive</b>	320 GB	<b>Max. Jobs</b>	Up to 94
<b>Copy Resolution</b>	scan: B&W/color: 600x600 dpi; copy output: 600 x600 dpi	<b>Network Protocols</b>	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3), SMB, ESMTP and 802.1x
<b>Copy Modes</b>	Monochrome /Grayscale	<b>Network Security</b>	E-mail server user authentication for LDAP and Active Directory
<b>Exposure Control</b>	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual	<b>Software</b>	Sharpdesk desk personal document management software (1 user license included), sharpdesk Mobile(download)
<b>Halftone</b>	256 gradations/2 levels (monochrome)	<b>B&amp;W Super G3 Fax Kit (option)</b>	
<b>Copy features</b>	Scan-One Print-Many, electronic staring, offset-stacking, Auto Paper Selection (APS), Auto Magnification Selection (AMS)Auto Tray Switching (ATS), black -white reversal, book copy, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, reserve copy, rotated copy, stamp, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in -1/4-in1 multi-shot	<b>Transmission Mode</b>	Super G3,G3
<b>Account Control</b>	Up to 1,000 users. Supports user-number authentication, login name/password or login name/LDAP password	<b>Modem Speed</b>	33.6 KBPS
<b>output Tray Capacity</b>	Main out tray (top): 400 sheets (face down); optional right-	<b>Compression</b>	JBIG,MMR,MR,MH

	side exit tray: 100 sheets (face down)		
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp remote Device Manager)	<b>Scanning Method</b>	Sheet fed simplex or book
<b>Device Setup</b>	web-based management/cloning with user/administrator level login	<b>Max. Resolution</b>	400 dpi
<b>Service/functions</b>	Remote front panel, remote access to service logs and click counts	<b>Transmit Speed</b>	Approx.2 seconds with Super G3/JBIG
<b>Accessibility Features</b>	Adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout	<b>Auto Dialing</b>	Up to 1,000(combined scan destinations)
<b>Environmental Standards</b>	International Energy Star program ver.2.0,European RoHS	<b>Group, Dial</b>	Up to 500 destinations
<b>Power</b>	AC 100-127 VAC, 60 HZ, 12 Amps	<b>Inbound Fax Routing</b>	Forwards received fax data to E-mail, FTP, SMB, Desktop, fax, I-Fax
<b>Power Consumption</b>	1.44 Kw or less	<b>Long Originals</b>	Up to 33 1/4" (for transmission)
<b>Weight</b>	Approx.145 lbs.	<b>Programs</b>	48 (combined)
<b>Dimensions</b>	Approx.24 1/4" (w)x 28" (d) x33 1/4" (h).	<b>Memory</b>	1 GB
		<b>Halftone</b>	2

## 4.2 DESKTOP COMPUTERS

<b>Form Factor</b>	All-in-one
Operating System	Windows 10 Pro 64/ Windows Enterprise 64 bits Free DOS 2.0
Chipset	Intel® Q370
Processors	Intel® Core Processors with optional vPro 9th Generation Intel® Core™ i9 processor (i9-9900)
Memory	64 GB DDR4-2666 SDRAM 3,4

	(Transfer rates up to 2666 MT/s.)
Memory Slots	2 SODIMM
Internal Storage	2 TB 5400 rpm SATA 5
Optical Drive	Slim Blu-ray writer double layer; Slim DVD-ROM double layer; Slim DVD-Writer double layer 6
Display	At least 21" diagonal FHD IPS widescreen WLED-backlit touch screen (1920 x 1080)
Graphics	Integrated: Intel® UHD Graphics 630 Discrete: AMD Radeon™ RX 560 Graphics (4 GB GDDR5 dedicated)6
Audio	Audio by Bang & Olufsen, headset and headphone side ports (3.5 mm), line out rear port (3.5 mm), high performance integrated stereo speakers 8
Keyboard9	AZERTY French Keyboard
Pointing Device10,11	USB Optical Mouse
Communications	LAN: Integrated Intel® I219LM GbE LOM WLAN: Intel® Dual Band Wireless-AC 9560 802.11ac (2x2) and Bluetooth® 5 M.2, non-vPro™; Intel® Dual Band Wireless-AC 9560 802.11ac (2x2) and Bluetooth® 5 M.2, vPro™ 7
Expansion Slots	1 M.2 2230; 2 M.2 2230/2280 (1 PCIe M.2 2230 slot for WLAN and 2 PCIe M.2 2230/2280 slot for storage.)
Ports and Connectors	Side: 1 headphone; 1 headset connector Bottom: 1 audio-out; 1 DisplayPort™ 1.2; 1 HDMI; 1 power connector; 1 RJ-45; 2 USB 3.1 Gen 1; 4 USB 3.1 Gen 2; 1 USB 3.1 Type-C™ Gen 2 Optional: 1 SD 4 card reader
Internal Drive Bays	One 2.5" HDD
Camera	2 MP FHD pop-up webcam with integrated dual array digital microphone, maximum resolution of 1920 x 1080; 2 MP FHD IR pop-up webcam (front-facing) and 2 MP webcam for face authentication with Windows Hello with integrated dual array digital microphone (rear-facing), maximum resolution of 1920 x 1080 12
Software	Absolute Persistence module; HP Jumpstart; HP Noise Cancellation Software; HP Sure Click; Intel® Unite™ with Skype for Business plug-in; Native Miracast

	Support; HP Wireless Wakeup; Buy Office (sold separately); HP Sure Recover 13,14,15,16,17
Security Management	Drive Lock; Hood sensor; HP BIO Sphere; HP Password Manager; HP Power On Authentication; HP Spare Key; Intel® Identity Protection Technology (Intel® IPT); Power-on password (via BIOS); RAID configurations; Removable media write/boot control; SATA port disablement (via BIOS); Setup password (via BIOS); USB enable/disable (via BIOS); HP Sure Run; Fingerprint reader; Parallel enable/disable (via BIOS); Serial enable/disable (via BIOS); Trusted Platform Module TPM 2.0  Embedded Security Chip shipped with Windows 10 (Common Criteria EAL4+ Certified) (FIPS 140-2 Level 2 Certified); HP Client Security Suite; HP Sure Start 21,22,23,24,25,26,27,28,29,30
Management Features	BIOS Config Utility (download); Client Catalog (download); Driver Packs (download); Management Integration Kit for Microsoft System Center  Configuration Management
Power	180 W internal power supply, up to 90% efficiency, active PFC; 210 W internal power supply, up to 92% efficiency, active PFC
Dimensions	At least 21"
Weight	Lowest weight configuration with adjustable height stand. Weight will vary by configuration.
Environmental	Low halogen 32
Energy Efficiency Compliance	ENERGY STAR® certified; EPEAT® Gold; CECP 31
Warranty	3 year (3-3-3) limited warranty and service offering includes 3 years of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.

## 5. Implementation and Support

The BRB expects the provision of exceptional service quality from the successful bidder. This section specifies the service requirements that must be satisfied to ensure successful implementation of the entire system.

### 5.1 Project Plan and Project Management

#### 5.1.1 Project Plan

The BRB's requirements regarding the Project Plan are as contained in the GCC and SCC Clause 19.

#### 5.1.2 Project Management

The following paragraphs give the BRB's expectations as regards overall project management. Bidders are invited to comment on them and to propose any variations or modifications as they see fit.

### **5.1.2.1 Steering Committee**

The BRB has appointed a steering committee which has oversight of the project and have final responsibility for all aspects. The steering committee will liaise as required with the EAC Director of Planning as the Regional Project Coordinator. The BRB's project managers will act as Secretary to the steering committee.

The steering committee will meet monthly during the projects to consider the minutes of the latest progress meeting (see 6.1.2.5), review progress and approve any actions proposed by the project managers. Both project managers (see next paragraph) will attend steering committee meetings.

### **5.1.2.2 Project Managers**

The BRB and the contractor will each appoint a project manager who will have overall responsibility for ensuring the successful and full discharge of their respective party's obligations under the contract. To this end, the two project managers will work closely together at all stages of the contract.

### **5.1.2.3 Project Teams**

To ensure maximum knowledge transfer, the contractor's project teams should be structured to work with counterparts within the BRB. Please note that, in particular, the BRB considers IT and Risk management specialists to be key to the success of the project.

Bidders are requested to describe:

1. The structure of their proposed implementation team;
2. The roles and responsibilities of each team member;
3. Their expectations of the BRB team structure and management, together with roles and responsibilities.

The above information should be provided both for the overall project (where commonalities exist) and for the execution of individual elements as applicable.

Proposals should contain CVs for all proposed key staff as specified in Section VII (Form 3.5.6a – Candidate Summary). Should any of these persons become unavailable for the project, the contractor must appoint alternate persons of at least equivalent capability and experience, always subject to the approval of the BRB.

### **5.1.2.4 Progress Reports**

Throughout the project execution period the contractor's project manager will submit to the BRB's project manager a monthly progress report covering:

1. Results accomplished during the preceding month;
2. Any deviations from the Agreed and Finalized Project Plan, corrective actions to be taken, and proposed revisions to the project schedule;
3. Other issues and outstanding or potential problems, and proposed actions.

### **5.1.2.5 Progress Meetings**

The two project managers will hold regular formal progress meetings at a frequency to be agreed, but no less than monthly. These meetings will be used to consider progress to date (including the contractor's monthly progress reports), agree actions to be taken to resolve problems, and update the project plan as necessary. The meetings will be minuted by the BRB's project managers.

The project managers will invite other project members to take part in the progress meetings as necessary.

#### **5.1.2.6 Communication**

Written minutes of all meetings and agreed actions will be taken by the BRB's project manager and circulated to all affected parties as applicable, including the steering committee.

#### **5.1.2.7 Escalation Process**

Any problems and issues which cannot be satisfactorily resolved between the two project managers will be brought to the steering committee for resolution.

In the event that a dispute cannot be resolved by the steering committee, it will be settled in accordance with GCC and SCC Clause 6.

#### **5.1.2.8 User Groups Meetings**

A user groups will be established, whose membership will comprise representatives of all involved BRB departments and branches as applicable. The BRB's project managers will convene regular meetings of the user groups, at which the two project managers will report on progress and consult on any project aspects requiring user involvement.

### **5.2 Business Level Consulting**

In light of the fact those projects are new development for the BRB, and that the BRB has consequently little knowledge or experience in this field, the BRB expects that the supplier will provide a high level of business consulting and advice – in addition to technical support – throughout the project period, utilizing its international experience in implementing those projects.

Bids should therefore include specific proposals in this area, particularly covering aspects such as the development of operational rules and procedures and any other areas where the Bidder feels that it can offer guidance on good practice and avoidance of pitfalls.

### **5.3 Testing and Acceptance**

The full system will not be finally accepted (i.e. achieve Operational Acceptance) until all functionality has been fully tested and shown to be working correctly at all BRB sites and locations.

#### **5.3.1 General**

The installation and testing process will demonstrate (for all system components):

1. Ease of installation and system start up;
2. Operation of the system platform;
3. Operation and management of the complete system by non-technical staff;
4. Reliable and efficient automated communications interfaces;
5. High reliability and fast recovery in case of failures;
6. Effective and correct operation of all system linkages;
7. Complete integrity of processing and accurate responses to all system information enquiries;
8. Clear and effective documentation and other support materials;
9. Effective education and training;
10. Effective organizational arrangements for full scale operation;

11. Effective support organization;
12. Effective problem reporting, tracking and resolution procedures.

### **5.3.2 Acceptance Testing**

Successful completion of the contract will be attained through a series of formal acceptance tests performed on all aspects of the overall system. Payment will be directly related to successful completion of agreed milestones.

The acceptance tests will demonstrate that the contractor has met each requirement specified and agreed in the contract and has delivered all required reports and documentation and an effective operational system.

Each step of the acceptance tests will be fully documented and signed-off by the BRB to signify acceptance of each element.

### **5.3.3 Location of Acceptance Tests**

1. Initial acceptance tests will be performed using the system installed at the BRB's sites. These tests will confirm general functioning of each element of the entire system, together with any involved linkages.
2. Functional acceptance tests will be conducted across the fully installed system in both the primary and back-up processing sites, and all elements installed at participant institutions.
3. Operational acceptance tests will involve full load (stress) testing of the system to confirm the ability of the hardware and software (as sized and delivered by the contractor) to handle a peak workload. They will include the full range of failover procedures specified by the contractor for handling failures at either site.

### **5.3.4 Acceptance Test Design and Execution**

The contents of all acceptance tests will be proposed by the contractor for the BRB's approval and planning. All acceptance tests will be carried out by BRB operations and technical staff, and will be monitored and supported by the contractor at each step. The BRB will make management personnel and staff available to the contractor to participate actively in the acceptance test execution as an integral part of the training and knowledge transfer and eventual handover of the system to the BRB.

### **5.3.5 Evaluation of Acceptance Test Results**

The BRB's project manager will be responsible for the final rating of all acceptance test results. At the end of each test phase, the project manager will provide to the contractor either a formal letter of acceptance if the contractor has met its contractual obligations, or a statement of which obligations have not been met and must be met before acceptance can be granted.

Operational Acceptance will be achieved only after successful completion of all tests and formal acceptance of all project deliverables.

### **5.3.6 Fault Correction**

The contractor will be responsible for correcting all faults found during acceptance testing in a timely manner so that the overall project schedule is not affected.

## **5.4 Training and Knowledge Transfer**

The BRB considers training and knowledge transfer to be among the most important factors for the success of the projects. For each system element to be supplied, and for the projects overall, Bidders should describe all proposed training modules, the recommended number of people to

be trained in each institution, the duration of each training module and the proposed number of times each module is proposed to be run.

Vendors should specify any prerequisites that must be satisfied prior to the commencement of training. Training proposals should cover not only the BRB but all affected organizations as applicable to each system if such need arises.

Training should include specific modules for:

1. Management level personnel for BRB;
2. Supervisory and operational staff for BRB;
3. Audit staff;
4. Technical training for systems development and testing staff in BRB;
5. Technical training for systems operations and maintenance staff in BRB;
6. Any other relevant training for users.

An important objective of the overall projects is to ensure effective transfer and related technological knowledge at all the BRB sites and levels. This is viewed as critical in order for all parties to become self-sufficient in the operation and maintenance of the new services and related technologies. Bidders must describe in detail how they intend to achieve a high degree of knowledge transfer.

## **5.5 Documentation**

All documentation must be supplied in the English and, if possible, French language. At a minimum the documentation supplied should include:

### **5.5.1 Product Literature**

This should describe the different system components, both hardware, software and other system equipment requirement, that address the stated business and technical requirements of this procurement.

### **5.5.2 End-user Documentation**

This should be tailored as applicable, covering operations guides, operating manuals, and standard user manuals. On-line help must be provided in all system modules.

### **5.5.3 Operational Rules and Procedures**

Proposals should cover the provision of business consultancy and advice, recommendations, and model documentation for the development of finalized operational rules and procedures for the new system, based on previous experience of the bidder. The recommendations made and the model documentation supplied should be consistent with international best practice.

### **5.5.4 Technical Documentation**

This should include:

1. Utility software technical and functional specifications and descriptions;
2. Application software, if any, functional specifications and descriptions;
3. Documentation covering the testing environment;
4. Instructions for backup, restore and selective restore;
5. Instructions for switch-over of processing to and from the alternate site;

6. As-Built and Final Design documentation that includes the selected options and configuration settings;
7. Any other technical documentation that the BRB will need to use for the safe and effective running of the processing environment.

### **5.5.5 Documentation of Operational Processes**

This should include:

1. Standard batch scripts;
2. Recommended scheduling of batch jobs (background and foreground);
3. Details of all background and foreground tasks;
4. Dependencies of all programs within each batch;
5. Dependencies between batches;
6. Details of all standard reports;
7. Internal integrity controls performed by the system;
8. Relationships between programs and data;
9. Relationship between application and operating system;
10. Relationship between application and database manager.

## **5.6 Warranty Periods and Ongoing Support**

### **5.6.1 Warranty Periods**

The successful bidder (contractor) will be required to provide operational support for the entire system on-site at the primary and alternate processing sites during the implementation period and for a period of at least one month after Operational Acceptance.

Following Operational Acceptance, the contractor will provide support for the entire system at no charge for a period of one year for the software and other equipment and three years for the hardware (the System Warranty Period). After this period, system and software support will be provided under a support agreement.

### **5.6.2 Ongoing Support**

During the installation and acceptance testing phase, the necessary support personnel should be available on an immediate on-call basis during normal business hours in Bujumbura.

On Operational Acceptance, the contractor will establish a single point of contact for all problems, whether hardware, software and/or other system support related. The contact point will be available throughout the system operational day, which will be agreed between the BRB and the contractor during implementation. Terms for out of hours support will also be agreed upon during this period. Bids should include proposals for ongoing support.

#### **5.6.2.1 BRB Help-desk**

The contractor will be required to assist the BRB in establishing a help-desk service to provide application-level support to all users during the operating day. Proposals should contain recommendations for establishment and operation of the help-desk, including staffing levels, training, documentation, operating procedures and so on.

### **5.6.2.2 Upgrades**

Bidders should also describe their methodology in supplying upgrades to both hardware and software during the life of the system to ensure that full training is provided on changes and enhancements, and that business continuity is guaranteed during software upgrades, additions or changes.

### **5.6.2.3 Problem Management**

Details of problems logged with the contractor, whether during the project, the Warranty Period or under any Service Level Agreement, should be easy for the BRB to follow up. Regular reporting should be a standard feature of the system and should include:

1. The number of service-disrupting incidents over any selected period by source of disruption and in total;
2. The number of non-service disrupting problems reported over any selected period;
3. The time taken to restore normal service after each recorded service disruption;
4. Mean Time to Repair for both hardware and software failures.

Bidders should also explain how BRB staff can monitor reported problems on a regular basis.

### **5.6.2.4 Service Level Agreement**

The BRB expects a very high level of reliability and availability of all its systems and the new BCC system will be particularly crucial in this respect. As previously specified, the system will operate in two-site mode, which is expected to assure very high reliability and availability levels.

The BRB will conclude a Service Level Agreement (SLA) with the contractor for the ongoing operation of the system. The BRB's expectations for the SLA include:

1. All the software's applications running in both the MDC and the DRC should not be affected due to a malfunction of the alternative site infrastructure;
2. After implementing those projects and if the system performance is degraded, it must be resolved within one hour and must not delay end of day processing by more than 30 minutes. There will be no more than one such incident per month or three per year.

## **6. Required Format of Technical Bids**

### **6.1 Description of Information Technologies, Materials, Other Goods, and Services**

The Bidder must provide detailed descriptions of the essential technical, performance, or other relevant characteristics of all key Information Technologies, Materials, other Goods, and Services offered in the bid. Without providing sufficient clear detail, Bidders run the risk of their bids being declared non-responsive.

To assist in the bid evaluation, the detailed descriptions should be organized and cross referenced in the same manner as the Bidder's item-by-item commentary on the Technical Requirements described in Section 7.2 below. All information provided by cross reference must, at a minimum, include clear titles and page numbers.

### **6.2 Item-by-Item Commentary on the Technical Requirements**

The Bidder must provide an item-by-item commentary on the Purchaser's Technical Requirements, demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Requirements.

In demonstrating the responsiveness of its bid, the Bidder is strongly urged to use the Technical Responsiveness Checklist provided in Section 7.3 below. Failure to do so, increases significantly the risk that the Bidder's Technical Bid will be declared technically non-responsive. Among other things, the checklist should contain explicit cross references to the relevant pages in the Bidder's Technical Bid.

### **6.3 Technical Responsiveness Checklist**

The technical responsiveness checklist must be in the following format:

N°	Technical Requirement	Mandatory (M) or Preferred (P)	Bidder's technical reasons supporting compliance
	2 printers multifunctions	M	
	Fifty (50) desktops computers	M	

## List of acronyms

ACH	Automated Clearing House
ADF	African Development Fund
ATS	Automated Transfer System
BCMS	Business Continuity Management Strategy
BNR	National Bank of Rwanda
BOT	Bank of Tanzania
BOU	Bank of Uganda
BRB	Bank of the Republic of Burundi
BSA	Banking Supervision Application
CBK	Central Bank of Kenya
CSD	Central Securities Depository
DRC	Data Recovery Center
EAC	East African Community
EAPS	East African Payment System
ERP	Enterprise Resource Planning
HQ	Headquarters
ISM	Internet Security Manager
ISP	Internet Service Provider
LAN	Local Area Network
Mbps	Megabits per second
MDC	Main Data Center
MPLS	Multiprotocol Label Switching
NCC	Network Control Center
QoS	Quality of Support
RTGS	Real Time Gross Settlement System
RTO	Recovery Time Objective
SWIFT	Society for Worldwide Interbank Financial Telecommunication
UPS	Uninterruptable Power Supply



# **PART 3 –Conditions of Contract and Contract Forms**

## Section VII. General Conditions

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## Section VII. General Conditions

[Name of Purchaser] \_\_\_\_\_  
[Name of Contract] \_\_\_\_\_

These General Conditions (GC), read in conjunction with the Particular Conditions (PC) and other documents listed therein, constitute a complete document expressing the rights and obligations of the parties.

1.

### General Provisions

1.1

#### Definitions

In the Conditions of Contract (“these Conditions”), which include Particular Conditions, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

1.1.1

#### The Contract

1.1.1.1

“Contract” means the Contract Agreement, the Letter of Acceptance, the Letter of Bid, these Conditions, the Specification, the Schedules, and the further documents (if any) which are listed in the Contract Agreement or in the Letter of Acceptance.

1.1.1.2

“Contract Agreement” means the contract agreement referred to in Clause 1.6 [Contract Agreement].

1.1.1.3

“Letter of Acceptance” means the letter of formal acceptance, signed by the Purchaser, of the Letter of Bid, including any annexed memoranda comprising agreements between and signed by both Parties. If there is no such letter of acceptance, the expression “Letter of Acceptance” means the Contract Agreement and the date of issuing or receiving the Letter of Acceptance means the date of signing the Contract Agreement.

1.1.1.4

“Letter of Bid” means the document entitled letter of bid, which was completed by the Supplier and includes the signed offer to the Purchaser for the Goods.

1.1.1.5

“Specification” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Goods.

1.1.1.6

“Drawings” means the drawings of the Goods, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Purchaser in accordance with the Contract.

1.1.1.7

“Schedules” means the document(s) entitled schedules, completed by the Supplier and submitted with the Letter of Bid, as included in the Contract. Such document may include the Bill of Quantities, data, lists, and schedules of rates and/or prices.

1.1.1.8

“Bid” means the Letter of Bid and all other documents which the Supplier submitted with the Letter of Bid, as included in the Contract.

1.1.2

#### Parties and Persons

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- 1.1.2.1 “Party” means the Purchaser or the Supplier, as the context requires.
- 1.1.2.2 “Purchaser” means the person named as purchaser in the Particular Conditions and the legal successors in title to this person.
- 1.1.2.3 “Supplier” means the person(s) named as supplier in the Letter of Bid accepted by the Purchaser and the legal successors in title to this person(s).
- 1.1.2.4 “Subcontractor” means any person named in the Contract as a subcontractor, or any person appointed as a subcontractor, for a part of the Goods or the Related Services; and the legal successors in title to each of these persons.
- 1.1.2.5 “Bank” means the financing institution (if any) named in the PC.
- 1.1.2.6 “Borrower” means the person (if any) named as the borrower in the PC.
- 1.1.3 Dates, Tests, Periods and Completion “Base Date” mean the date 28 days prior to the latest date for submission of the Bid.
- 1.1.3.1 “Acceptance Test” means the tests (if any) which are specified in the Contract and which are carried out in accordance with the Specification for the purpose of issuing the “Acceptance Certificate”.
- 1.1.3.3 “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- 1.1.3.4 “day” means a calendar day and “year” means 365 days.
- 1.1.4 Money and Payments**
- 1.1.4.1 “Contract Price” means the price defined in GC Clause 10 [The Contract Price], and includes adjustments in accordance with the Contract.
- 1.1.5 Goods and Related Services**
- 1.1.5.1 “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- 1.1.5.2 “Related Services” means the services incidental to the supply of the Goods, such as insurance, transportation, installation, commissioning, training and initial maintenance and other such obligations of the Supplier under the Contract.
- 1.1.6 Other Definitions**
- 1.1.6.1 “Purchaser’s Country” is the country specified in the PC.
- 1.1.6.2 “Force Majeure” is defined in GC Clause 25 [Force Majeure].
- 1.1.6.3 “Laws” means all national (or state) legislation, statutes, ordinances and other laws, and regulations and by-laws of any legally constituted public authority.
- 1.1.6.4 “Performance Security” means the security (or securities, if any) under GC Clause 13 [Performance Security].
- 1.1.6.5 “Project Site,” where applicable, means the place named in the PC.
- 1.1.6.6 “Unforeseeable” or “Unforeseen” means not reasonably foreseeable by an experienced Purchaser by the Base Date.

- 1.1.6.7 “Change Order” or “Change” is defined in Clause 26 [Change Orders and Contract Amendments].
- 1.2 **Interpretation**
- 1.2.1 Interpretation In the Contract, except where the context requires otherwise:
- (a) words indicating one gender include all genders;
  - (b) words indicating the singular also include the plural and words indicating the plural also include the singular;
  - (c) provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing;
  - (d) “written” or “in writing” means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
  - (e) the word “tender” is synonymous with “bid” and “tenderer” with “bidder” and the words “tender documents” with “bidding documents”.
- 1.2.2 The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.
- 1.2.3 Incoterms
- (e) Unless inconsistent with any provisions in the Contract, the meaning of any trade term and the rights and obligations of Parties thereunder shall be as prescribed by Incoterms.
  - (f) The Incoterms, when used, shall be governed by the rules prescribed in the current edition of Incoterms, specified in the PC, and published by the International Chamber of Commerce, Paris, France
- 1.2.4 Entire Agreement
- The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the Parties with respect thereto made prior to the date of Contract.
- 1.2.5 Amendment
- No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each Party thereto.
-

1.2.6            Nonwaiver

- (a) Subject to GC Clause 1.2.5(b) below, no relaxation, forbearance, delay, or indulgence by either Party in enforcing any of the terms and conditions of the Contract or the granting of time by either Party to the other shall prejudice, affect, or restrict the rights of that Party under the Contract, neither shall any waiver by either Party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) (Any waiver of a Party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the Party granting such waiver, and must specify the right and the extent to which it is being waived.

1.2.7            Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

1.2.8            “Eligible Countries” means the countries and territories eligible stipulated by the Bank’s **Rules and Procedures for Procurement of Goods and Works**, and as listed in Section V, Eligible Countries.

1.3                **Communications**

1.3.1            Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:

- (a) in writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the PC; and
- (b) delivered, sent or transmitted to the address for the recipient’s communications as stated in the PC. However:
  - (i) if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and
  - (ii) if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued

1.3.2            Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party.

1.4                **Law and Language**

1.4.1            The Contract shall be governed by the law of the country or other jurisdiction stated in the PC.

The ruling language of the Contract shall be that stated in the PC.

The language for communications shall be that stated in the PC. If no language is stated there, the language for communications shall be the ruling language of the Contract.

- 1.4.2 Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.
- 1.5 Priority of Documents**
- 1.5.1 The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:
- (a) the Contract Agreement (if any),
  - (b) the Letter of Acceptance,
  - (c) the Bid,
  - (d) the Particular Conditions
  - (e) these General Conditions,
  - (f) the Specification,
  - (g) the Drawings, and
  - (h) the Schedules and any other documents forming part of the Contract.
- If an ambiguity or discrepancy is found in the documents, the Purchaser shall issue any necessary clarification or instruction.
- 1.6 Contract Agreement**
- 1.6.1 The Parties shall enter into a Contract Agreement within 28 days after the Supplier receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Contract Agreement shall be based upon the form furnished in Section IX, Contract Forms. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Purchaser .
- 1.7 Assignment**
- 1.7.1 Neither Party shall assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, either Party:
- (a) may assign the whole or any part with the prior agreement of the other Party, at the sole discretion of such other Party, and
  - (b) may, as security in favour of a bank or financial institution, assign its right to any moneys due, or to become due, under the Contract.
- 1.8 Copyright**
- 1.8.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third Party, including suppliers of materials, the copyright in such materials shall remain vested in such third Party.

**1.9                  Supplier's Use of Purchaser's Documents**

1.9.1                  As between the Parties, the Purchaser shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the Purchaser. The Supplier may, at his cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Purchaser's consent, be copied, used or communicated to a third party by the Supplier, except as necessary for the purposes of the Contract.

**1.10                  Confidential Details**

1.10.1                  The Supplier's and the Purchaser's Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify the Supplier's 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 Goods, prepared by the other Party without the previous agreement of the other Party. However, the Supplier shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.

1.10.2                  Notwithstanding the above, the Supplier may furnish to its Subcontractor(s) such documents, data and other information it receives from the Purchaser to the extent required for the Subcontractor(s) to perform its work under the Contract, in which event the Contractor shall obtain from such Subcontractor(s) an undertaking of confidentiality similar to that imposed on the Contractor under this Clause.

**1.11                  Compliance with Laws**

1.11.1                  The Supplier shall, in performing the Contract, comply with applicable Laws.

1.11.2                  Unless otherwise stated in the Particular Conditions:

(a)                  the Purchaser shall acquire and pay for all permits, approvals and/or licenses from all local, state or national government authorities or public service undertakings in the Purchaser's Country, which (i) such authorities or undertakings require the Purchaser to obtain in the Purchaser's name, and (ii) are necessary for the execution of the Contract, including those required for the performance by both the Supplier and the Purchaser of their respective obligations under the Contract;

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(b) the Supplier shall acquire and pay for all permits, approvals and/or licenses from all local, state or national government authorities or public service undertakings in the Purchaser's Country, which such authorities or undertakings require the Supplier to obtain in its name and which are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The Supplier shall acquire all other permits, approvals and/or licenses that are not the responsibility of the Purchaser under GC Clause 1.11.2(a) hereof and that are necessary for the performance of the Contract. The Supplier shall indemnify and hold harmless the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Subcontractors and their personnel, but without prejudice to GC Clause 1.11.1 hereof.

## 1.12

### **Joint and Several Liability**

#### 1.12.1

If the Supplier is a joint venture, consortium, or association (JVCA) of two or more persons, all such persons shall be jointly and severally bound to the Purchaser for the fulfillment of the provisions of the Contract, unless otherwise specified in the PC, and shall designate one of such persons to act as a leader with authority to bind the JVCA. The composition or the constitution of the JVCA shall not be altered without the prior consent of the Purchaser.

## 1.13

### **Inspections and Audit by the Bank**

#### 1.13.1

The Supplier shall permit the Bank and/or persons appointed by the Bank to inspect the Site and/or the Supplier's accounts and records relating to the performance of the Contract and to have such accounts and records audited by auditors appointed by the Bank if required by the Bank.

#### 1.13.2

The Supplier shall maintain all documents and records related to the Contract for a period of three (3) years after delivery of the Goods. The Supplier shall provide any documents necessary for the investigation of allegations of fraud, collusion, coercion, or corruption and require its employees or agents with knowledge of the Contract to respond to questions from the Bank.

## 2.

### **Contract Documents**

#### 2.1

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

## 3.

### **Fraud and Corruption**

#### 3.1

It is the Bank's policy to require that Borrowers (including beneficiaries of Bank Financing), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts<sup>9</sup>. In pursuance of this policy, the Bank:

<sup>9</sup> In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “Corrupt Practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>10</sup>;
  - (ii) “Fraudulent Practice” is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party<sup>11</sup> to obtain financial or other benefit or to avoid an obligation;
  - (iii) “Collusive Practice” is an arrangement between two or more parties<sup>12</sup>, designed to achieve an improper purpose, including to influence improperly the actions of another party; and
  - (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<sup>13</sup>;
  - (v) “obstructive practice” is
    - (v.1) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - (v.2) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under clause 1.13 [Inspections and Audits by the Bank].
- (b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices in competing for the contract in question;

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<sup>10</sup> For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Bank staff and employees of other organizations taking or reviewing procurement decisions.

<sup>11</sup> For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>12</sup> For the purpose of this sub-paragraph, “parties” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>13</sup> For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

- (c) will declare misprocurement and cancel the portion of the **Financing** allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of **such Financing** engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to **address such practices when they occur**, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures<sup>14</sup>, including by publicly declaring such firm or individual ineligible either indefinitely or for a stated period of time, (i) to be awarded a Bank-financed contracts, and (ii) to be a nominated<sup>15</sup> subcontractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and
- (e) will require that a clause be included in bidding documents and in contracts financed by the Bank, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts and records and other documents relating to the submission of bids and contract performance and to have them audited by auditors appointed by the Bank.

4.

### **Eligibility**

4.1

The Supplier and its Subcontractors shall have the nationality of an Eligible Country, as defined by the Bank's **Rules and Procedures for Procurement of Goods and Works**, and as listed in Section V, Eligible Countries. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

4.2

All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the Goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. Eligibility is defined in the Bank's **Rules and Procedures for Procurement of Goods and Works**.

<sup>14</sup> A firm or an individual may be declared ineligible to be awarded a Bank financed contract: (i) upon completion of the Bank's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, or otherwise decided by the Bank; and through the application of the Proposal for the Implementation of a Sanctions Process within the African Development Bank Group; and (ii) as a result of temporary suspension or early temporary suspension in connection with an on-going sanction proceeding. See footnote 18 and paragraph 9 of Appendix I of the Rules and Procedures for Procurement of Goods and Works.

<sup>15</sup> A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding documents) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirement for the particular bid; or (ii) appointed by the Borrower."

5. **Notices**  
5.1 Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address specified in the PC. The term “in writing” means communicated in written form with proof of receipt.
- 5.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
6. **Settlement of Disputes**  
6.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any dispute arising between them under or in connection with the Contract.  
6.2 If, after twenty-eight (28) days from the commencement of such consultation, the Parties have failed to resolve their dispute by such mutual consultation, then either Party may give notice to the other Party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the PC.  
6.3 Notwithstanding any reference to arbitration herein,  
  - (a) the Parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - (b) the Purchaser shall pay the Supplier any monies due the Supplier.
7. **Scope of Supply**  
7.1 The Goods and Related Services to be supplied shall be as specified in Section VI, Requirements.
8. **Delivery**  
8.1 Subject to GC Clause 27.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in Section VI, Requirements. The shipping and other documents to be furnished by the Supplier are specified in the PC. The documents specified therein shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier shall be responsible for any consequent expenses.
9. **Supplier’s Responsibilities**  
9.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GC Clause 7, and the Delivery and Completion Schedule, as per GC Clause 8.
10. **Contract Price**  
10.1 Unless otherwise prescribed in the PC, the Contract price shall be fixed throughout the duration of Contract performance.
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**11. Terms of Payment**

- 11.1 The Contract Price shall be paid as specified in the PC.
- 11.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GC Clause 8 and upon fulfilment of all other obligations stipulated in the Contract.
- 11.3 Payments shall be made promptly by the Purchaser, no later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 11.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid price is expressed.
- 11.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date, or within the period set forth in the PC, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment, at the rate shown in the PC, for the period of delay, until payment has been made in full, whether before or after judgment, or arbitration award.

**12. Taxes and Duties**

- 12.1 For Goods *manufactured* outside the Purchaser's country the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.
- 12.2 For Goods *manufactured* within the Purchaser's country the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 12.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

**13. Performance Security**

- 13.1 If so required in the PC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the PC.
- 13.2 If so required, pursuant to GC Clause 13.1, the performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the Section IX, Contract Forms, or in another form acceptable to the Purchaser.
- 13.3 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

13.4 The performance security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the PC.

#### **14. Subcontracting**

14.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original Bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

14.2 Subcontracts shall comply with the provisions of GC Clauses 3 and 4.

#### **15. Specifications and Standards**

15.1 The Supplier shall ensure that the Goods and Related Services comply with technical requirements, as specified in Section VI, Requirements.

15.2 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser

#### **Codes, Standards and Drawings**

15.3 Wherever references are made in the Contract to codes and standards, in accordance with which it shall be executed, the addition or the revised version of such codes and standards shall be those specified in Section VI, Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GC Clause 26.

#### **16. Packing and Documents**

16.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

16.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the PC, and in any other instructions ordered by the Purchaser.

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#### **17. Insurance**

- 17.1 Unless otherwise specified in the PC, the Goods supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible country, against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the PC.
18. **Transportation**
- 18.1 Unless otherwise specified in the PC, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.
19. **Inspections and Tests**
- 19.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the PC.
- 19.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Purchaser's country as specified in the PC. Subject to GC Clause 19.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 19.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GC Clause 19.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.
- 19.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third Party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 19.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 19.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

- 19.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GC Clause 19.4.
- 19.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GC Clause 19.6, shall release the Supplier from any warranties or other obligations under the Contract.
20. **Liquidated Damages**
- 20.1 Except as provided under GC Clause 19, if the Supplier fails to deliver any or all of the Goods, by the date(s) of delivery, or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the PC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the PC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GC Clause 28.
21. **Warranty**
- 21.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 21.2 Subject to GC Clause 15.2, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 21.3 Unless otherwise specified in the PC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the PC, or for eighteen (18) months after the date of shipment, from the port, or place of loading in the country of origin, whichever period concludes earlier.
- 21.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 21.5 Upon receipt of such notice, the Supplier shall, within the period specified in the PC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

- 21.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the PC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
22. **Patent Indemnity**
- 22.1 The Supplier shall, subject to the Purchaser's compliance with GC Clause 22.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
  - (b) the sale in any country of the products produced by the Goods.
- Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.
- 22.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GC Clause 22.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 22.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 22.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 22.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

23.

**Limitation of Liability**

23.1

Except in cases of *gross* negligence or wilful misconduct:

- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

24.

**Change in Laws and Regulations**

24.1

If, within less than twenty-eight (28) days prior to the date of Bid Submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GC Clause 10.

25.

**Force Majeure**

25.1

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2

For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26

**Change Orders and Contract Amendments**

- 26.1 The Purchaser may at any time order the Supplier through notice in accordance with GC Clause 5, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and
  - (d) the Related Services to be provided by the Supplier.
- 26.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- 26.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other Parties by the Supplier for similar services.
- 26.4 Subject to the above, no variation in, or modification of, the terms of the Contract shall be made except by written agreement signed by the Parties.
- 27**
- Extensions of Time**
- 27.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GC Clause 8, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the Parties by amendment of the Contract.
- 27.2 Except in case of Force Majeure, as provided under GC Clause 25, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GC Clause 20, unless an extension of time is agreed upon, pursuant to GC Clause 27.1.
- 28.**
- Termination**
- Termination for Default**
- 28.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GC Clause 27;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser, has engaged in fraud and corruption, as defined in GC Clause 3, in competing for, or in executing the Contract.
- 28.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GC Clause 28.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- Termination for Insolvency**
- 28.3 The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.
- Termination for Convenience**
- 28.4 (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 28.5 (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

## 29. **Export Restrictions**

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- 29.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the goods or services to be supplied, which arise from trade regulations from a country supplying those goods, or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfactions of the Purchaser *and of the Bank* that it has completed all formalities in a timely manner, including applying for permits, authorizations, and licenses necessary for the delivery of the goods or services under the terms of the Contract.
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## Section VIII. Particular Conditions

GC 1.1.2.2	The Purchaser is: <b>The East African Community (EAC)</b>
GC 1.1.2.5	The Bank is: <b>The African Development Bank (AfDB)</b>
GC 1.1.2.6	The Borrower is: <b>The East African Community (EAC)</b>
GC 1.1.6.1	The Purchaser's Country is: <b>United Republic of Tanzania</b>
GC 1.1.6.5	The Project Sites are: <b>Bank of the Republic of Burundi (BRB) Headquarters, Rumonge Branch Ngozi Branch and Gitega Branch.</b>
GC 1.2.3 (b)	The version of Incoterms shall be: <b>Incoterms 2020 — ICC Official Rules for the Interpretation of Trade Terms</b> " published in September 10 <sup>th</sup> 2019 by the International Chamber of Commerce, 38 Cours Albert 1er, 75008 Paris, France.
GC 1.3 .1(a)	The Electronic Transmission System is: <b>N/A</b>
GC 1.3.1(b)	<p>The Purchaser's address for the purpose of communications is:</p> <p>Secretary General (SG)            East African Community (EAC)  <b>Att: Ms Teresia Kanini Ndivo</b>            The Project Manager, EAC-PSSIP            AICC, Kilimanjaro Wing,            5th Floor Room No. 530            Arusha, TANZANIA            Tel: +255 27 2162 100            E-mail: <a href="mailto:Panjimbi@eachq.org">Panjimbi@eachq.org</a>            Copy to: <a href="mailto:PSSIP-Procurement@eachq.org">PSSIP-Procurement@eachq.org</a></p> <p>The Supplier's address for the purpose of communications is: <i>[State full address, telephone, fax and e-mail]</i></p>
GC 1.4.1	<p>The governing law is that of: <b>Republic of Burundi</b>.</p> <p>The ruling language is: <b>English</b>.</p> <p>The language for communications is: <b>English</b>.</p>
GC 1.6.1	Deadline for entering into a Contract, after Supplier receives Letter of Acceptance: <b>Twenty Eight (28) days</b>

GC 1.11.2(a)	Permits and Permissions to be obtained by the Purchaser: <b>None</b>
GC 1.11.2(b)	Notices, Taxes, Duties, Permits, Licenses, Approvals to be given and/or obtained by the Supplier: <b>None</b>
GC 1.12.1	The individuals or firms in a joint venture, consortium or association <b>shall be</b> jointly and severally liable.
GC 5.1	<p>For <b>notices</b>, the Purchaser's address shall be:</p> <p style="text-align: center;"><i>The Secretary General East African Community (EAC)</i></p> <p>Attention: <b>Teresia Kanini Ndivo</b>      Street Address: <b>AICC Complex, Kilimanjaro Wing</b>      Floor/Room number: <b>5<sup>th</sup> Floor, Room 531</b>      City: <b>Arusha</b>      Country: <b>Tanzania</b>      Telephone: <b>+255 27 2162 100</b>      Facsimile number: <b>+255 27 2162 190</b></p> <p>E-mail address: <b><a href="mailto:Panjimbi@eachq.org">Panjimbi@eachq.org</a></b> copy to <b><a href="mailto:PSSIP-Procurement@eachq.org">PSSIP-Procurement@eachq.org</a></b></p> <p>The Supplier's address for the purpose of <b>notices</b> shall be: <b>[State full address, telephone, fax and electronic post]</b></p>
GC 6.2	The rules of procedure for arbitration shall be as follows: UNICITRAL Arbitration Rules
GC 8.1	<p>The shipping and other documents to be furnished by the Supplier are:</p> <p><b>For Goods supplied from outside the Purchaser's Country:</b></p> <p>Upon shipment, the Supplier shall notify the Purchaser and the insurance company contracted by the Supplier to provide cargo insurance by telex, cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Purchaser by mail or courier, as appropriate, with a copy to the cargo insurance company:</p> <ul style="list-style-type: none"> <li>(a) Two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount;</li> <li>(b) Usual transportation documents;</li> <li>(c) Insurance certificate;</li> <li>(d) Certificate(s) of origin; and</li> <li>(e) Estimated time and point of arrival in the Purchaser's Country and at the site.</li> </ul>

	<p><b>For Goods supplied locally</b> (i.e., from within the Purchaser's country):</p> <p>Upon shipment, the Supplier shall notify the Purchaser by telex, cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Purchaser by mail or courier, as appropriate:</p> <ul style="list-style-type: none"> <li>(a) Two copies of the Supplier's invoice showing the Goods' description, quantity, unit price, and total amount;</li> <li>(b) Delivery note, railway receipt, or truck receipt;</li> <li>(c) Certificate of insurance;</li> <li>(d) Certificate(s) of origin; and</li> <li>(e) Estimated time of arrival at the site.</li> </ul>								
<b>GC 10.1</b>	<p>Price adjustments <b>shall not apply</b>.</p> <p>The Contract Price is..... exclusive of all taxes.</p> <p><b>The Contract shall be effective immediately upon signature and shall remain valid for .....days based on the delivery period.</b></p>								
<b>GC 11.1</b>	<p>The Terms of Payment shall be:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Milestone</th> <th style="text-align: center; padding: 2px;">Payment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;"><b>1 Advance Payment</b></td> <td style="text-align: center; padding: 2px;"><b>15%</b></td> </tr> <tr> <td style="text-align: center; padding: 2px;"><b>2 Delivery, inspection and acceptance of the Goods by the Purchaser as defined in GC 19.</b></td> <td style="text-align: center; padding: 2px;"><b>65%</b></td> </tr> <tr> <td style="text-align: center; padding: 2px;"><b>3 Installation, commissioning and completion of related services and acceptance by the Purchaser.</b></td> <td style="text-align: center; padding: 2px;"><b>20%</b></td> </tr> </tbody> </table> <p>An advance payment of up to 15% of the total Bid Price may be proposed as part of the Bid. If so required, the advance payment shall be made within 30 days following contract signature, and the presentation of a Bank Advance Payment Security for 100% of the amount of the advance payment. The validity of the Advance Payment Security shall be for a period of 60 days after the scheduled delivery date of the Goods.</p> <p>The Advance Payment Security shall be issued by a reputable institution selected by the Bidder and located in any eligible country (as determined in accordance with ITB Clause 4).</p>	Milestone	Payment	<b>1 Advance Payment</b>	<b>15%</b>	<b>2 Delivery, inspection and acceptance of the Goods by the Purchaser as defined in GC 19.</b>	<b>65%</b>	<b>3 Installation, commissioning and completion of related services and acceptance by the Purchaser.</b>	<b>20%</b>
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<b>2 Delivery, inspection and acceptance of the Goods by the Purchaser as defined in GC 19.</b>	<b>65%</b>								
<b>3 Installation, commissioning and completion of related services and acceptance by the Purchaser.</b>	<b>20%</b>								
	<p>The accounts to which payment shall be made are:</p> <p>Bank Name: <b>xxxxxxxxxx</b>  Address: <b>xxxxxxxxxxxx</b>  Name of account: <b>xxxxxxxxxxxx</b>  Account number: <b>xxxxxxxxxx</b>  Swift code: <b>xxxxxxxxxx</b></p> <p>US correspondent banks:</p> <p>Bank Name: <b>xxxxxxx</b>  Swift: <b>xxxxxxxxxx</b></p>								

GC 11.5	The Payment-Delay Period after which the Purchaser shall pay interest to the Supplier is <b>60</b> days.  The Interest Rate that shall be applied is: <b>0.5 percentage points above the prevailing Libor rate.</b>
GC 13.1	A Performance Security <b>shall</b> be required.  The amount shall be: <b>Ten (10) percent of contract price.</b>
GC 13.2	If so required, the Performance Security shall be denominated in: <b>the currency of the Contract.</b>
GC 13.4	Discharge of Performance Security shall take place <b>not later than 28 days</b> following the completion of the Supplier's performance obligations.
GC 16.2	The Packing, Marking and Documentation within and outside the packages shall be:  <b>The East African Community C/o Bank of the Republic of Burundi, B.P. 705 Bujumbura, BURUNDI</b>
GC 17.1	The Insurance Coverage <b>shall</b> be in accordance with the specified Incoterms.
GC 18.1	Responsibility for Arranging Transportation of the Goods <b>shall</b> be as specified in <u>the</u> Incoterms.
GC 19.1	The Inspections and Tests required to be carried out shall be: <b>Pre-shipment inspection and tests and on delivery inspection and tests.</b>
GC 19.2	The Inspections and Tests shall be conducted at: <b>Bank of the Republic of Burundi (BRB) Headquarters, Bujumbura - Burundi</b>
GC 20.1	The Liquidated Damages shall be: <b>0.5%</b> per week.  The Maximum Percentage of Liquidated Damages shall be: <b>10%</b>
GC 21.3	The Period of Validity of the Warranty shall be: <b>36</b> months.  For the purposes of the Warranty, the Place(s) of Final Destination(s) shall be: <b>Bank of the Republic of Burundi (BRB) Headquarters in Bujumbura, Ngozi Branch, Gitega Branch and Alternate site in Bujumbura.</b>
GC 21.5	The Period within which the Supplier shall Repair or Replace defective goods shall be: <b>Fourteen (14)</b> days.
GC 21.6	The Deadline after which the Purchaser may take remedial action if the Supplier fails to remedy the notified defects shall be: <b>Thirty (30)</b> days.

## Section IX. Contract Forms

### Introduction

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

### Table of Forms

<b>Letter of Acceptance</b>	<b>106</b>
<b>Contract Agreement</b>	<b>107</b>
<b>Performance Security</b>	<b>109</b>
<b>Advance Payment Security</b>	<b>110</b>

## Letter of Acceptance

[on letterhead paper of the Purchaser]

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

To: [name and address of the Supplier] .....

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

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

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

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

Attachment: Contract Agreement

## Contract Agreement

THIS CONTRACT AGREEMENT is made on the ..... day of ....., 2019.

BETWEEN

- (1) **The East African Community (EAC)**, a regional intergovernmental organization of the Republics of Burundi, Kenya, Rwanda, the United Republic of Tanzania, and the Republic of Uganda, established under the Treaty and having its principal place of business at EAC Close, Off Afrika Mashariki Road, P.O. Box 1096, Arusha, Tanzania (hereinafter called “**the Purchaser**”),

and

- (2) [insert name of the *Supplier*], a corporation incorporated under the laws of the Republic of Kenya and having its principal place of business at [insert: address of *Supplier*] (hereinafter called “**the Supplier**”).

**WHEREAS** the Purchaser invited bids for *Goods and Related Services*, described as *Supply, Installation, Configuration, Support and Maintenance of Equipment Related to a Business Continuity Centre (BCP) for the Bank of the Republic of Burundi (BRB)* and has accepted a Bid by the Supplier for the *supply of these Goods and Related Services*, and the Purchaser agrees to pay the Supplier the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

THE PURCHASER AND THE SUPPLIER AGREE AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.**
- 2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.**

- (a) the Letter of Acceptance
- (b) the Bid submitted by the Vendor
- (c) the Addenda Nos. .... [insert addenda numbers if any]. ....
- (d) the Particular Conditions
- (e) the General Conditions
- (f) the Specification
- (g) the Drawings;
- (h) the completed Schedules; and
- (i) the Minutes of Contract Negotiations

- 3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Contractor hereby covenants with the Purchaser to execute the *Goods and Related Services* and to remedy defects therein in conformity in all respects with the provisions of the Contract.**

**4. The Purchaser hereby covenants to pay the Supplier in consideration of the supply of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.**

**IN WITNESS WHEREOF** the Purchaser and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives in accordance with the laws of the United Republic of Tanzania on the day, month and year indicated above.

For and on behalf of the **East African Community (EAC)**

Signed:

Name: .....

Signature.....

in the capacity of: **SECRETARY GENERAL**

In the presence of,

Name: .....

Signature.....

in the capacity of [ insert: ***title or other appropriate designation*** ]

For and on behalf of M/s .....

Signed:

Name: .....

Signature.....

in the capacity of: **GENERAL MANAGER**

In the presence of,

Name: .....

Signature.....

in the capacity of [ insert: ***title or other appropriate designation*** ]

## Performance Security

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

Date: [insert date (e.g., day, month, and year)]  
Bidding Process Reference: [insert no. and title of bidding process]

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

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

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

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

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

At the request of the Purchaser, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)<sup>16</sup>] in figures and words] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year],<sup>17</sup> and any demand for payment under it must be received by us at this office on or before that date. *This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.*

[signatures of authorized representatives of the bank]

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in Bank Group Operations"

## Advance Payment Security

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

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

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

[bank's letterhead]

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

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

We have been informed that . . . . . *[insert name of the Supplier]*. . . . . (hereinafter called "the Supplier") has entered into Contract No. . . . . *[insert reference number of the Contract]*. . . . . dated . . . . . with you, for the *supply of Goods and Related Services* *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum . . . . . *[insert currency and amount in figures]*<sup>18</sup>(. . . . . *[insert currency and amount in words]*. . . ) is to be made against an advance payment guarantee.

At the request of the Purchaser, we . . . . . *[insert name of the Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . *[insert currency and amount in figures]* (. . . . . *[insert currency and amount in words]*. . . . . ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than *performing his obligations under the Contract*.

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 Supplier on its account number . . . . . *[insert Supplier's account number]* at . . . . . *[insert name and address of the Bank]*.

....

*This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458 , except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.*

..... *[Seal of Bank and Signature(s)]* .....

**Note –**

*All italicized text (including footnotes) is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.*

<sup>18</sup>

The Guarantor shall insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Purchaser.