EAST AFRICAN COMMUNITY

SECRETARIAT

BIDDING DOCUMENT

Procurement of:

SUPPLY AND INSTALLATION OF EAST AFRICAN PAYMENT SYSTEM (EAPS) HELPDESK SYSTEM

IFB No: **EAC/PSSIP/ICB/2023/14**

Purchaser: EAST AFRICAN COMMUNITY

Country: TANZANIA

Issued on: **29th November, 2023**

Standard Bidding Document

Summary

Specific Procurement Notice – Invitation for Bids (IFB)

The template attached is the Specific Procurement Notice for Invitation for Bids, one-envelope Bidding process. This is the template to be used by the Borrower.

SBD for Procurement of Goods (One-Envelope Bidding Process)

Part 1 – Bidding Procedures

Section I - Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. It is based on a one-envelope Bidding process. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. **Section I contains provisions that are to be used without modification.**

Section II - Bid Data Sheet (BDS)

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

Section III - Evaluation and Qualification Criteria

This Section specifies the criteria for evaluation of Bids and qualification of Bidders to perform the contract to determine the successful Bidder or Bidders that are substantially responsive to the bidding document and whose Bid (s) offer the lowest evaluated cost to the Purchaser. Only such criteria will be specified as determined appropriate for each procurement.

Section IV - Bidding Forms

This Section includes the forms for the Bid submission, Price Schedules, Bid Security, and the Manufacturer's Authorization to be completed and submitted by the Bidder as part of its Bid.

Section V - Eligible Countries

This Section contains information regarding eligible countries.

Section VI - Fraud and Corruption

This section includes the fraud and corruption provisions which apply to this Bidding process.

Part 2 – Supply Requirements

Section VII - Schedule of Requirements

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

Part 3 – Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract (GCC)

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

Section IX - Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contains clauses specific to each contract. The contents of this Section modify or supplement, but not over-write, the General Conditions and shall be prepared by the Purchaser.

Section X - Contract Forms

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

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Part 1: Bidding Procedures

Section I - Instructions to Bidders

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Section I. Instructions to Bidders

General

1. Scope of Bid

1.1 In connection with the Specific Procurement Notice, Invitation for Bids (IFB), specified **in the Bid Data Sheet (BDS),** the Purchaser, as **specified in the BDS,** issues this bidding document for the supply of Goods and, if applicable, any Related Services incidental thereto, as specified in Section VII, Schedule of Requirements. The name, identification and number of items, lots or combination of lots (packages) of this IFB are **specified in the BDS.**

1.2 Throughout this bidding document:

(a) the term "in writing" means communicated in written form (e.g. by mail, e-mail, fax, including if **specified in the BDS**, distributed or received through the electronic-procurement system used by the Purchaser) with proof of receipt;

(b) if the context so requires, "singular" means "plural" and vice versa; and

(c) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower's official public holidays.

2. Source of Funds

2.1 The Borrower or Recipient (hereinafter called "Borrower") **specified in the BDS** has applied for or received financing (hereinafter called "funds") from the Specific Financing Institution named in the BDS (hereinafter called "the Bank") in an amount **specified in the BDS,** toward the project named **in the BDS.** The Borrower intends to apply a portion of the funds to eligible payments under the contract for which this bidding document is issued.

2.2 Payment 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 Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the Loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the proceeds of the Loan (or other financing).

3. Fraud and Corruption

3.1 The Bank requires compliance with the Bank's Integrity Framework comprising the African Development Bank Group's Sanctions Procedures, the Bank's Whistleblowing and Complaints Policy, the Bank's Procurement Policy under the Procurement Framework and any other applicable Policies and Procedures including their updates regarding corrupt and fraudulent practices as set forth in Section VI, Fraud and Corruption.

3.2 In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and their personnel, to permit the Bank to inspect all accounts, records and other documents relating to any, prequalification process, bid submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

4. Eligible Bidders

4.1 A Bidder may be a firm that is a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture, consortium, or association (JVCA) hereinafter called JV, under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, consortium, or association (JV): a) Unless otherwise **specified in the BDS**, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms; b) The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded the Contract, during contract execution; c) The maximum number of members proposed in a JV shall not exceed the number **specified in the BDS**, or the number derived from the percentage specified under ITB 4.1 (d), whichever is smaller unless both are equal, in which case anyone shall apply; and d) Participation by value of the contract as share of each of the JV partner (member) shall not be less than the percentage **specified in the BDS**. In case of any inconsistency between ITB 4.1 c) and ITB 4.1 d) that both cannot be applied simultaneously, the latter shall prevail.

4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

(a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or

(b) receives or has received any direct or indirect subsidy from another Bidder; or

(c) has the same legal representative as another Bidder; or

(d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Purchaser regarding this Bidding process; or

(e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, or works if any, that are the subject of the Bid; or

(f) or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for the Contract implementation; or

(g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project **specified in the BDS** ITB 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

(h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Bidding process and execution of the Contract.

4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid, except for permitted alternative Bids. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member, may participate as a subcontractor in more than one Bid.

4.4 A Bidder and all parties constituting the Bidder including any subcontractors or suppliers shall have the nationality of an eligible country of the Bank in accordance with the Bank's Procurement Policy for the Bank Group Funded Operation described under the Bank's Procurement Framework, and as listed in Section V, Eligible Countries subject to the restrictions pursuant to ITB 4.8. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including related Services.

4.5 A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Integrity Framework and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Integrity Framework as described in Section VI paragraph 2.2 d, shall be ineligible to be prequalified for, bid for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address **specified in the BDS**.

4.6 Bidders that are state-owned enterprises or institutions in the Purchaser's Country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they: (i) are legally and financially autonomous; (ii) operate under commercial law; and (iii) are not under supervision of the Purchaser.

4.7 A Bidder shall not be under suspension from Bidding by the Purchaser as the result of the operation of a Bid–Securing Declaration.

4.8 Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

4.9 A Bidder shall provide such documentary evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

4.10 In case a prequalification process has been conducted prior to the bidding process, this bidding is open only to prequalified Bidders.

4.11 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment;

(a) relates to fraud or corruption; and

(b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

5. Eligible Goods and Related Services

5.1 All the Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their country of origin in an eligible country of the Bank in accordance with the Bank's Procurement Policy for Bank Group Funded Operations described under the Bank's Procurement Framework, and as listed in Section V, Eligible Countries.

5.2 For purposes of this ITB, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, installation, training, and initial maintenance.

5.3 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

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

Contents of the Bidding Document

6. Sections of Bidding Document

6.1 The bidding document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 8.

PART 1 Bidding Procedures

- Section I - Instructions to Bidders (ITB)
- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Bidding Forms
- Section V - Eligible Countries
- Section VI - Fraud and Corruption

PART 2 Supply Requirements

- Section VII - Schedule of Requirements

PART 3 Contract

- Section VIII - General Conditions of Contract (GCC)
- Section IX - Special Conditions of Contract (SCC)
- Section X - Contract Forms

6.2 The Specific Procurement Notice, Invitation for Bids (IFB), issued by the Purchaser is not part of this bidding document.

6.3 Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or Addenda to the bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.

6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document.

7. Clarification of Bidding Document

7.1 A Bidder requiring any clarification of the bidding document shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period **specified in the BDS.** The Purchaser shall forward copies of its response to all Bidders who have acquired the bidding document in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so **specified in the BDS**, the Purchaser shall also promptly publish its response at the web page identified **in the BDS**. Should the clarification result in changes to the essential elements of the bidding document, the Purchaser shall amend the bidding document following the procedure under ITB 8 and ITB 22.2.

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. The Purchaser shall also promptly publish the addendum on the Purchaser's web page in accordance with ITB 7.1.

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.

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 into the language **specified in the BDS,** 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 including all forms specified under Section IV, duly completed by the Bidder:

(a) **Letter of Bid** prepared in accordance with ITB 12;

(b) **Price Schedules**: completed in accordance with ITB 12 and ITB 14;

(c) **Bid Security** or **Bid-Securing Declaration**, in accordance with ITB 19.1;

(d) **Technical Bid-Base Bid;**

(e) **Commercial Terms and Conditions**

(f) **Alternative Technical Bid**: if permissible, in accordance with ITB 13;

(g) **Authorization**: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;

(h) **Qualifications**: documentary evidence in accordance with ITB 17 establishing the Bidder's qualifications to perform the Contract if its Bid is accepted;

(i) **Bidder's Eligibility**: documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid;

(j) **Eligibility of Goods and Related Services:** documentary evidence in accordance with ITB 16, establishing the eligibility of the Goods and Related Services to be supplied by the Bidder;

(k) **Conformity**: documentary evidence in accordance with ITB 16 and ITB 31, and in support of above sub-paragraphs (d) and (e) of ITB 11.1 as necessary to establish that the Goods and Related Services, and Terms and Conditions of the Bid conform to requirements and provisions of the bidding document;

(l) **Manufacture's Authorization** in accordance with ITB 17.2 (a); and

(m) any other document required **in the BDS.**

11.2 In addition to the requirements under ITB 11.1, Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement.

11.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

12. Letter of Bid and Price Schedules

12.1. The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.3. All blank spaces shall be filled in with the information requested.

13. Alternative Bids

13.1. Unless otherwise **specified in the BDS,** alternative Bids shall not be considered.

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 below.

14.2 All lots (contracts) and items must be listed and priced separately in the Price Schedules.

14.3 The price to be quoted in the Letter of Bid in accordance with ITB 12.1 shall be the total price of the Bid, excluding any discounts offered.

14.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid, in accordance with ITB 12.1, ITB 14.6 and 14.7.

14.5 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 basis shall be treated as nonresponsive and shall be rejected, pursuant to ITB 30. However, if in accordance with **the BDS**, prices quoted by the Bidder shall be subject to

adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

14.6 In accordance with ITB 1.1, Bids are being invited for individual items, individual lots (contracts) or for any combination of lots (packages) as specified in **BDS.** Unless otherwise **specified in the BDS,** prices quoted shall correspond to 100% of the quantity for each individual item (of bids invited for individual items), 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot (of bids invited for individual lots and combination of lots). Bidders wishing to offer discounts for the award of more than one individual item (of bids invited for individual items), for award of more than one lot (of bids invited for individual lots or combination of lots) shall specify in their Bid the price reductions, as applicable, to each item, to each individual lot, and to the combination of lots (package), as applicable or alternatively, to individual Contracts within the package provided in all cases how discounts will be applied to individual items is made clear. Discounts shall be submitted in accordance with ITB 14.4 and 14.6 with due regards to consequences of unclear or ambiguous discounts as per ITB 14.7 provided the Bids for all lots (contracts) are opened at the same time.

14.7 Discounts offered shall be clear and without any vagueness or ambiguity as no clarification shall be requested or permitted on this account after Bid submission. The Purchaser's decision on discounts will be based on the contents of the Bid itself, without recourse to any extrinsic evidence. If in the Purchaser's opinion, which will be final, a discount offered in the bid: (i) is seriously unclear, ambiguous or vaguely presented to such extent that it cannot be either interpreted or applied with reasonable accuracy, the Bid shall be rejected; (ii) has a minor discrepancy or unclarity which could be interpreted reasonably, the Purchaser in this case may decide to apply the discount as it deems reasonable and appropriate resulting in the lowest evaluated cost to the Purchaser. If the Bidder does not accept the Purchaser's decision based on any of the above, the Bid shall be rejected.

14.8 The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, as **specified in the BDS.**

14.9 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms as mentioned under (a), (b), (c) and (d) below. For a specific item of Goods only one Price Schedule shall be used as per applicable classification of that item i.e. whether the item is manufactured and offered within the Purchaser's country or to be imported pursuant to the award of contract or previously imported. No changes in the offered Price Schedule or classification shall be permitted after bid opening. Failure to follow these instructions may result in rejection of bids. 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 e.g. instead of taking delivery at the final destination, the delivery may be taken at ex-works or at the destination. Similarly, if bids have been invited on CIP destination price in addition to other terms e.g. FOB or FCA, etc. then at the Purchaser's option, the award may be made on such other terms instead of CIP Price although comparison and evaluation of bids shall still be based on CIP final destination prices. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Bank's Procurement Framework and as listed in Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Bank Procurement Framework and as listed in Section V, Eligible Countries. BDS indicates if the "Final Destination" (project site) is different from the "Destination" and their addresses. Prices shall be entered in Price Schedules accordingly and in the following manner:

(a) For Goods manufactured in the Purchaser's Country:

(i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;

(ii) any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and

(iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) **specified in the BDS.**

(b) For Goods manufactured outside the Purchaser's Country, to be imported:

(i) the price of the Goods, quoted CIP named place of destination, in the Purchaser's Country, as **specified in the BDS.** If "final destination" is the same as "destination" then CIP price under columns 6 and 7 of the Price Schedule form applicable for Goods to be imported shall be quoted for named place of final destination**;**

(ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) **specified in the BDS.** If named place of "final destination" is the same as "destination" then cost under (b) (ii) shall not be indicated under column 8 of the Price Schedule form applicable for Goods to be imported and will state "Not Applicable". But instead, CIP final destination price quoted as per (b) (i) above shall include such costs**;**

(c) For Goods manufactured outside the Purchaser's Country, already imported:

(i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;

(ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;

(iii) the price of the Goods, obtained as the difference between (i) and (ii) above;

(iv) any Purchaser's Country sales and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and

(v) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) **specified in the BDS.**

(d) For Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

15. Currencies of Bid and Payment

15.1 The currency(ies) of the Bid and the currency(ies) of payments shall be the same. The Bidder shall quote in the currency of the Purchaser's Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Purchaser's Country, unless otherwise **specified in the BDS.**

15.2 The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Purchaser's Country.

16. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

16.1 To establish the eligibility of the Goods and Related Services in accordance with ITB 5, Bidders shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.

16.2 To establish the conformity of the Goods and Related Services to the bidding document, the Bidder shall furnish as part of its Bid the documentary evidence

that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

16.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

16.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Purchaser.

16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

17. Documents Establishing the Eligibility and Qualifications of the Bidder

17.1 To establish Bidder's eligibility in accordance with ITB 4, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.

17.2 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the Purchaser's satisfaction:

(a) that, if required **in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country;

(b) that, if required **in the BDS**, in case of a Bidder not doing business within the Purchaser's Country, the Bidder is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

18. Period of Validity of Bids

18.1. Bids shall remain valid for the Bid Validity period **specified in the BDS**. The Bid Validity period starts from the date fixed for the Bid submission deadline (as prescribed by the Purchaser in accordance with ITB 22.1). A Bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

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, it shall also be extended for a corresponding 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. If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Contract price shall be determined as follows:

(a) in the case of fixed price contracts, the Contract price shall be the Bid price adjusted by the factor **specified in the BDS** to reflect any increase in the cost of inputs over the period starting from the date immediately after expiry of 56 days until the date of award;

(b) in the case of adjustable price contracts, no adjustment shall be made;

(c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.

19. Bid Security

19.1. The Bidder shall furnish as part of its Bid, either a Bid-Securing Declaration or a Bid Security amount, as **specified in the BDS,** in original form and, in the case of a Bid Security amount**,** in the amount and currency **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 amount 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 non-bank financial institution (such as an insurance, bonding or surety company);

(b) an irrevocable letter of credit;

(c) a cashier's or certified check; or

(d) another security **specified in the BDS**,

from a reputable source, and an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Purchaser's Country, the issuing non-bank financial institution shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable unless the Purchaser has agreed in writing, prior to Bid submission, that a correspondent financial institution is not required. 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. The Bid Security shall be valid for twenty-eight (28) days beyond the original validity period of the Bid, or beyond any period of extension if requested under ITB 18.2.

19.4. If a Bid Security in amount or Bid-Securing Declaration is specified pursuant to ITB 19.1, any Bid not accompanied by a substantially responsive Bid Security in amount or Bid-Securing Declaration, whichever is required 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 signing the Contract and furnishing the Performance Security pursuant to ITB 46.

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 amount may be forfeited:

(a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder in the Letter of Bid, or any extension thereto provided by the Bidder; or

(b) if the successful Bidder fails to:

(i) sign the Contract in accordance with ITB 45; or

(ii) furnish a Performance Security in accordance with ITB 46.

19.8. The Bid Security amount or Bid- Securing Declaration of a JV must be in the name of the JV that submits the Bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security amount or Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2.

19.9. If a Bid Securing Declaration is required **in the BDS**, pursuant to ITB 19.1, and

(a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid or any extension thereto provided by the Bidder; or

(b) if the successful Bidder fails to: sign the Contract in accordance with ITB 45; or furnish a performance security in accordance with ITB 46;

the Borrower may execute the Bid-Securing Declaration, as provided for **in the BDS**, and declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time as stated **in the BDS**.

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." Alternative Bids, if permitted in accordance with ITB 13, shall be clearly marked "ALTERNATIVE." In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2 Bidders shall mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

20.3 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 or amendments have been made shall be signed or initialed by the person signing the Bid.

20.4 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

20.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

Submission and Opening of Bids

21. Sealing and Marking of Bids

21.1. The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process). Within the single envelope the Bidder shall place the following separate, sealed envelopes:

(a) in an envelope marked "ORIGINAL", all documents comprising the Bid, as described in ITB 11; and

(b) in an envelope marked "COPIES", all required copies of the Bid; and,

(c) if alternative Bids are permitted in accordance with ITB 13, and if relevant:

i. in an envelope marked "ORIGINAL -ALTERNATIVE", the alternative Bid; and

ii. in the envelope marked "COPIES – ALTERNATIVE BID" all required copies of the alternative Bid.

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 indicated in ITB 1.1; and

(d) bear a warning not to open before the time and date for Bid opening.

21.3 If all envelopes 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 **specified in the BDS.** When so **specified in the BDS**, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures **specified in the BDS**.

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 (the power of attorney) in accordance with ITB 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:

(a) prepared and submitted in accordance with ITB 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "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. Except as in the cases specified in ITB 23 and ITB 24.2, the Purchaser shall, at the Bid opening, publicly open and read out all Bids received by the deadline at the date, time and place **specified in the BDS** in the presence of Bidders' designated representatives and anyone who chooses to attend Any specific electronic Bid opening procedures required if electronic bidding is permitted in accordance with ITB 22.1, 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. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding Bid will be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.

25.3. 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.

25.4. Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening.

25.5. Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total Bid Prices, per item, and/or per lot (contract) as applicable, including any discounts and alternative Bids; the presence or absence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate.

25.6. Only Bids, alternative Bids and discounts that are opened and read out at Bid opening shall be considered further in the evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Purchaser attending Bid opening in the manner **specified in the BDS.**

25.7. The Purchaser shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with ITB 23.1).

25.8. The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum:

(a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;

(b) the Bid Price, per item, and/or per lot (contract) as applicable, including any discounts;

(c) any alternative Bids;

(d) the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required.

25.9. 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.

Evaluation and Comparison of Bids

26. Confidentiality

26.1 Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the information on Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 40.

26.2 Any effort by a Bidder to influence the Purchaser in the evaluation or contract award decisions may result in the rejection of its Bid.

26.3 Notwithstanding ITB 26.2, from the time of Bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the Bidding process, it should do so in writing.

27. Preliminary Examination of Bids

27.1 Prior to the detailed evaluation, pursuant to ITB 35, the Purchaser will conduct preliminary examination of all bids that have been received by the deadline for bid submission and opened at public bid opening as the first step towards determination of their substantial responsiveness to the bidding document. 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 without recourse to extrinsic evidence.

27.2 The Purchaser will verify and examine bids to determine whether they are complete, properly signed to bind the bidder, meet eligibility requirements of bidders, goods and services, bidders have no conflict of interest and have provided required bid validity, bid security or bid securing declaration, as required and other essential documents to complete the evaluation, and whether the bids are generally in order. Subject to ITB 28, Bids failing to meet the above requirements shall be rejected and not retained for further review.

28. Clarification of Bids

28.1 To assist in the examination, evaluation, comparison of the Bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and 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, including any voluntary increase or decrease, 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 32

28.2 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.

29. Deviations, Reservations, and Omissions

29.1 During the evaluation of Bids, the following definitions apply:

(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.

30. Determination of Responsiveness

30.1 Following rejection of Bids if any, pursuant to ITB 27 and ITB 28, as the next step, the remaining Bids will be further reviewed in detail to determine their substantial responsiveness. 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.

30.2 A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

(a) if accepted, would:

(i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or

(ii) limit in any substantial way, inconsistent with the bidding document, the Purchaser's rights or the Bidder's obligations under the Contract; or

(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

30.3 The Purchaser shall examine the technical aspects of the Bid in accordance with ITB 16 and ITB 17, ITB 30, ITB 31, the BDS if applicable, and Section III Evaluation and Qualification Criteria in particular, to confirm that all requirements of Section VII, Schedule of Requirements and technical specifications have been met without any material deviation or reservation, or omission. To this end, in consideration of materiality of any deviations, reservations or omissions, Bids failing to meet the mandatory technical requirements or minimum pass-fail technical criteria or failing to substantially meet any other technical requirements of the biding document will be rejected.

30.4 The Purchaser shall similarly examine the commercial aspects of the bids including any deviations, other than technical specifications, submitted in response to the provisions of the bidding document, to determine if they conform to the terms and conditions of the draft contract and other documents included in the bidding document without any material deviation, reservation or omission, and establishment of materiality in such aspects will similarly risk rejection of the Bids.

30.5 If a Bid is not substantially responsive to the requirements of the bidding document, it shall be rejected by the Purchaser and not subsequently be made responsive by correction of the material deviation, reservation, or omission. All other bids determined substantially responsive will be retained for further evaluation.

31. Nonconformities, Errors and Omissions

31.1 Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformities in the Bid.

31.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

31.3 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 a missing or non-conforming item or component, and costs associated, if any, with non-material deviations, reservations and omissions to the requirements of the bidding documents in the manner **specified in the BDS**.

32. Correction of Arithmetical Errors

32.1 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

(a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;

(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

32.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 32.1, shall result in the rejection of the Bid.

33. Conversion to Single Currency

33.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as **specified in the BDS.**

34. Margin of Preference

34.1 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 Procurement Framework.

35. Evaluation of Bids

35.1 The Purchaser shall use the criteria and methodologies listed in this ITB and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Purchaser shall determine the successful Bid or Bids which has/have been determined to:

(a) be substantially responsive to the bidding document;

(b) offer the lowest evaluated total cost to the Purchaser for all items to be procured based on either a single Contract or all multiple Contracts combined, as the case may be, in accordance with the ITB 14.6 inviting bid prices and discounts, and provisions made in the Bidding Document for evaluation of bids and award of contract (s); and

(c) be offered by Bidder or Bidders that substantially meet the qualification criteria applicable for Contract or Contracts for which they are selected.

35.2 To evaluate a Bid, the Purchaser shall consider the following factors with respect to the Base Bid and Alternative Bid (s) (if the latter is permitted in the BDS), in accordance with the criteria and methodology described in Section III— Evaluation and Qualification Criteria:

(a) evaluation will be done for Items or Lots (contracts) or combination of Lots (Packages), as **specified in the BDS;** and the Bid Price as quoted in accordance with ITB 14;

(b) price adjustment for correction of arithmetic errors in accordance with ITB 32.1;

(c) price adjustment due to discounts offered in accordance with ITB 12.1, ITB 14.4, ITB 14.6 and ITB 14.7;

(d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 33;

(e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 31.3;

(f) the additional evaluation factors **specified in the BDS** if any, and Section III, Evaluation and Qualification Criteria; and

(g) price adjustment due to application of Margin of Preference, if applicable, as per ITB 34, BDS and Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.

35.4. If this bidding document allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the Letter of Bid, is specified in Section III, Evaluation and Qualification Criteria.

35.5 The Purchaser's evaluation of a Bid will exclude and not take into account:

(a) in the case of Goods manufactured in the Purchaser's Country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder; and

(b) in the case of Goods manufactured outside the Purchaser's Country, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder.

35.6 The Purchaser's evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise **specified in the BDS** from amongst those set out in Section III,

Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in ITB 35.2(f).

36. Comparison of Bids

36.1 The Purchaser shall compare the evaluated costs of all substantially responsive Bids established in accordance with ITB 35.2 to determine the Bid that has the lowest evaluated cost. The comparison shall be on the basis of CIP (place of final destination) prices for goods to be imported and prices for delivery to final destination for goods already imported less the custom duties and other import taxes already paid or to be paid on such goods (need to be supported with documentary evidence) and EXW prices, plus cost of inland transportation and insurance to place of final destination, for goods manufactured within the Borrower's country, together with prices for any required installation, training, commissioning and other services as per price schedules included in Section IV. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods (to be imported or already imported) and sales and similar taxes levied in connection with the sale or delivery of goods.

37. Qualification of the Bidder

37.1 The Purchaser shall determine, to its satisfaction, whether the eligible Bidder or Bidders that is/are selected for Items, Lots, Packages and/or their combinations as having submitted the lowest evaluated cost and substantially responsive Bid (s) substantially meet the respective minimum qualifying criteria specified in Section III, Evaluation and Qualification Criteria. To this end, the Purchaser will determine for which Items, Lots and Packages, and their combinations, as the case may be, for which Bidder submitted bid, it substantially meets the respective minimum qualification criteria.

37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm(s) different from the Bidder.

37.3 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 proceed to the Bidder or Bidders who offered the substantially responsive Bid (s) with the next lowest evaluated cost to make a similar determination of that Bidder's qualifications to perform satisfactorily.

37.4 The Purchaser reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of the Bidder to perform the Contract or combination of Contracts.

38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids

38.1 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.

39. Standstill Period

39.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITB 44. The Standstill Period starts the day after the date the Purchaser has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.

40. Notification of Intention to Award

40.1 The Purchaser shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:

(a) the name and address of the Bidder submitting the successful Bid;

(b) the Contract price of the successful Bid;

(c) the names of all Bidders who submitted Bids, and their Bid prices as readout, and as evaluated;

(d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the notification is addressed) was unsuccessful, unless the price information in c) above already reveals the reason;

(e) the expiry date of the Standstill Period;

(f) instructions on how to request a debriefing and/or submit a complaint during the standstill period.

Award of Contract

41. Award Criteria

41.1 Subject to ITB 38 and consistent with determination of successful Bid or Bids as per ITB 35, and unless otherwise **specified in the BDS**:

i) For evaluation based on individual items as per ITB 1.1, 14.6 and 35.2 (a)

The Purchaser shall award the Contract or Contracts to the Selected Bidder or Bidders that have offered bids substantially responsive to the Bidding

Document and have been determined successful for one or more items, evaluated bid prices of which shall result in the lowest evaluated cost to the Purchaser for all items combined provided further that the selected Bidder or Bidders substantially meet the required qualifying criteria for item or items for which they are successful.

ii) For evaluation based on Lots or Packages as per ITB 1.1, 14.6 and 35.2 (a)

Same as i) above except replace "item" or "items" wherever appearing with "Lot" and "Lots", or "Package" and Packages" as the case may be.

42. Purchaser's Right to Vary Quantities at Time of Award

42.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Schedule of 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.

43. Notification of Award

43.1 Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, specified in ITB 39.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter and in the Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price").

43.2 Within ten (10) Business Days after the date of transmission of the Letter of Acceptance, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

(a) name and address of the Purchaser;

(b) name and reference number of the contract being awarded, and the selection method used;

(c) names of all Bidders that submitted Bids, and their Bid prices as read out at Bid opening, and as evaluated;

(d) names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor;

(e) the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope; and

(f) successful Bidder's Beneficial Ownership Disclosure Form, if specified in BDS ITB 45.1.

43.3 The Contract Award Notice shall be published on the Purchaser's website with free access if available, or in at least one newspaper of national circulation in the Purchaser's Country, or in the official gazette. The Purchaser shall also publish the contract award notice on the Bank's website and in UNDB online.

43.4 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

44. Debriefing by the Purchaser

44.1 On receipt of the Purchaser's Notification of Intention to Award referred to in ITB 40.1, an unsuccessful Bidder has three (3) Business Days to make a written request to the Purchaser for a debriefing. The Purchaser shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.

44.2 Where a request for debriefing is received within the deadline, the Purchaser shall provide a debriefing within five (5) Business Days, unless the Purchaser decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Purchaser shall promptly inform, by the quickest means available, all Bidders of the extended standstill period

44.3 Where a request for debriefing is received by the Purchaser later than the three (3)-Business Day deadline, the Purchaser should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

44.4 Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidders shall bear their own costs of attending such a debriefing meeting.

45. Signing of Contract

45.1 The Purchaser shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement, and, if **specified in the BDS**, a request to submit the Beneficial Ownership Disclosure Form providing additional information on its beneficial ownership. The Beneficial Ownership Disclosure Form, if so requested, shall be submitted within eight (8) Business Days of receiving this request.

45.2 The successful Bidder shall sign, date and return to the Purchaser, the Contract Agreement within twenty-eight (28) days of its receipt.

45.3 Notwithstanding ITB 45.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its Bid, always provided however, that the Bidder can demonstrate to the satisfaction of the Purchaser and of the Bank that signing of the Contact 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.

46. Performance Security

46.1 Within twenty-eight (28) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Purchaser. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. A foreign institution providing a bond shall have a correspondent financial institution located in the Purchaser's Country, unless the Purchaser has agreed in writing that a correspondent financial institution is not required.

46.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the Bidder or Bidders offering the next Lowest Evaluated Cost to the Purchaser as per the bid Evaluation and award criteria.

47. Procurement Related Complaint

47.1 The procedures for making a Procurement-related Complaint are as **specified in the BDS**.

Section II - Bid Data Sheet (BDS)

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

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

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB, these should be deleted by the Borrower after completing the required information and before issuing the bidding document]

ITB Reference	A. General
ITB 1.1	The Purchaser is: **East African Community (EAC)** Description of the system for which bids are invited- information System: **Development, Supply and Installation of East African Payment System (EAPS) Helpdesk System** Title of IFB is: **EAC/PSSIP/ICB/2023/14**
ITB 2.1	The Borrower is: **East African Community (EAC)** The Specific Bank financing institution is: **African Development Fund (ADF)** **The name of the Project is:** East African Payment System (EAPS)
ITB 4.1 (a)	i) The firms in a Joint Venture, Consortium or Association (JV) **shall be** jointly and severally liable.
ITB 4.1 (c)	Maximum number of members in the Joint Venture, Consortium or Association (JV) shall be: **Three**
ITB 4.1 (d)	Minimum share of a member of Joint Venture, Consortium or Association (JV) in the contract shall not be less than 25% percent of the total value of the contract.
ITB 4.5	A list of debarred firms and individuals is available on the Bank's external website: https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures
	B. Contents of Bidding Document

ITB 7.1	For Clarification of Bid purposes only, the Purchaser's address is: For clarifications purposes only, the Purchaser's address is: **East African Community (EAC)** Attention: **Project Manager, EAC-PSSIP** Street Address: **AICC Complex, Kilimanjaro Wing** Floor/Room number: **5th Floor, Room No. 530** City: **Arusha** Country: **United Republic of Tanzania** Telephone: **+255 27 2162 100** Facsimile number: **+255 27 2162 190** Electronic mail address: **pssip-procurement@eachq.org**, copy to **panjimbi@eachq.org** Requests for clarification should be received by the Purchaser no later than: **14 days** Email ; **pssip-procurement@eachq.org**,
	C. Preparation of Bids
ITB 10.1	The language of the Bid is: **English** All correspondence exchange shall be in English language. Language for translation of supporting documents and printed literature is **N/A**
ITB 11.1 (h)	The Bidder must provide the following Documentary Evidence to establish the conformity of the Technical Proposal with the Bidding Document: • Data sheets of products proposed, • Original equipment manufacturer (OEM) authorization
ITB 11.1 (m)	The Bidder shall submit the following additional documents in its Bid: **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.**

ITB 11.1 (J)	The Bidder shall submit with its bid following additional documents: Documentary evidence that the Bidder is legally incorporated in a territory of an eligible source country, including: 1. A copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. 2. A copy of the Certificate of Incorporation or its equivalent 3. Any other document establishing a Legal Status of the Bidder 4. Partnership agreement (if any)
ITB 13.1	Alternative Bids **shall not be** considered.
ITB 13.2	Alternative times for completion **shall not** be permitted.
ITB 13.3	Technical Alternative as per ITB 13.3 **shall not** be permitted.
ITB 13.4	Alternative technical solutions **shall not** be permitted.
ITB 14.5	The prices quoted by the Bidder **shall be FIXED** and **NOT** subject to adjustment during the performance of the Contract.
ITB 14.6	Bids are invited for Packages (combination of lots): Bidders have the option to bid for one or more packages. Bids shall be evaluated, and contract(s) awarded package-wise taking into account discounts offered for combination of packages.
ITB 14.6	Prices shall be quoted for each lot (contract) item by item and shall correspond at least **to** ***100*** percent of the items specified for each lot (contract). ii) Prices quoted for each item of a lot shall correspond at least to ***100*** percent of the quantities specified for the respective item of a lot. iii) Prices shall be quoted for each package lot-by lot and shall correspond to at least ***100*** *percent of lots in the package. Each lot shall comply with stipulations in (i) and (ii) above with respect to minimum percent of items and minimum percent of quantities.*
ITB 14.8	The Incoterms edition is: **N/A**
ITB 14.9 (b)(i)	Place of destination:

	Central Banks of the East African Community Partner States
ITB 14.9 (a)(iii), (b)(ii) and (c)(v)	Final Destination (Project Site): Central Banks of the East African Community Partner States
ITB 15.1	The Bidder is required to quote in **USD ($) United States Dollars**
ITB 16.2 (c)	In addition to the topics described in ITB Clause 16.2 (a), the Preliminary Project Plan must address the following topics: ITIL Foundation or ITSM Framework
ITB 16.4	Period of time the Goods are expected to be functioning (for the purpose of spare parts): **Three (3.) Years**
ITB 17.2 (a)	Manufacturer's authorization is: **Required**
ITB 17.2 (b)	Representation by an Agent for after sales service is: **Required.**
ITB 18.1	The Bid validity period shall be **120** days.
ITB 18.3 (a)	The Bid price shall be adjusted by the following factor(s): **N/A**
ITB 19.1	A Bid Security amount **shall be** required. Bid Security amount required; currency of the Bid Security shall be **United States Dollars, Five Thousand (USD $5,000) or any equivalent convertible currency.** The bid security irrevocably and unconditionally shall be issued by a reputable bank or financial institution.
ITB 19.3 (d)	Other types of acceptable securities: **None**
ITB 20.1	In addition to the original of the Bid, the number of copies is: Three (3) copies and electronic submission (USB) copy in word format, in case of discrepancies between the electronic copy and the printed version, the **printed original submission prevails**

ITB 20.3	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: **Power of Attorney.**
	D. Submission and Opening of Bids
ITB 22.1	For **Bid submission purposes ONLY** **The deadline for Bid submission is:** Date: **15th January 2024** Time: **10:00hr CAT** Bidders **shall not** have the option of submitting their Bids electronically. Address: **Secretary General** **The East African Community,** **EAC Close.** **Off Afrika Mashariki Rd,** **P. O. Box 1096,** **Arusha, Tanzania** **Attn: PROJECT MANAGER. PSSIP** Tel **(+255272162100)** Email: pssip-procurement@eachq.org
ITB 25.1	**The Bid opening shall take place at:** **The East African Community,** **EAC Close.** **Off Afrika Mashariki Rd,** **P. O. Box 1096,** **Arusha, Tanzania** **Date: 15th January 2024** Time: **10:30hrs CAT** Participants may attend physically or virtually via video conferencing or any other online forum The opening shall announce the names of the bidders, Significant information such as quoted prices, signing of the bid submission form and presence of copies of Power of Attorney.

ITB 25.6	The Letter of Bid and Price Schedules shall **be initialed by all representatives and shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Purchaser**
	E. Evaluation and Comparison of Bids
ITB 31.3	The adjustments with respect to a missing or non-conforming item or component, and costs associated, if any, with non-material deviations, reservations or omissions to the requirements of the bidding document shall be based on the **highest consistent with the selection made under ITB 35.2 (a)]** price of the item or component and cost, if any, of non-material deviations, reservations or omissions as quoted in or derived from other substantially responsive Bids unless any other specific evaluation criteria has been provided elsewhere in the bidding document for such adjustments in which case the latter shall be applied. If the price or cost of any of the above cannot be derived from the price or cost of other substantially responsive Bids, the Purchaser shall use its best estimate based on its own judgment, past experience or market search, as considered appropriate.
ITB 32.1	The currency that shall be used for Bid evaluation and comparison purposes to convert at the selling exchange rate all Bid prices expressed in various currencies into a single currency is: USD$ United States Dollars **The source of exchange rate shall be:** Bank of Tanzania (BOT)
ITB 33.1	The currency that shall be used for Bid evaluation and comparison purposes to convert at the selling exchange rate all Bid prices expressed in various currencies into a single currency is: **United States Dollar (USD)** The source of exchange rate shall be: **The Selling Rate of the Bank of Tanzania** The date for the exchange rate shall be: **The deadline for submission of bids**
ITB 34.1	A margin of domestic preference **shall not** apply. A margin of regional preference **shall not** apply
ITB 35.2(a)	Evaluation shall be done for combination of lots (Packages) consistent with ITB 1.1 and ITB14.6]

	The Purchaser's evaluation of responsive Bids ***will take*** into account technical factors, in addition to cost factors as specified in Section III, Bid Evaluation and Qualification Criteria for the following categories. The Technical Response of bidder should include, but not limited to the following: a. System Architecture b. Usability Requirements c. Interfaces and Integration d. Compatibility Requirements e. System Utilization f. Archiving / Data Management g. Security and Audit Requirements
F. Award of Contract	
ITB 42	The maximum percentage by which quantities may be increased is: **N/A** The maximum percentage by which quantities may be decreased is: **N/A**
ITB 45. 1	The successful Bidder **shall** submit the Beneficial Ownership Disclosure Form.
ITB 47.1	The procedures for making a Procurement-related Complaint are detailed in the **Part B** of the Operations Procurement Manual under the Procurement Framework of the African Development Bank. If a Bidder wishes to make a Procurement-related Complaint, the Bidder shall submit its complaint following these procedures to the Purchaser, in writing (by the quickest means available, such as by email in accordance with the following: **For the attention: Hon. Dr. Peter Mutuku Mathuki** **Title/position: Secretary General** **East African Community (EAC)** **Copy to : Project Manager, EAC-PSSIP** **Street Address: East African Community**

	EAC Close **Afrika Mashariki Road** **P.O. Box 1096** **Arusha, United Republic of Tanzania** **Tel: +255 (0)27 216 2100** **Fax:** +255 (0)27 216 2190 **Email:** eac@eachq.org Country: **United Republic of Tanzania** In summary, a Procurement-related Complaint may challenge any of the following: 1. the terms of the Bidding Documents; 2. the purchaser's decision to exclude a bidder from the procurement process prior to the award of contract; and 3. the Purchaser's decision to award the contract. The Bank's Procurement Framework stipulates that bidders may send copies of their communications with the Borrowers to the Bank or write to the Bank directly when, Borrowers do not respond promptly, any questions on any issues regarding the implementation of Bank funded projects, or when the communication is a complaint against the Borrower. In this regard, if a bidder wishes to protest against a decision made by a Borrower or the Bank with regards to the procurement process or wishes to inform the Bank that the Bank's procurement rules and/or provisions of the bidding documents have not been complied with, an email can be sent to the following address: **Email:** procurementcomplaints@afdb.org

Section III - Evaluation and Qualification Criteria

This Section contains the criteria that the Purchaser shall use to evaluate a Bid and qualify the Bidders. No other factors, methods or criteria shall be used other than specified in this bidding document. Wherever a Bidder is required to state a monetary amount, Bidders should indicate the USD equivalent using the rate of exchange determined as follows:

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

- Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified in the ITB 33.1. Any error in determining the exchange rates in the Bid may be corrected by the Purchaser.

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I. Margin of Preference (ITB 34)

II. Successful Bid or Bids

The Purchaser shall apply the criteria and methodologies listed in this Section to evaluate Bids and determine the successful Bid or Bids which has/have been determined to:

(a) be substantially responsive to the bidding document;

(b) offer the lowest evaluated total cost to the Purchaser for all items to be procured based on either a single Contract or all multiple Contracts combined, as the case may be, in accordance with the ITB 14.6 inviting bid prices and discounts, and provisions made in the Bidding Document for evaluation of bids and award of contract (s); and

(c) be offered by Bidder or Bidders that substantially meet the qualification criteria applicable for Contract or Contracts for which they are selected.

1. Evaluation: Technical Bid and Commercial Conditions (ITB 30.3 and ITB 30.4)

1.1 **Evaluation of Technical Bid (Reference ITB 16 and ITB 30.3):** The Purchaser shall evaluate the Technical Bid to determine compliance with the Purchaser's requirements under Section VII 'Schedule of Requirement' and whether the Bids are substantially responsive to the Technical Specifications and other Requirements. **[Bidder shall provide form (s) titled "Technical Bid-Base Bid" and "Technical Bid-Alternative Bid" (if latter is permitted) as per Section IV]**

1.2 **Evaluation of Commercial Terms and Conditions of the Bid (Reference ITB 30.4):** The Purchaser shall determine whether the Bids are substantially responsive to the Commercial and Contractual Terms and Conditions. **[Bidder shall provide form titled "Commercial Terms and Conditions" as per Section IV]**

2. Evaluation (ITB 35.6)

2.1. Evaluation Criteria (Other Factors) (ITB 35.6)

The Purchaser's evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with ITB 14.9, one or more of the following factors as specified in ITB 35.2(f) and in BDS referring to ITB 35.6**,** using the following criteria and methodologies.

(a) Delivery schedule. (As per Incoterms **specified in the BDS**)

(b) Deviation in payment schedule.

Bidders shall state their Bid price for the payment schedule outlined in the Special Conditions of Contract (SCC). Bids shall be evaluated on the basis of this base price.

2.2. Evaluation of Multiple Contracts (ITB 35.4)

a) Determination of substantial responsiveness of Bids and Qualifications of Bidders shall strictly follow the criteria and procedures described in Sections F, and G, of the ITB, Bid data Sheet and this Section III, 'Evaluation and Qualification Criteria'.

b) Bids invited based on an item-wise approach, lot or package-wise shall be evaluated and the relevant contract shall be awarded based on each item, each lot or each package, as applicable. Contract(s) shall be awarded to the bidder or bidders offering substantially responsive Bid(s) and the lowest evaluated cost to the Purchaser for combined Items, lots, or packages, as the case may be, after considering all possible combinations, and discounts offered subject to the selected bidder(s) substantially meeting the required Qualification Criteria for which they are selected (Ref: Section III, Qualification Requirements, including ITB 33, ITB 35 to ITB 40 and ITB 44). For each of the above approaches, a contract may contain more than one item, lot, or package, if a Bidder is determined successful accordingly.

c) For each of the above approaches the determination of the lowest cost to the Purchaser will be based on the following:

   (i) Each and every item quoted in a bid for any approach of bidding and award of contract (Item, or lot or package-wise). shall be classified in one of the three Groups, namely, A, B and C as quoted in the bid;

   (ii) The lowest evaluated cost of an item shall be determined by application of all criteria specified under sections, ITB, BDS and Section III as mentioned above in para (a) taking into account discounts offered for combined items (provided the Bidder (s) selected substantially meet the qualification criteria for combined items), and application of margin of domestic preference, if applicable. If an item in a bid qualifies for a margin of domestic preference, the evaluated price of such item in Group C will account for the applicable margin of preference over the CIP price for comparison with other bids in Group A; and

   (iii) The lowest evaluated cost of a lot or a package as the case may be will be the sum of the evaluated cost of all Individual items in the lot or package, as applicable, determined as per para (c) (ii) above, taking into account discounts offered for combined lots or package, as applicable

(provided that the Bidder (s) selected substantially meet the qualification criteria for combined lots or packages, as applicable).

2.3. Alternative Bids (ITB 13.1)

A Bidder may submit an alternative Bid with or without a Bid for the base case. The Purchaser shall consider Bids offered for alternatives as specified in the Technical Specifications of Section VII, Schedule of Requirements. All Bids received, for the base case, as well as alternative Bids meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITB 35.

3. Qualification of Bidders (ITB 37)

3.1 Qualification Criteria (ITB 37.1)

After determining the substantially responsive Bid which offers the lowest-evaluated cost in accordance with ITB 35, the Purchaser shall carry out the post-qualification of the Bidder in accordance with ITB 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications. The minimum qualification requirements for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless otherwise specified.

(I) If the Bidder is a manufacturer:

(i) Financial Capability:

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

The audited balance sheets or, if not required by the laws of the Bidder's country, other financial or Bank statements acceptable to the Purchaser, for the last **3** years, namely years 2019, 2020, 2021 shall be submitted demonstrating the current soundness of the Bidder's financial position and availability of adequate financial resources to perform the contract. In case of JV, each member of the JV shall furnish its own financial statement as required above. Refer to Form FIN – 3.1 to provide the required information.]

(a): The Bidder shall demonstrate the minimum average annual financial turnover of **USD$ 500,000.00** , calculated as total certified payments received for contracts in progress or completed, within the last five (5) years . In case the Bidder is a JV, average annual turnover of all members to the JV shall be added to determine the turnover of the Bidder; Each partner must meet at least Twenty five percent (25%) of the requirement and at least one partner meet forty percent (40%) of the requirement.

(ii) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s). In case the Bidder is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated. Wherever the words "Similar Goods" have been used it includes upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

The Bidder shall furnish documentary evidence to demonstrate successful completion of at least 3 contracts of similar Goods since, in the three (3) years and contracts(with value of **USD$ 650,000)** within the last five (5) years, that have been successfully and substantially completed and that are similar to the proposed Goods and Related Services.

(II) If the Bidder is not a manufacturer:

If a Bidder is not a manufacturer, but is offering the Goods on behalf of the Manufacturer under Manufacturer's Authorization Form (Section IV, Bidding Forms), the Manufacturer shall demonstrate the above qualifications (i), (ii), (iii) and the Bidder shall demonstrate that it has successfully completed at least 3 *contracts* of similar goods in the past since Jan. 1, 2019. Refer to Form Exp-1 to provide the required information.

(III) History of non-performing contracts:

Bidder including manufacturer, if the Bidder is not a manufacturer, and each member of JV in case the Bidder is a JV, shall demonstrate that Non-performance of a contract did not occur as a result of the default of the Bidder, manufacturer or the member of JV as the case may be, since 1st January 2019. The required information shall be furnished as per form CON-2.

(IV) Pending Litigation:

Financial position and prospective long-term profitability of the Single Bidder, and in the case the Bidder is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under paragraph I (i) above assuming that all pending litigation will be resolved against the Bidder. Bidder shall provide information on pending litigations as per Form CON-2.

(V) Litigation History:

There shall be no consistent history of court/arbitral award decisions against the Bidder[1] since 1st January 2017 . All parties to the contract shall furnish the information as per Form CON-2.

[1] The Bidder shall provide accurate information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution since Jan. 1-----(year). A consistent history of awards against the Bidder or any member of a JV may result in rejection of the bid.

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Letter of Bid

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*
OCBI / LCB No.: [*insert number of bidding process as per procurement plan*]
Invitation for Bid No.: [*insert same IFB No. as advertised*]
Alternative No.: [*insert identification No if this is a Bid for an alternative*]

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

(a) **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders (ITB 8);

(b) **Eligibility-of Bidder**: We including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries and meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;

(c) **Eligibility of Goods and Related Services:** We meet the eligibility requirements for Goods and Related Services in accordance with ITB 5;

(d) **Bid-Securing Declaration**: We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing Declaration in the Purchaser's Country in accordance with ITB 4.7;

(e) **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [*insert a brief description of the Goods and Related Services*];

Bid Price: The total price of our Bid, excluding any discounts offered in paragraph

(a) Total bid price of each item in words and figures, indicating item number and total amounts of respective currencies in which bid prices for that item have been submitted and payment requested;

(b) Grand Total Bid Price of all Bid items in respective currencies. Use the folloing format.

Item No.	Total Price of each item in quoted currency (ies) in words and figure
1; 2; etc.	

Grand Total Bid Price of all Bid Items: Currency A-----; Currency B--------, etc.in words and figures

Or

(

(f) **Discounts**: The discounts offered and the methodology for their application are:

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

(ii) The exact method of calculations to determine the net price of each item, and in case of multiple lots or multiple packages, net price of each item, each lot and each package as applicable, after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts and ensure clarity, unambiguity, etc. in accordance with ITB 14.7*];

(g) **Bid Validity Period**: Our Bid shall be valid for the period specified in BDS 18.1 (as amended, if applicable) from the date fixed for the Bid submission deadline specified in BDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(h) **Performance Security**: If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;

(i) **One Bid per Bidder**: We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITB 4.3, other than alternative Bids submitted in accordance with ITB 13;

(j) **Suspension and Debarment**: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Bank or a debarment imposed by the Bank in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council;

(k) **State-owned enterprise or institution**: [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of ITB 4.6*];

(l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity];*

Name of Recipient	Address	Reason	Amount

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

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

(n) **Purchaser Not Bound to Accept**: We understand that you are not bound to accept the lowest evaluated cost Bid, or any other Bid that you may receive; and

(o) **Fraud and Corruption**: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

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

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

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

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

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

***** In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture (JV) as Bidder or names of all members (partners) of JV and sign on behalf of the JV and not on behalf of only one member that has been given power of attorney.

** Person signing the Bid shall have the power of attorney given by the Bidder. If the Bidder is a JV the power of attorney shall be given by the JV or by all members of the JV. The power of attorney shall be attached with the Bid Schedules.

Price Schedule Forms

Price Schedule: Goods Manufactured Outside the Purchaser's Country, to be Imported

				(Group C Bids, goods to be imported) Currencies in accordance with ITB 15			Date: _____ OCBI / LCB No: _____ Alternative No: _____ Page N° _____ of _____	
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP *[insert place of destination] as specified in BDS* in accordance with ITB 14.9(b)(i) [Include herein the cost applicable under column 8 if the destination is the same as final destination and indicate under column 6 "Unit price CIP final destination"]	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the Goods to their final destination as specified in BDS in accordance with ITB 14.9 (b) (ii) [This column is not applicable if destination as per column 6 under ITB 14.9 (b) (i) and final destination as per ITB 14.9 (b) (ii) is the same]	Total Price per Line item (Col. 7+8)
[insert number of the item]	*[insert name of Good]*	*[insert country of origin of the Good]*	*[insert quoted Delivery Date]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert unit price CIP per unit]*	*[insert total CIP price per line item]*	*[insert the corresponding price per line item]*	*[insert total price of the line item]*
							Total Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]*

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

			(Group C Bids, Goods already imported) Currencies in accordance with ITB 15						Date: _____ OCBI / LCB No: _____ Alternative No: _____ Page N° _____ of _____		
1	2	3	4	5	6	7	8	9	10	11	12 ***
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.9(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 14.9(c)(ii), [to be supported by documents] **	Unit Price net of custom duties and import taxes, in accordance with ITB 14.9 (c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.9(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.9 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.9(c)(iv)	Total Price per line item (Col. 9+10)
[insert number of the item]	*[insert name of Goods]*	*[insert country of origin of the Good]*	*[insert quoted Delivery Date]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert unit price per unit]*	*[insert custom duties and taxes paid per unit]*	*[insert unit price net of custom duties and import taxes]*	*[insert price per line item net of custom duties and import taxes]*	*[insert price per line item for inland transportation and other services required in the Purchaser's Country]*	*[insert sales and other taxes payable per item if Contract is awarded]*	*[insert total price per line item]*
										Total Bid Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

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

** *i) No Supporting documents for customs duties and import taxes already paid or to be paid shall be accepted unless such documents establish beyond any reasonable doubt the actual amounts of customs duties and import taxes actually paid by the Bidder for each item for which the Bid is submitted and amount shown in the documents tally with the amounts indicted in the price schedule under column 7 of the Bid. Similarly, for amount yet to be paid, the Bidder shall provide documents from concerned governmental authorities indicating amounts of such duties and taxes to be paid for each item of the Bid. A Bid submitted with supporting documents not in conformance with the above requirement shall be rejected. To this end any falsified information on payment of such duties and taxes or falsification of document in support to derive unjustified benefit shall be treated seriously in accordance with Bank's Integrity Framework and as per Section VI -Fraud and Corruption;*

ii) If the Bidder is unable to submit supporting evidence for past or future payment of customs duties and import taxes in accordance with requirements under i) above, for justified reasons, such Bid may not be rejected unless the Bidder does not accept the following procedure for the purpose of comparison and evaluation of its bid which disallows the benefit that would have otherwise accrued to the Bidder for payment of customs duties and taxes in comparison of bids had it not failed to submit the supporting documents. Accordingly, for the purpose of evaluation, the amount of customs duties and import taxes whether indicated under column 7 of the price schedule or not will be treated as "0" "Zero" and the price per line item under column 9 will be calculated as: [5x6] and total price per line item under column 12 will be calculated as: [5x 6 + 10]. If the Bidder is successful on this basis it will be selected for award and contract amount will be = [5x6+ 10+11]. If the Bidder does not accept the above approach for evaluation, the Bid shall be rejected.

*** *[Total contract amount will be [7+11+12] [In case of Bid at (ii) above all calculations shall be based on value of 7 as "0" "Zero"]*

Price Schedule: Goods Manufactured in the Purchaser's Country

Purchaser's Country _____				(Group A and B Bids) Currencies in accordance with ITB 15				Date: _____ OCBI / LCB No: _____ Alternative No: _____ Page N° _____ of _____	
1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the Goods to their final destination	Cost of local labor, raw materials and components from with origin in the Purchaser's Country % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.9(a)(ii)	Total Price per line item (Col. 6+7)
[insert number of the item]	*[insert name of Good]*	*[insert quoted Delivery Date]*	*[insert number of units to be supplied and name of the physical unit]*	*[insert EXW unit price]*	*[insert total EXW price per line item]*	*[insert the corresponding price per line item]*	*[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]*	*[insert sales and other taxes payable per line item if Contract is awarded]*	*[insert total price per item]*
								Total Price	
Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*									

Price and Completion Schedule - Related Services

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

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Bidder Information Form -Form ELI-1.1

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission*]
OCBI / LCB No.: *[insert number of bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*
Page _____ of_____ pages

1. Bidder's Name *[insert Bidder's legal name]*
2. In case of JV, legal name of each member: *[insert legal name of each member in JV]*
3. Bidder's actual or intended country of registration: *[insert actual or intended country of registration]*
4. Bidder's year of registration: *[insert Bidder's year of registration]*
5. Bidder's Address in country of registration: *[insert Bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information Name: *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]* Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]* Email Address: *[insert Authorized Representative's email address]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. ☐ In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Bidder is not under the supervision of the Purchaser

8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under BDS ITB 45.1, the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]*

Bidder's JV Members Information Form-Form ELI-1.2

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture].

Date: *[insert date (as day, month and year) of Bid submission*]
OCBI / LCB No.: *[insert number of Bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*
Page _____ of_ _____ pages

1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidder's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidder's JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]* Address: *[insert address of JV's Member authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]* Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6.

8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under BDS ITB 45.1, the successful Bidder shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.]*

Technical Bid-Base Bid

[Note for information of Bidder: *Bidder shall demonstrate compliance with the Purchaser's requirements and Technical Specifications as described in Section VII of the Bidding Documents. Any departures or deviations from the required Technical Specifications shall be highlighted and if there are none, full compliance shall be confirmed.*

The Bidder shall provide complete information and documentation of technical standards, codes, designs and specifications, of Goods and Related Services offered along with Model number or any other identification number of the manufacturer wherever applicable and in accordance with all requirements mentioned in ITB 16. Bidding document may stipulate a Table, Form, or Template to present technical designs, specification, characteristics, functional or other guaranteed parameters, the Bidder shall invariably use the same without any changes and ensure that all requested details and supporting documents are provided. Lack or omission or non-confirmation of substantial details, information and documentation for major or essential technical requirements/features may result in rejection of the Bid.

If the details of specifications for the offered Goods in the written text of the Bid differ from the details provided in the supporting literature, drawings or other parts of the document, all such discrepancies shall be explained to the satisfaction of the Purchaser failing which the Purchaser, may reject the Bid, or if deemed appropriate, may consider the information in the written text of the Bid to be valid ignoring details in other parts of the Bid. Failure of the Bidder to confirm this will result in rejection of the Bid.

Bid shall establish conformity with the Purchaser's Specifications and requirements as specified in the Bidding Document along with all supporting documents mentioned in ITB 16. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

Any deviations in the technical standards, codes, designs or specifications or other requirements from those stated in the Bidding Documents shall be explained indicating their impact on the performance requirements, characteristics or parameters of the Goods and Related Services required. To this end, for any such deviations to be acceptable, Bid shall establish substantial responsiveness to the required technical specifications by explaining and documenting for the offered

Goods, and Related Services equivalency with or improvement to the required technical standards, codes, designs and Specifications.

Any Major deviation from the Purchaser's requirements shall be the cause for rejection of the Bid. Any deviation which in the Bidder's opinion is considered minor, the Bidder shall provide evidence to this effect including evidence of any monetary implications caused by such deviation. The Purchaser's evaluation shall be independent of Bidder's opinion on such matters and shall be final]

Technical Bid-Alternative Bid

(If permitted in the Bidding Document)

[Note for information of Bidder: Text under Appendix A applicable for the Base Bid is also applicable for Alternative Bid. In addition, the Bidder shall explain and establish to the satisfaction of the Purchaser how the specification under the Alternative bid is equal or better than the Purchaser's required Specifications and that offered in the Base Bid when Alternative Bid is permitted only with the Base Bid]

Commercial Terms and Conditions

[Bidder shall specify any deviations to the provisions of the Bidding Document (other than Technical Specifications) in particular those specified in Part 3 of the Bidding document including General and Special Conditions of Contract. If "None" it shall be confirmed accordingly]

Historical Contract Non-Performance--Pending Litigation--Litigation History Form CON-2

Bidder's Legal Name: _____ Date: _____
JV Member's Legal Name: _____
OCBI / LCB No.: _____
Page _____ of _____ pages

<table>
<tr><td colspan="4">Non-Performing Contracts in accordance with Section III, Evaluation Criteria</td></tr>
<tr><td colspan="4">☐ Contract non-performance did not occur during the stipulated period, in accordance with Section III, Evaluation Criteria
☐ Contract non-performance during the stipulated period, in accordance with Section III, Evaluation Criteria. List all Non-performed contracts since date specified in the Section III.</td></tr>
<tr><td>Year</td><td>Non-performed portion of contract</td><td>Contract Identification</td><td>Total Contract Amount (current value, currency, exchange rate and US$ equivalent)</td></tr>
<tr><td>[insert year]</td><td>[insert amount and percentage]</td><td>Contract Identification: [indicate complete contract name/number, and any other identification]
Name of Purchaser: [insert full name]
Address of Purchaser: [insert street/city/country]
Reason(s) for non-performance: [indicate main reason(s)]</td><td>[insert amount]</td></tr>
<tr><td colspan="4">Pending Litigation, in accordance with Section III, Evaluation Criteria</td></tr>
<tr><td colspan="4">☐ No pending litigation in accordance Section III, Evaluation Criteria
☐ Pending litigation in accordance with Section III, Evaluation Criteria, as indicated below. List all pending litigation contracts.</td></tr>
</table>

Year	Brief reasons for litigation	Contract Identification	Total Contract Amount (current value, US$ equivalent)
_____	_____	Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute: Amount in dispute	_____
_____	_____	Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute: Amount in dispute:	_____
Form CON-2 Continued			
Litigation History in accordance with Section III—List all contracts since the date specified in Section III indicating:			
Year	Brief reasons for litigation	Contract Identification Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute: Amount in dispute Court or Arbitral award decision:	Total Contract Amount (current value, US$ equivalent)

Financial Situation

Form FIN – 3.1

Historical Financial Performance
Bidder's Legal Name: _____ Date: _____
JV Member's Legal Name: _____ *OCBI / LCB* No.: _____
Page _____ of _____ pages
To be completed by the Bidder and, if *JV*, by each member

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
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

☐ 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: _____
JV Member Legal Name: _____ *OCBI / LCB No.*: _____
Page _____ of _____ pages
To be completed by the Bidder and, if *JV*, by each member

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 as per Section III, Evaluation Criteria.

Experience—Form Exp-1

Bidder's Legal Name: _____
Manufacturer's Legal name: _____ Date: _____
JV 's Legal Name: _____ OCBI / LCB No.: _____
Page _____ of _____ pages

If Bidder is JV specify only those contracts that were performed by the same JV

Complete all information requested below that are required to assess Bidder's qualifications as per post qualification criteria specified under Section III

To be completed by Bidder, Bidder and Manufacturer if Bidder is not the Manufacturer, and by JV if JV is the Bidder

Similar Contract Number: ___ of ___ required.	**Information**	
Contract Identification	_____	
Award date Completion date	_____ _____	
Role in Contract		
Total contract amount	_____	US$_____
Purchaser's Name:	_____	
Address: Telephone/fax number: E-mail:	_____ _____	
Description of Goods		
Quantity of Goods supplied under this contract		
Quantity of Goods supplied under all other contracts since the date indicated in Section III-Provide similar separate details as for this contract for all such other contracts		

Similar Contract Number: ___ of ___ required.	**Information**
Form Exp-1 continued	
First date of manufacturing similar goods as offered in the bid	
Period of Successful use/operation – Number of Years	
Installed manufacturing capacity— Number of units per month of item (s) specified in section III	
Demonstrated proven capacity to supply since the date and for Item (s) specified in Section III	

Form of Bid Security

(Bank Guarantee)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Purchaser to insert its name and address]*
IFB No.: *[Purchaser to insert same IFB No as advertised]*
Alternative No*.: [Insert identification No if this is a Bid for an alternative]*
OCBI / LCB No*: [Purchaser to insert same OCBI number as in procurement plan]*
Date: *[Insert date of issue]*
Bid Guarantee No.: *[Insert guarantee reference number]*
Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of _____ under Invitation for Bids No. _____ _ ("the IFB") and Open Competitive Bidding (International) No---------- (" the OCBI").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant to issue this guarantee, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

(a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or

(b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the

performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

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

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

_____

[Signature(s)]

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

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 on the letterhead of the Manufacturer and 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]*
OCBI / LCB No.: *[insert number as in procurement plan]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of *[insert type of goods manufactured],* having factories at [insert full address of Manufacturer's factories], do hereby 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 28 of the General Conditions of Contract, 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]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V - Eligible Countries

Eligibility for the Provision of Goods, Works and Services in Bank Group Financed Procurement

A. Provisions under Section 5 "Eligibility" of the Procurement Policy for Bank Group Funded Operations and Chapter A2 of the Operations Procurement Manual under Procurement Framework of the African Development Bank

1. The African Development Fund (ADF) permits firms and individuals from all countries to offer goods, works and services for ADF funded projects.

   However, the proceeds of any Financing undertaken in the operations of the African Development Bank (ADB) and the Nigeria Trust Fund (NTF) shall be used for procurement of goods and works, including the related services, provided by bidders from Eligible[2] Countries.[3] Any conditions for participation shall be limited to those that are essential to ensure the firm's capability to fulfill the contract in question. In the case of ADB and NTF, bidders from non-Member Countries offering goods, works and related services (including transportation and insurance) are not eligible even if they offer these from Eligible Member Countries. Any waiver to this rule will be in accordance with the Articles 17(1) (d) of the Agreement Establishing the African Development Bank and 4.1 of the Agreement Establishing the Nigeria Trust Fund.

B. Rules and Procedures for Procurement of Goods and Works

Overview

1. The eligibility criteria for participation in the supply of goods, works and related services, to be procured through the ADB and NTF Financing, derive from the requirements of the Agreement Establishing the African Development Bank, Article 17.1.d, and the Agreement Establishing the Nigeria Trust Fund, Article 4.1. The foregoing requirements basically prescribe two types of eligibility criteria:

   (a) The eligibility of the bidder;

   (b) The eligibility of the goods, works and related services.

2 Refer to Bank Framework for additional information on Eligibility.

3 "Eligible Countries" shall mean: (a) in the case of the African Development Bank (ADB) and the Nigeria Trust Fund, the Member Countries of the ADB; and (b) in the case of the African Development Fund (ADF), any country.

Eligibility of the Bidder Under the ADB & NTF Financing

2. The eligibility of the bidder shall be based on nationality, in accordance with the following rules:

   (a) Natural Persons: A natural person is eligible if he or she is a national of a Member Country of the ADB. Where a person has more than one nationality, such a person shall be eligible if the nationality indicated in his or her bid is that of a Member Country of the ADB.

   (b) Corporations: A corporation is eligible if it satisfies the following criteria:

      i) it is incorporated in a country that is a Member of the ADB;

      ii) it is a national of a country that is a Member of the ADB, as determined by the law of its place of incorporation;

      iii) it has its principal place of business in a country that is a Member of the ADB.

   (c) Joint Ventures and Associations: An unincorporated joint venture, partnership, or association, shall be eligible if more than 50% of the value of its works and/or services is executed by its members satisfying the eligibility requirements for individuals or corporations.

Eligibility of the Goods, Works and Related Services

3. In order to be eligible, the goods to be procured must have been mined, grown, or produced, in the form in which they are purchased, in an Eligible Member Country.
4. For works contracts, which may include civil works, plant construction, or turnkey contracts, the contractor must satisfy the nationality criteria of eligibility, either as a natural person, or corporation, or joint venture and association. Labour, equipment, and materials needed for carrying out the works contract, shall be supplied from Eligible Member Countries.
5. For contracts, which have been awarded on the basis of Cost, Insurance and Freight (CIF), or Carriage and Insurance Paid (CIP), bidders shall be free to arrange for ocean and other transportation, and the related insurance, from any Eligible Member Country. On the other hand, where goods are shipped on FOB basis, and the Bank has agreed to finance transportation and insurance separately, which are arranged by the purchaser, under a separate contract, the Bank shall be satisfied that the services are supplied from Eligible Member Countries.

List of Eligible Countries

6. List of Eligible countries can be found in African Development Bank's website:

Eligible Countries

Ineligible Countries in reference to ITB 4.8 and ITB 5.1

7. In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this Bidding process:

   Under ITB 4.8(a) and ITB 5.1: *None.*

   Under ITB 4.8(b) and ITB 5.1: N*one*

Section VI - Fraud and Corruption

1. Purpose

1.1 The Bank's Integrity Framework and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption[1].

2.2 To this end, the Bank:

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[2];

ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party[3] to obtain financial or other benefit or to avoid an obligation;

iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v. "obstructive practice" is:

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

2 For the purpose of this sub-paragraph, "another party" refers to a public official acting in relation to the procurement process or contract execution, including Bank staff and employees of other organizations taking or reviewing procurement decisions.

3 For the purpose of this sub-paragraph, "party" refers to a public official, including Bank staff and employees of other organizations taking or reviewing procurement decisions.; 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."

(a) 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

(b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, 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. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution 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. Pursuant to the Bank's Integrity Framework, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;[4] (ii) to be a nominated[5] sub-

[4] For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

[5] A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-

contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect[6] all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

6 Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Part 2 – Supply Requirements

Section VII - Schedule of Requirements

1. List of Goods and Delivery Schedule							
Line Item N°	Description of Goods	Qty	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [*to be provided by the Bidder*]
1	implementation of an East African Payment System (EAPS) Cloud Help Desk System.	1	Each	EAC Central Banks	90 days	120 days	

2. List of Related Services and Completion Schedule					
Service	**Description of Service**	**Quantity**[1]	**Physical Unit**	**Place where Services shall be performed**	**Final Completion Date(s) of Services**
1	Implementation of an East African Payment System (EAPS) Cloud Help Desk System.	1	Each	Central Banks of EAC Partner States	120 days from the date of effectiveness of Contract

3. Technical Specifications

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

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1 ABSTRACT

This document describes the technical requirements, both functional and non-functional, for the implementation of an East African Payment System (EAPS) Cloud Help Desk System.

2. INTRODUCTION

This document specifies the requirements for the East African Payment System (EAPS) Helpdesk System that the East African Community (EAC) Partner States' Central Banks wish to acquire. These requirements will be the basis for the acquisition, implementation, acceptance, warranty, support and maintenance of the System.

3. DISCLAIMERS

The following must be clearly understood when reading the rest of this document:

- This document by itself must in no way be interpreted as a contract (implicit, explicit or implied), nor does it imply any form of agreement with a prospective vendor.
- EAC Central Banks may choose to purchase all, or only some of the products and services described as minimum or mandatory in this document.

4. TECHNICAL SPECIFICATION FORMAT

The specifications presented in this document are organized in the form of tables as below:

REFERENCE	SPECIFICATION	NOTES
EAPS-HDS-REQ-nn	{Text describing the specification}	{One or more clarifying notes}

Where:

- **EAPS-HDS-REQ-nn** is a label which fully uniquely identifies a given specification; and
- **nn** is a positive integer (with leading zeros).

5. ORGANISATION OF THE DOCUMENT

This document is organized into the following main sections:

1. Introduction
2. Reference Architecture
3. Mandatory Requirements
4. Highly Desirable Requirements

6. DEFINITION OF TERMS AND ACRONYMS

Acronym	Meaning
BCP	Business Continuity Plan
CAB	Change Advisory Board
CI	Configuration Item
CIS	Centre for Internet Security
CMDB	Configuration Management Database
EAC	East African Community
EAPS	East African Payment System
EAPS-HDS	EAPS Helpdesk System
IT	Information Technology
ITIL	IT Infrastructure Library
LDAP	Lightweight Directory Access Protocol
OLA	Operational Level Agreement
OS	Operating System
RFC	Request for Change
SLA	Service Level Agreement
SLAM	Service Level Agreement Monitoring
SMS	Short Message Service

7. TARGET AUDIENCE

EAC Partner States' Central Banks

EAC Secretariat

8. REFERENCE DOCUMENTS

The following are the reference documents used in the preparation of this document:

- ITIL Process documents

9. WARNING ON OWNERSHIP AND PUBLICATION

EAC Partner States' Central Banks are the sole owners of this document. The contents of this document should not be distributed, in part or in full, outside

10. REFERENCE ARCHITECTURE

The proposed EAPS Helpdesk System is a Centralized secure web-based System accessible to the respective EAPS participants.

The users of the system can originate support requests through the following channels;

- Web portal
- Email
- Telephone

The proposed architecture of system shall be 3-tiered consisting of database, application and presentation layers.

11. MANDATORY REQUIREMENTS

This section specifies the requirements which must be met by all implemented Service Desk modules.

11.1 FUNCTIONAL REQUIREMENTS

11.1.1 General System Functionality

Requirement ID	Requirement	Bidder Response
EAPS-HDS-REQ-005	The EAPS Help Desk System ("**the System**") shall be a cloud help desk application with a single web-based user interface that is securely accessible to all EAPS participants. The bidder is expected to provide SSL (Secure Socket Layer) Certificate signed by a valid (CA) Certificate Authority to implement secure access.	
EAPS-HDS-REQ-008	The **System** should provide for creation of users with defined roles for role-based access mechanism.	
EAPS-HDS-REQ-010	The **System** shall be delivered with a generic ITIL- aligned Request fulfilment module.	
EAPS-HDS-REQ-015	The **System** shall be delivered with a generic ITIL- aligned Incident Management Module.	
EAPS-HDS-REQ-020	The **System** shall be delivered with a generic ITIL- aligned Problem Management Module.	
EAPS-HDS-REQ-025	The **System** shall be delivered with a generic ITIL- aligned Change Management Module.	

EAPS-HDS-REQ-030	The **System** shall be delivered with a generic ITIL- aligned Service Level Management Module.	
EAPS-HDS-REQ-040	The **System** shall be scalable - to allow for modifications and tailoring as the need may arise	

11.1.2 Service Request Fulfillment

Requirement ID	Requirement	Bidder Response
EAPS-HDS-REQ-045	The **System** shall be delivered and configured to use the latest generic ITIL Request Fulfilment workflows. This should facilitate process automation by enabling custom workflows to be associated with each type of service request. Hence, one can configure approvals, SLAs, tasks and notifications to be automatically triggered when a service request is raised	
EAPS-HDS-REQ-050	The **System** shall be delivered and configured to allow for creation and maintenance of a customizable Service Catalogue for publishing supported IT Services.	
EAPS-HDS-REQ-055	The **System** shall be delivered and configured to allow for creation, modification, reopen and closure of Service Requests.	
EAPS-HDS-REQ-060	The **System** shall be delivered and configured to allow for Service Requests escalation in the event that; Further approval is required A Service Request has not been closed beyond a defined threshold	
EAPS-HDS-REQ-065	The **System** shall be delivered and configured to allow for creation and assignment of tasks or work orders for fulfilling a Service Request	
EAPS-HDS-REQ-070	The **System** shall be delivered and configured to send automated alerts to an end-user by email if: - A Service Request is opened for them. - A Service Request opened for them is modified. - A Service Request opened for	

	them is closed. The **System** should provide for: - Configure separate notifications for different modules such as request, problem, change, solution, and tasks. - Set up over a dozen automated notifications for end users, including acknowledgment of new tickets and notification of ticket updates, resolution, and closure. - Inform IT technicians when tickets are created, unassigned, or left unpicked. - Notifications can also be sent when the tickets are assigned to a single technician or a technician group and when end users reply to tickets. - Construct custom email templates for each notification to ensure standardized communication without redundant typing.	

11.1.3 Incident Management

The incident management process will be used as outlined in Drawing I

Requirement ID	Requirement	Response
EAPS-HDS-REQ-075	The **System** shall be delivered and configured to use the latest generic ITIL Incident Management workflows	
EAPS-HDS-REQ-080	The **System** shall be delivered and configured to allow for creation, modification, closure and reopening of incident records.	
EAPS-HDS-REQ-085	The **System** shall be delivered and configured to allow for addition of related document attachments during incident recording, updating and resolution	
EAPS-HDS-REQ-095	The **System** shall be delivered and configured to automatically generate a unique incident reference number for every recorded incident. The reference numbers should be categorized based on the type of incident.	

EAPS-HDS-REQ-100	The **System** shall be delivered and configured to allow escalation of incidents to problems	
EAPS-HDS-REQ-105	The **System** shall be delivered and configured to generate the following customizable notifications by email: • To a user when an incident is recorded for them • To a user when an incident recorded for them is updated • To a support specialist when an incident is assigned/escalated to them. • To selected recipients when closure of an incident is over-due.	
EAPS-HDS-REQ-110	The **System** shall be delivered and configured to allow for assignment of priority and impact indicators during incident categorization and prioritization.	
EAPS-HDS-REQ-115	The **System** shall be delivered and configured to facilitate reference to a knowledge base and incident solutions during incident investigation and diagnosis.	
EAPS-HDS-REQ-120	The **System** shall be delivered and configured to allow for closure of incidents using customizable incident closure codes. E.g. closed by vendor intervention	
EAPS-HDS-REQ-125	The **System** shall be delivered and configured to allow changing of key fields on incidents during their lifetime - e.g. priority, category, Service Level Agreement (SLA) etc. Ability to do so should be restricted by User and/or Group.	
EAPS-HDS-REQ-130	The **System** shall be delivered and configured to query and provide incident management customizable reports. (Record of every update to the Incident	

	record - date, time, user id, details of changes made). The **System** should enable creation of reports that meet EAPS need if they are from the list of out-of-the-box reports already available.	

11.2 Problem Management

The Problem management process will be used as outlined in Drawing III

Requirement ID	Requirement	Response
EAPS-HDS-REQ-135	The **System** shall be delivered and configured to use the latest generic ITIL Problem Management workflows	
EAPS-HDS-REQ-140	The **System** shall be delivered and configured to allow for creation, modification, closure and reopening of problem records as detailed in Drawing III	
EAPS-HDS-REQ-145	The **System** shall be delivered and configured to allow for assignment of priority and impact indicators during problem prioritization.	
EAPS-HDS-REQ-150	The **System** shall be delivered and configured with the functionality to classify a problem as a Known Error.	
EAPS-HDS-REQ-155	The **System** shall be delivered and configured to allow for the creation of a Known Error Database.	
EAPS-HDS-REQ-160	The **System** shall be delivered and configured to allow for escalation of a problem to the change management process after investigation	
EAPS-HDS-REQ-165	The **System** shall be delivered and configured to link problem records with related Known Error records, Incident records, Request for Change (RFCs) and Configuration	

	Items	
EAPS-HDS-REQ-175	The **System** shall be delivered and configured with the option to close related Known Error/Problem records on successful implementation of a change.	

11.2.1 Service Level Management

Requirement ID	Requirement	Response
EAPS-HDS-REQ-215	The **System** shall be delivered and configured to use the latest generic ITIL Service Level Management workflows	
EAPS-HDS-REQ-220	The **System** shall be delivered and configured to enable recording of agreed service hours for associated services in the production environment	
EAPS-HDS-REQ-225	The **System** shall be delivered and configured to enable creation and maintenance of Service Level Requirement Records.	
EAPS-HDS-REQ-235	The **System** shall be delivered and configured to capture Service information, with the following fields as a minimum; a. Scope b. Service criticality c. Contacts d. Service level targets e. Agreement date	
EAPS-HDS-REQ-265	The **System** shall be delivered and configured to generate and send notifications by email to pre-defined recipients on breach of an SLA.	
EAPS-HDS-REQ-270	The **System** shall be delivered and configured to allow auto-escalation of SRs, Incidents, Problems and Changes according to pre-defined SLA targets.	

11.2.2 Change Management Module

Requirement ID	Requirement	Response
EAPS-HDS-REQ-275	The **System** shall be delivered and configured to create, manage, and close RFCs according to the ITIL Change Management Process detailed in Drawing IV	
EAPS-HDS-REQ-280	The **System** shall be delivered and configured to allow for creation of RFCs through the following ways; a) Manually by the Change Manager b) From an Incident Record c) From a Problem Record	
EAPS-HDS-REQ-285	The **System** shall have the following minimum Change Management templates; a. Standard change template b. Emergency change template c. Normal change template d. Post Implementation Review template e. Change Management reporting templates	.
EAPS-HDS-REQ-290	The **System** shall provide tracking of RFCs at all stages (Submission, Planning, Approval, Implementation, Review, Closure).	
EAPS-HDS-REQ-300	The **System** shall be delivered and configured to allow for on-line routing of RFCs to individual CAB members.	
EAPS-HDS-REQ-305	The **System** shall be delivered and configured to allow for each Change Advisory Board member to review an RFC and provide feedback through the system (on the RFC record)	
EAPS-HDS-REQ-310	The **System** shall be delivered and configured to allow users with the appropriate rights to approve and reject RFCs.	
EAPS-HDS-REQ-315	The **System** shall be delivered and configured to allow for creation and maintenance of a Change Calendar.	
EAPS-HDS-REQ-320	The **System** shall be delivered and	

	configured to allow for creation of change schedules.	

11.2.3 Reporting and Business Intelligence Requirements

Requirement ID	Requirement	Response
EAPS-HDS-REQ-325	The **System** shall be delivered and configured to allow for creation, modification and deletion of reports exportable to the following formats. a. HTML b. PDF c. Excel d. CSV e. Text	
EAPS-HDS-REQ-330	The **System** shall provide the following Business Intelligence capabilities for all modules; a. Dashboard reporting for concise helpdesk activity indicators b. User friendly report definition and generation (simple menu/commands) c. Ad-hoc queries and reports d. Trend analysis from historical data e. Graphs and charts f. Printer friendly pages	
EAPS-HDS-REQ-335	The System shall provide custom reports the following; a) Select display columns b) Add filters c) Group data d) Order data	
EAPS-HDS-REQ-340	The **System** shall provide the option to schedule and auto generate custom reports at predetermined dates and times	
EAPS-HDS-REQ-345	The **System** shall be delivered and configured with the following predefined reports for Service Requests, for a specific period (the last 30 days as a default) a. Submitted service requests b. Approved service requests	

	c. Closed Service Requests d. Pending Service Requests (backlog)	
EAPS-HDS-REQ-350	The **System** shall be delivered and configured to allow for identification and sorting of Service Requests by; a. Category b. Priority c. Request date d. Due date e. Assignee f. End-user	
EAPS-HDS-REQ-355	The **System** shall be delivered and configured with the following predefined incident reports, for a specific period (the last 30 days as a default) a. Logged incidents b. Closed incidents c. Pending incidents d. Average incident resolution times by Assignee e. Average incident resolution times by Assignment Group f. Incident Aging reports	
EAPS-HDS-REQ-360	The **System** shall be delivered and configured to have simple and advanced search capabilities for incidents using the following filters as a minimum; a. By assignee b. By user/ customer/ Commercial Bank c. By Central Bank d. By Service e. By Date f. By Status	
EAPS-HDS-REQ-365	The **System** shall be delivered and configured with the following predefined Problem Management reports, for a specific period (the last 30 days as a default) a. All open problems b. All closed problems c. All pending problems	

EAPS-HDS-REQ-370	The **System** shall be delivered and configured to have simple and advanced search capabilities for problems using the following filters as a minimum; a. By assignee b. By priority c. By urgency d. By incident count e. By Status	
EAPS-HDS-REQ-375	The **System** shall be delivered and configured with the following predefined Change Management reports, for a specific period (the last 30 days as a default) a. Approved Changes b. Implemented Changes c. Rejected changes d. Overdue changes	
EAPS-HDS-REQ-380	The **System** shall be delivered and configured to have simple and advanced search capabilities for Changes using the following filters as a minimum; a. By stage/status b. By category c. By type d. By priority e. By incident count f. By problem count	
EAPS-HDS-REQ-385	The **System** shall be delivered and configured to provide custom satisfaction surveys on services rendered.	
EAPS-HDS-REQ-390	The **System** shall be delivered and configured with the following predefined SLA related reports; a. Service Requests in breach of SLA targets b. Incidents in breach of SLA targets c. Average Incident resolution times against SLA targets d. Service Level Agreement Monitoring (SLAM) Chart of service achievements against agreed Service Levels	

EAPS-HDS-REQ-395	The **System** shall automate service availability and performance threshold monitoring against defined Service Level Agreements.	
EAPS-HDS-REQ-405	The System shall report on resolution times of all incidents, even those re-referred between Support Groups.	
EAPS-HDS-REQ-410	The **System** shall be delivered and configured to track the response & turnaround times of each Support staff and Group.	

11.3 TECHNICAL REQUIREMENTS

11.3.1 System Architecture

Requirement ID	Requirement	Response
EAPS-HDS-REQ-450	The **System** shall be implemented based on a three-tier architecture which clearly separates presentation (user interface), business logic and database services.	
EAPS-HDS-REQ-455	It shall be possible to install each of the three tiers of the **System** on separate machines or to load two of three tiers on the same machine.	
EAPS-HDS-REQ-460	The **System** shall have a Business Continuity Plan (BCP) including the requirements.	
EAPS-HDS-REQ-465	The **System** shall have; - Application server - Database server	

11.3.2 Usability Requirements

These requirements specify characteristics of the **System** that determine how convenient and efficient it is for users to access and use the system.

Requirement ID	Requirement	Response
EAPS-HDS-REQ-470	The **System** shall be delivered and configured to have a web-based user interface that does not require plugins.	
EAPS-HDS-REQ-480	The **System** shall have a self-service portal for end-users to facilitate; • Submission of Service Requests • Check status of incidents • View Helpdesk communication e.g. outage information	

EAPS-HDS-REQ-485	The **System** shall be delivered and configured to allow for fast logging of incidents through; 1. Creation of incident record templates e.g. password resets 2. Drop-down menu/drill-down options on fields 3. Cloning of incidents	
EAPS-HDS-REQ-490	The **System** shall be delivered and configured to allow navigation between different sections of the system for reference during incident recording, without closing the current record or losing data input e.g., reference to outstanding incidents logged for an end-user	
EAPS-HDS-REQ-495	The **System** shall be delivered and configured to allow the printing of incident details without having to escape from the current record.	
EAPS-HDS-REQ-500	The **System** shall be delivered and configured to allow multiple screens open concurrently	
EAPS-HDS-REQ-505	The **System** shall be configured to support designating fields as mandatory.	

11.3.3 Interfaces and integration

Requirement ID	Requirement	Response
EAPS-HDS-REQ-510	The **System** shall be delivered and configured to send Email to all participating Central Banks whose Domains are different e.g., bou.or.ug, nbr.rw, centralbank.go.ke, etc. This is needed to support: • Service Request submission via email (Incoming) • Incident reporting through incoming email • Alerts and notifications (outgoing)	
EAPS-HDS-REQ-515	The **System** shall have capability to integrate with Active Directory to facilitate the following; • Retrieval of user/customer details during Request/Incident logging to	

	populate fields like department, location, contact name etc. • To facilitate single sign on This requirement requires integration with different AD systems or other Identity Management systems of the participating Central Banks.	
EAPS-HDS-REQ-525	The **System** shall be delivered and configured with the option to send alerts and notifications by Short Message Service (SMS).	

11.3.4 Compatibility Requirements

Requirement ID	Requirement	Response
EAPS-HDS-REQ-530	The System shall be delivered and configured to run on the browser-vendor supported versions of the following internet browsers: • Microsoft Edge • Google Chrome • Firefox	

11.3.5 System Utilization

Requirement ID	Requirement	Response
EAPS-HDS-REQ-550	The System shall be delivered and configured to be accessed based on the number of system administrators/technicians and nodes. There should be no restriction on the number of concurrent users.	

11.3.6 Archiving/Data Management

Requirement ID	Requirement	Response
EAPS-HDS-REQ-560	The System shall be delivered and configured to support both manual and auto archiving of historical data by the following criteria as a minimum; - By period e.g. 'over 12 months old' - By status e.g. 'closed' - By category e.g. 'password resets'	

11.3.7 Vendor Requirements

Requirement ID	Requirement	Response
EAPS-HDS-REQ-570	The Vendor shall have carried out at least two (2) similar ITIL-aligned Service Desk implementations within the last five (5) years. A deployment in Africa is an added advantage.	
EAPS-HDS-REQ-575	The Vendor shall propose an implementation plan for all the activities that shall be necessary to complete the implementation of the System, including installation, configuration, deployment, training, acceptance testing, resolution of issues, commissioning and warranty.	
EAPS-HDS-REQ-580	The Vendor shall provide a draft Service Level Agreement that shall take effect during the maintenance period stated. In this draft maintenance agreement, the Vendor shall provide information on the following:	

Issue Priority	Maximum Expected Response Time (Hrs.)	Maximum Expected Resolution Time (Hrs.)
High		

	Medium		
	Low		
EAPS-HDS-REQ-585	The Vendor shall provide maintenance and support services in the following ways: • Instruction by phone • Instruction by email • Remote Login to the System • Onsite Support.	
EAPS-HDS-REQ-590	The Vendor shall provide training of trainers to technical and operational staff.	
EAPS-HDS-REQ-595	The Vendor shall provide one (1) year warranty and four (4) years post warranty maintenance support for software and software upgrades.	DROP NOT APPLICABLE this is a subscription service
EAPS-HDS-REQ-600	The vendor of the System shall provide manuals and standard operating procedures for its operations, and should include the following areas as a minimum: - User Manual. - Administrator manuals.	
EAPS-HDS-REQ-610	The Vendor shall provide details of all pre-requisites for the implementation of the System.	
EAPS-HDS-REQ-615	The Vendor shall provide documentary evidence that they have personnel with the required skills to maintain and support the System.	

11.3.8 Security and Audit Requirements

Requirement ID	Requirement	Response
EAPSHDS-REQ-620	The **System** shall be delivered and configured with security controls to allow only authorized staff and users to view, open, modify, authorize and close records based on them role.	
EAPS-HDS-REQ-625	Passwords/codes on logon screens shall be masked	
EAPS-HDS-REQ-630	A user shall be able to log out of the system	
EAPS-HDS-REQ-635	The **System** shall not allow successful log in for an invalid user	
EAPS-HDS-REQ-640	The application shall display an error message when a user enters an incorrect user-id/password combination but not showing whether it's either the user id/password.	
EAPS-HDS-REQ-645	The **System** shall be configurable to time out a user's session automatically after a specified period of inactivity (session time out).	
EAPS-HDS-REQ-650	The **System** shall not disclose user log information after session timeout.	

Requirement ID	Requirement	Response
EAPS-HDS-REQ-655	The **System** shall be configured to provide an audit trail for record information and updates. For example: IDs of individuals or groups opening, updating and closing records; dates and times of status and activities updates, types of activities	
EAPS-HDS-REQ-660	The application shall be protected from unauthorized access, modification, or deletion (e.g., access controls, encryption, digital signatures, etc.) of audit logs.	
EAPS-HDS-REQ-670	The application shall provide a list of all application users, their roles and responsibilities, last access times, and logged actions in a user-friendly way that business users may review	
EAPS-HDS-REQ-675	The **System** shall allow for assignment of responsibilities to users based on roles and groups	
EAPS-HDS-REQ-680	An authorized user shall be able to create user accounts and assign user roles	
EAPS-HDS-REQ-620	The **System** shall allow for user account details to be modified by an authorized user	
EAPS-HDS-REQ-685	An authorized user shall be able to assign and revoke user roles & groups	
EAPS-HDS-REQ-690	Access on the **System** shall be controlled or restricted to users with appropriate rights	
EAPS-HDS-REQ-695	The **System** shall require an administrator or super-user privileges on the host system to perform administrative tasks such as start up/shutdown, general configuration, and troubleshooting	
EAPS-HDS-REQ-700	The process for authorization of users, roles and responsibilities shall be fully documented	
EAPS-HDS-REQ-705	The security administration procedures and security configuration settings for the system shall be documented, reviewed and signed off.	
EAPS-HDS-REQ-710	The application shall be able to function where antivirus software is installed.	

EAPS-HDS-REQ-715	Application shall use the latest vendor supported versions of the client and middle tier software, namely but not limited to 1. Microsoft Edge 2. Google Chrome 3. Mozilla Firefox 4. Java 5. Web server technologies (Apache, OpenSSL, etc.)	

11.4 QUALITY ASSURANCE AND TESTING

EAPS-HDS-REQ-720	The vendor shall provide comprehensive training for all key personnel (EAPS Participants directly involved) before taking part in the tests at any stage.	
EAPS-HDS-REQ-725	The vendor shall provide the comprehensive test scenarios, steps and scripts to test all the **System's** requirements and functionalities and their expected results.	
EAPS-HDS-REQ-730	The vendor shall provide the necessary support to EAPS participants throughout the testing process.	
EAPS-HDS-REQ-735	Exit criteria will be agreed between the EAPS participants test team and the vendor	

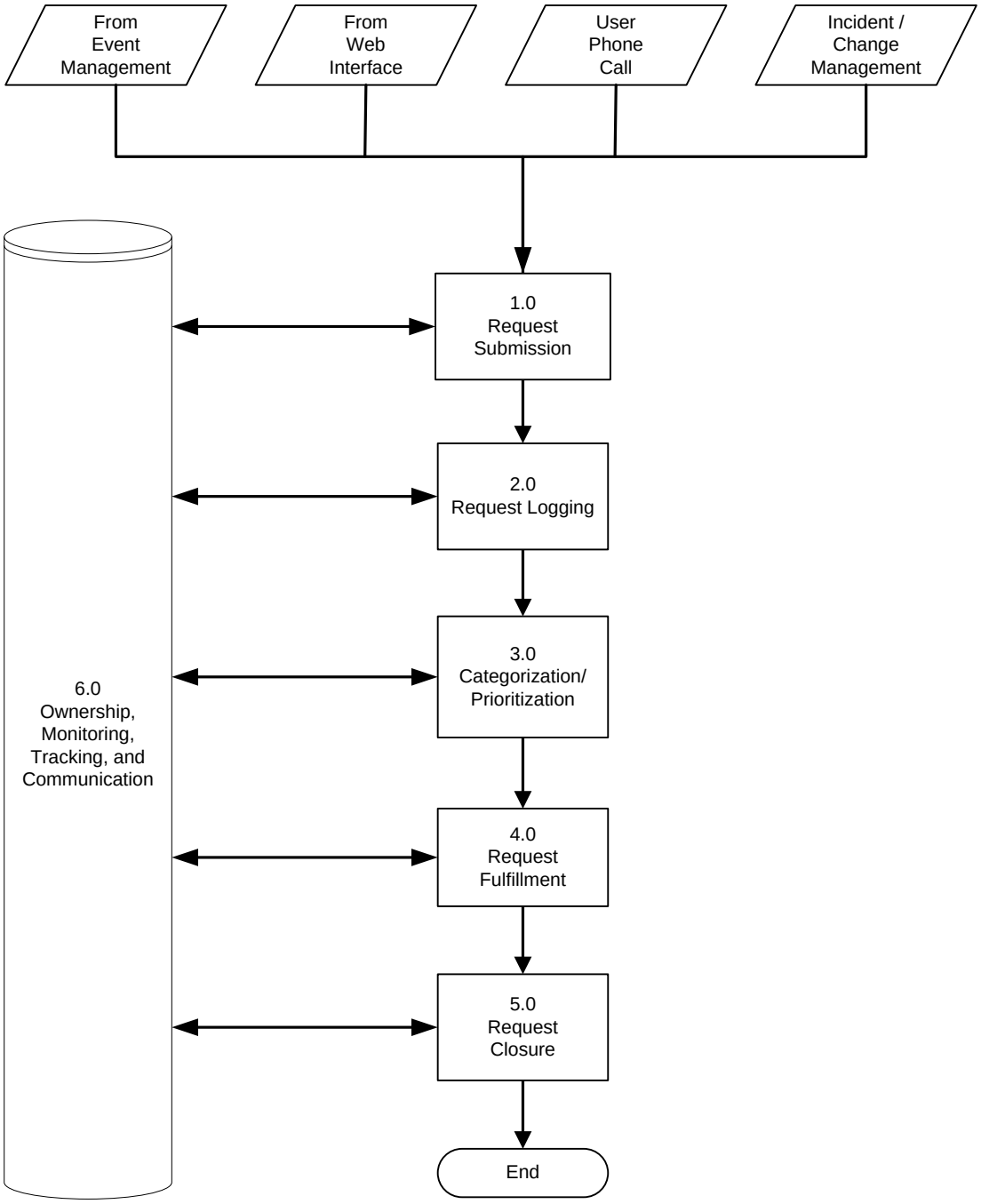
12. OPTIONAL REQUIREMENTS

Requirement ID	Requirement	Response
EAPS-HDS-REQ-850	The **System** facilitates gathering of customer feedback for customer satisfaction surveys.	
EAPS-HDS-REQ-860	The **System** facilitates the recording and reporting of customer complaints and compliments.	
EAPS-HDS-REQ-870	The **System** facilitates linking services to customers to show all the services used by a particular customer	
EAPS-HDS-REQ-880	The **System** can be accessible through mobile devices	

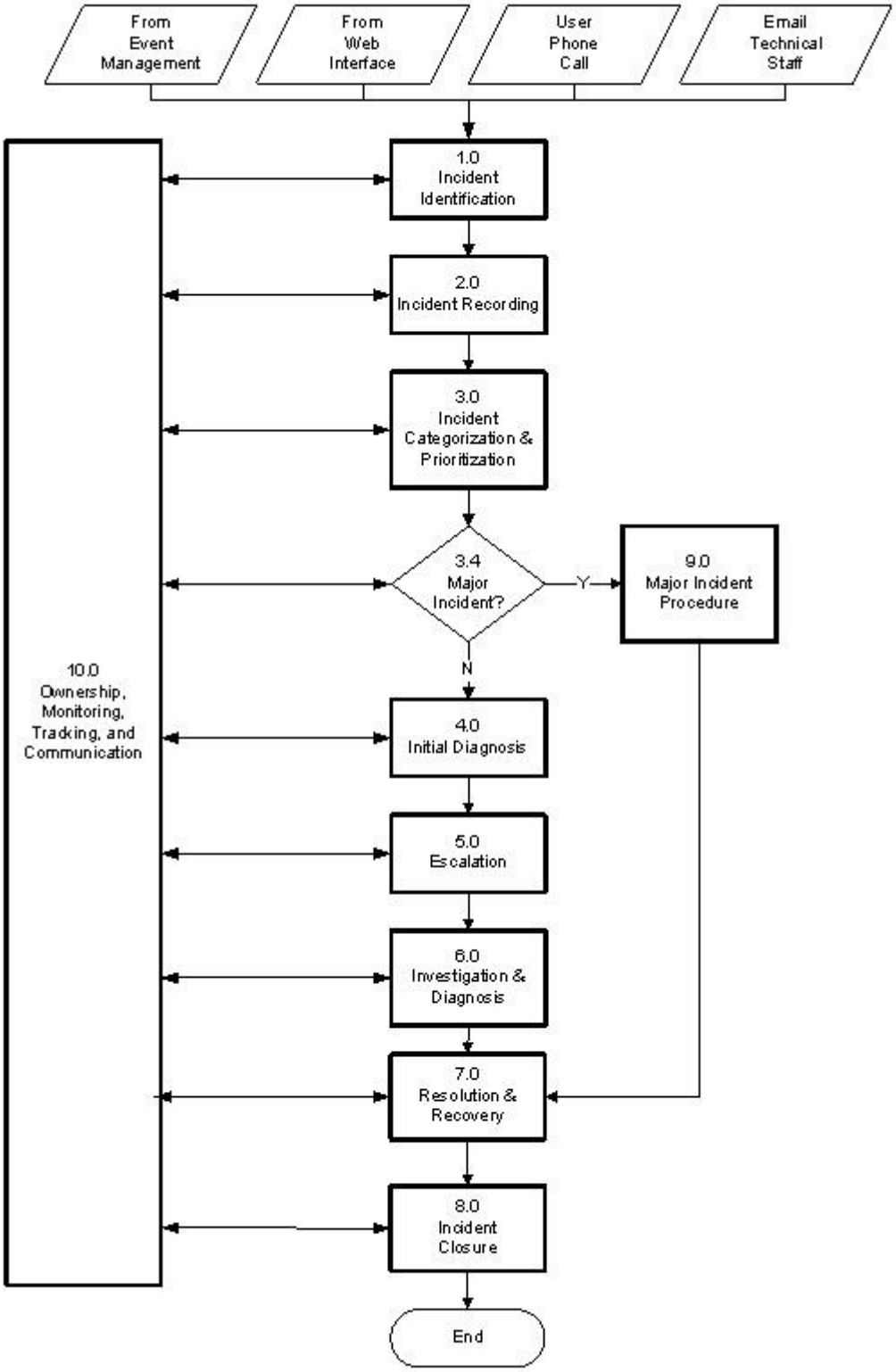
4. Drawings

This bidding document includes the following drawings.

DRAWING I: REQUEST FULFILMENT PROCESS FLOW

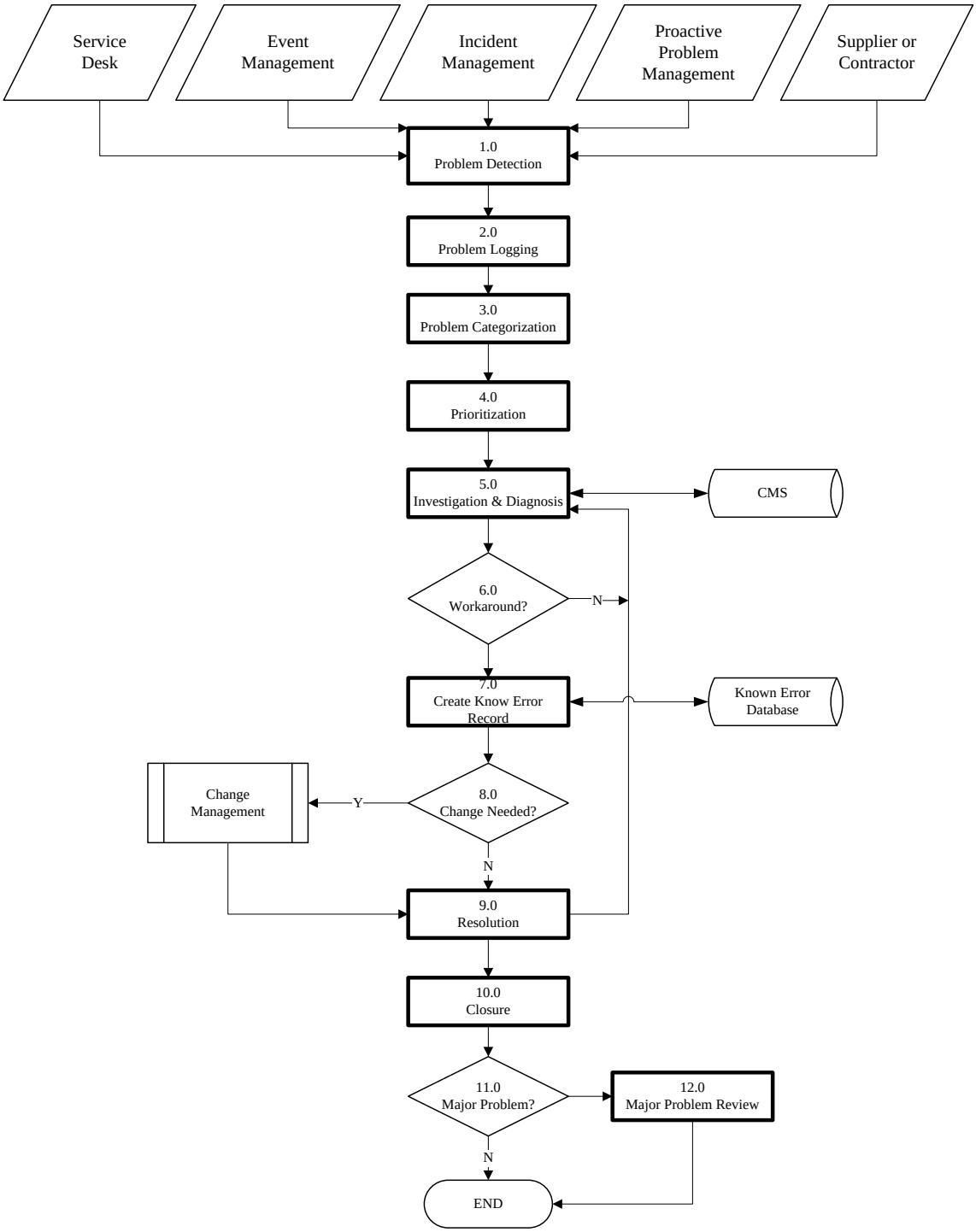


DRAWING II: INCIDENT MANAGEMENT PROCESS FLOW

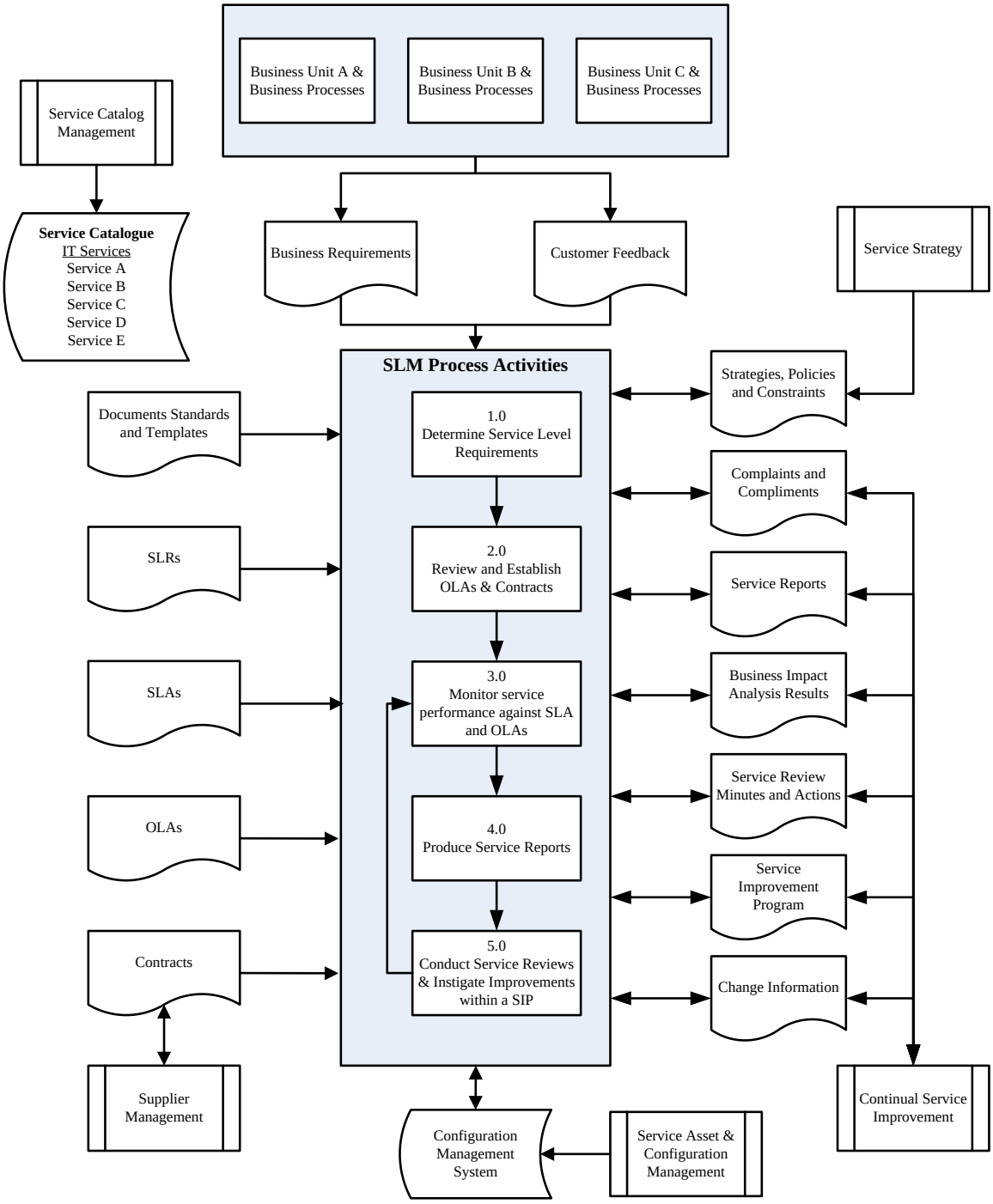


DRAWING III: PROBLEM MANAGEMENT PROCESS FLOW

High Level
Reactive Problem Management



DRAWING IV: SERVICE LEVEL MANAGEMENT PROCESS FLOW



5. Inspections and Tests

The following inspections and tests shall be performed:

Conformance to specifications

Part 3 – Contract

DA PROPRIETARY
Use Pursuant to Bank Regulations
September 2011

Section VIII - General Conditions of Contract

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Section VIII - General Conditions of Contract

1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

(a) "Bank" means the financing institution named in the Special Conditions of Contract (SCC).

(b) "Borrower" means the entity named as the Borrower in the SCC.

(c) "Contract" means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.

(d) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.

(e) "Contract Price" means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.

(f) "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.

(g) "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.

(h) "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.

(i) "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.

(j) "Bid" means the Letter of Bid and all other documents which the Supplier submitted with the Letter of Bid, as included in the Contract.

(k) "Day" means calendar day.

(l) "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.

(m) "GCC" means the General Conditions of Contract.

(n) "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.

(o) "Purchaser's Country" is the country specified in the **Special Conditions of Contract (SCC).**

(p) "Purchaser" means the entity purchasing the Goods and Related Services, as **specified in the SCC.**

(q) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.

(r) "SCC" means the Special Conditions of Contract.

(s) "Subcontractor" means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.

(t) "Supplier" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

(u) "The Project Site," where applicable, means the place named in the **SCC.**

(v) "Party" means the Purchaser or the Supplier as the context requires.

(w) "Change Order" or "Change" is defined in Clause 33 [Change Orders and Contract Amendments.]

(x) Bank Procurement Framework is defined as Procurement Framework for Goods, Works, Non-Consulting and Consulting Services under "Bank Financing" as defined under Procurement Policy for Bank Group funded operations.

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 The Bank requires compliance with the Integrity Framework comprising the African Development Bank Group's Sanctions Procedures, the Bank's Whistleblowing and Complaints Policy, the Bank's Procurement Policy under the Procurement Framework and any other applicable Policies and Procedures including their updates, as set forth in Appendix 1 to the GCC.

3.2 The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

4. Interpretation

4.1 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 vice-versa;

(c) provisions including the word "agree", "agreed" or "agreement" requires 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";

(f) The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.

4.2 Incoterms

(a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms **specified in the SCC**.

(b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Nonwaiver

(a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either

party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

(b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.6 Severability

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

5. Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the **SCC.** Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified**,** in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium or Association, Subcontractors

6.1 Unless otherwise specified in SCC, if the Supplier is a joint venture, consortium, or association (JV), all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser. Any limit on the maximum number of members in the Joint Venture, Consortium or Association shall be as specified in SCC. Minimum Share of a Member of the JV shall be as specified in SCC.

7. Eligibility

7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country of the Bank in accordance with the Bank's Procurement Policy for the Bank Group Funded Operation described under the Bank's Procurement Framework, and as listed in Section V, Eligible Countries under Appendix 2 to General Conditions. 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.

7.2 All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries of the Bank in accordance with the Bank's Procurement Policy for the Bank Group Funded Operation described under the Bank's Procurement Framework, and as listed in Section V, 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.

8. Notices

8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC.** The term "in writing" means communicated in written form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

9. Governing Law

9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser's Country, unless otherwise specified in the **SCC.**

9.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser's Country when

(a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or

9.2 (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 any country, person, or entity in that country.

10. Settlement of Disputes

10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **SCC.**

10.3 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.

11. Inspections and Audit by the Bank

11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.

11.2 Pursuant to paragraph 2.2 e. of Appendix 1 to the General Conditions the Supplier shall permit and shall cause its subcontractors and subconsultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors' and subconsultants' attention is drawn to Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

12. Scope of Supply

12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

13. Delivery and Documents

13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC.**

14. Supplier's Responsibilities

14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

15. Contract Price

15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in the **SCC.**

16. Terms of Payment

16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC.**

16.2 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 GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid price is expressed.

16.5 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 SCC, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.

17. Taxes and Duties

17.1 For goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's Country.

17.2 For goods Manufactured within the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

18. Performance Security

18.1 If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the SCC.

18.2 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.

18.3 As specified in the SCC, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the SCC, or in another format acceptable to the Purchaser.

18.4 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 **SCC.**

19. Copyright

19.1 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

20. Confidential Information

20.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information

received from the Purchaser for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

(a) the Purchaser or Supplier need to share with the Bank or other institutions participating in the financing of the Contract;

(b) now or hereafter enters the public domain through no fault of that party;

(c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or

(d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21. Subcontracting

21.1 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.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

22. Specifications and Standards

22.1 Technical Specifications and Drawings

(a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or

superior to the official standards whose application is appropriate to the Goods' country of origin.

(b) 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.

(c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 33.

23. Packing and Documents

23.1 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.

23.2 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 SCC, and in any other instructions ordered by the Purchaser.

24. Insurance

24.1 Unless otherwise specified in the **SCC,** the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with

the applicable Incoterms or in the manner specified in the **SCC.**

25. Transportation and Related Services

25.1 Unless otherwise specified in the **SCC,** responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

25.3 Prices charged by the Supplier for related services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services

26. Inspections and Tests

26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC.**

26.2 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 **SCC.** Subject to GCC Sub-Clause 26.3, 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.

26.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

26.4 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.

26.5 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 impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

26.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

26.7 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 GCC Sub-Clause 26.4.

26.8 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 GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

27. Liquidated Damages

27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC.** Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35.

28. Warranty

28.1 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.

28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

28.3 Unless otherwise specified in the **SCC,** the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC,** or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

28.4 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.

28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC,** expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC,** the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

29. Patent Indemnity

29.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

(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.

29.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC

Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

29.3 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.

29.4 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.

29.5 `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.

30. Limitation of Liability

30.1 Except in cases of criminal negligence or willful 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 total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to

any obligation of the supplier to indemnify the Purchaser with respect to patent infringement

31. Change in Laws and Regulations

31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's Country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

32. Force Majeure

32.1 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.

32.2 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.

32.3 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.

33. Change Orders and Contract Amendments

33.1 The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

(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.

33.2 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.

33.3 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.

33.4 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.

34. Extensions of Time

34.1 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 GCC Clause 13, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

(a) 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 GCC Clause 34;

(ii) if the Supplier fails to perform any other obligation under the Contract; or

(iii) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragrpah 2.2 a of the Appendix 1 to the GCC, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency.

(a) 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

35.3 Termination for Convenience.

(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.

(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.

35.4 Anytime the contract is terminated for any reason indicated under clause 35, the advance payments made, if any, on the undelivered Goods and Related Services, if not already recovered from the Supplier shall become payable to the Purchaser which the Supplier shall pay to the Purchaser within 15 days from the date of receipt of notice of such termination failing which the amount will be recovered as demand by calling the advance payment Bank Guarantee provided under the contract.

36. Assignment

36.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

37. Export Restriction

37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the

Purchaser, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Purchaser's convenience pursuant to Sub-Clause 35.3.

APPENDIX 1 TO GENERAL CONDITIONS

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank's Integrity Framework and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption[1].

2.2 To this end, the Bank:

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[2];

ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party[3] to obtain financial or other benefit or to avoid an obligation;

iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v. "obstructive practice" is:

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

2 For the purpose of this sub-paragraph, "another party" refers to a public official acting in relation to the procurement process or contract execution, including Bank staff and employees of other organizations taking or reviewing procurement decisions.

3 For the purpose of this sub-paragraph, "party" refers to a public official, including Bank staff and employees of other organizations taking or reviewing procurement decisions.; 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."

(a) 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

(b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, 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. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution 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. Pursuant to the Bank's Integrity Framework and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;[4] (ii) to be a nominated[5] sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds

4 For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

5 A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has 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 requirements for the particular bid; or (ii) appointed by the Borrower.

of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect[6] all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

[6] Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

APPENDIX 2 TO GENERAL CONDITIONS

Eligible Countries

Eligibility for the Provision of Goods, Works and Services in Bank Group Financed Procurement

A. Provisions under Section 5 "Eligibility" of the Procurement Policy for Bank Group Funded Operations and Chapter A2 of the Operations Procurement Manual under Procurement Framework of the African Development Bank

1. The African Development Fund (ADF) permits firms and individuals from all countries to offer goods, works and services for ADF funded projects.

   However, the proceeds of any Financing undertaken in the operations of the African Development Bank (ADB) and the Nigeria Trust Fund (NTF) shall be used for procurement of goods and works, including the related services, provided by bidders from Eligible[7] Countries.[8] Any conditions for participation shall be limited to those that are essential to ensure the firm's capability to fulfill the contract in question. In the case of ADB and NTF, bidders from non-Member Countries offering goods, works and related services (including transportation and insurance) are not eligible even if they offer these from Eligible Member Countries. Any waiver to this rule will be in accordance with the Articles 17(1) (d) of the Agreement Establishing the African Development Bank and 4.1 of the Agreement Establishing the Nigeria Trust Fund.

B. Rules and Procedures for Procurement of Goods and Works

Overview

1. The eligibility criteria for participation in the supply of goods, works and related services, to be procured through the ADB and NTF Financing, derive from the requirements of the Agreement Establishing the African Development Bank, Article 17.1.d, and the Agreement Establishing the Nigeria Trust Fund, Article 4.1. The foregoing requirements basically prescribe two types of eligibility criteria:
   i) The eligibility of the bidder;
   ii) The eligibility of the goods, works and related services.

7 Refer to Bank Framework for additional information on Eligibility.

8 "Eligible Countries" shall mean: (a) in the case of the African Development Bank (ADB) and the Nigeria Trust Fund (NTF), the Member Countries of the ADB; and (b) in the case of the African Development Fund, any country.

Eligibility of the Bidder Under the ADB & NTF Financing

2. The eligibility of the bidder shall be based on nationality, in accordance with the following rules:

   (a) Natural Persons: A natural person is eligible if he or she is a national of a Member Country of the ADB. Where a person has more than one nationality, such a person shall be eligible if the nationality indicated in his or her bid is that of a Member Country of ADB.

   (b) Corporations: A corporation is eligible if it satisfies the following criteria:

      i) it is incorporated in a country that is a Member of the ADB;

      ii) it is a national of a country that is a Member of the ADB, as determined by the law of its place of incorporation; and

      iii) it has its principal place of business in a country that is a Member of the ADB.

   (c) Joint Ventures and Associations: An unincorporated joint venture, partnership, or association, shall be eligible if more than 50% of the value of its works and/or services is executed by its members satisfying the eligibility requirements for individuals or corporations.

Eligibility of the Goods, Works and Related Services

3. In order to be eligible, the goods to be procured must have been mined, grown, or produced, in the form in which they are purchased, in an Eligible Member Country.
4. For works contracts, which may include civil works, plant construction, or turnkey contracts, the contractor must satisfy the nationality criteria of eligibility, either as a natural person, or corporation, or joint venture and association. Labour, equipment, and materials needed for carrying out the works contract, shall be supplied from Eligible Member Countries.
5. For contracts, which have been awarded on the basis of Cost, Insurance and Freight (CIF), or Carriage and Insurance Paid (CIP), bidders shall be free to arrange for ocean and other transportation, and the related insurance, from any Eligible Member Country. On the other hand, where goods are shipped on FOB basis, and the Bank has agreed to finance transportation and insurance separately, which are arranged by the purchaser, under a separate contract, the Bank shall be satisfied that the services are supplied from Eligible Member Countries.

List of Eligible Countries

6. List of Eligible countries can be found in African Development Bank's website:

https://www.afdb.org/en/about-us/corporate-information/members/

Ineligible Countries in reference to ITB 4.8 and ITB 5.1

7. In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this Bidding process:

   Under ITB 4.8(a) and ITB 5.1 N*one*.

   Under ITB 4.8(b) and ITB 5.1: N*one*

Section IX - Special Conditions of Contract

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

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

GCC 1.1 (a)	The Financing Institution is ***ADB***
GCC 1.1 (b)	The Borrower is ***East African Community***
GCC 1.1(o)	The Purchaser's Country is: ***UNITED Republic of Tanzania***
GCC 1.1(p)	The Purchaser is: ***East African Community***
GCC 1.1 (u)	The Project Site(s)/Final Destination(s) is/are: Central Banks of ***EAC Partner States***
GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: ***N/A***
GCC 4.2 (b)	The version edition of Incoterms shall be ***N/A***
GCC 5.1	The language shall be: ***English***
GCC 6.1	A minor member of the JV having participation in the JV of -----% of the value of the Contract is excluded from joint and several liability: **No**
GCC 6.1	Maximum numbers of members in the Joint Venture, Consortium or Association (JV) shall not exceed **three (3No)**
GCC 6.1	Minimum share of a member of Joint Venture, Consortium or Association (JV) in the contract shall not be less than 25 % percent of the total value of the contract.

GCC 8.1	For **notices**, the Purchaser's address shall be: Attention: **East African Community (EAC)** Attention: **Project Manager, EAC-PSSIP** Street Address: **AICC Complex, Kilimanjaro Wing** Floor/Room number: **5th Floor, Room No. 530** City: **Arusha** Country: **United Republic of Tanzania** Telephone: **+255 27 2162 100** Facsimile number: **+255 27 2162 190** Electronic mail address: ***pssip-procurement@eachq.org***,
GCC 9.1	The governing law shall be the law of*:* ***Republic of South Sudan***
GCC 10.2	The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be UNICITRAL Arbitration Rules
GCC 13.1	Details of Shipping and other Documents to be furnished by the Supplier are (a) Two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount; (b) Usual transportation documents; (c) Insurance certificate; (d) Certificate(s) of origin; and (e) Estimated time and point of arrival in the at the site. The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.
GCC 15.1	The prices charged for the Goods supplied and the related Services performed ***shall not*** be adjustable.
GCC 16.1	*Sample provision* GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

	<table><tr><th></th><th>Milestone</th><th>Payment</th></tr><tr><td>1</td><td>Advance Payment</td><td>15%</td></tr><tr><td>2</td><td>Delivery, inspection and acceptance of the Goods by the Purchaser as defined in GC 19.</td><td>65%</td></tr><tr><td>3</td><td>Installation, commissioning and completion of related services and acceptance by the Purchaser.</td><td>20%</td></tr></table> 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. 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).
GCC 16.5	The payment-delay period after which the Purchaser shall pay interest to the supplier shall be *60* days. The interest rate that shall be applied is **0.5 percentage points above the prevailing Libor rate**.
GCC 18.1	A Performance Security *be required* *The Performance Security shall be:* **Ten (10) percent of contract price**.
GCC 18.3	If required, the Performance Security shall be in the form of: **Performance Bond** The Performance security shall be denominated in ***USD***
GCC 18.4	Discharge of the Performance Security shall take place ***not later than 28 days***
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: **The East African Community**
GCC 24.1	The insurance coverage shall be as specified in the Incoterms.
GCC 25.2	Related services to be provided are: *[Selected services covered under GCC Clause 25.2 and/or other should be specified with the desired features. The price quoted in*

	the Bid price or agreed with the selected Supplier shall be included in the Contract Price.]
GCC 26.1	The inspections and tests shall be: **Delivery inspection and tests.**
GCC 26.2	The Inspections and tests shall be conducted at: ***East African Community Headquarters Arusha Tanzania***
GCC 27.1	The liquidated damage shall be: ***0.5 %*** per week
GCC 27.1	The maximum amount of liquidated damages shall be: ***10% of the contract amount***
GCC 28.3	The period of validity of the Warranty shall be: ***36 months*** For purposes of the Warranty, the place(s) of final destination(s) shall be: **Central Banks of EAC Partner States**
GCC 28.5, GCC 28.6	The period for repair or replacement shall be: ***14*** days.

Section X - Contract Forms

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Notification of Intention to Award

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

[*Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form*]

For the attention of Bidder's Authorized Representative

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

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

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

Notification of Intention to Award

Purchaser: *[insert the name of the Purchaser]*
Project: *[insert name of project]*
Contract title: *[insert the name of the contract]*
Country: *[insert country where IFB is issued]*
Loan No. /Credit No. / Grant No.: *[insert reference number for loan/credit/grant]*
OCBI / LCB No: *[insert OCBI reference number from Procurement Plan]*

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

a) request a debriefing in relation to the evaluation of your Bid, and/or

b) submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The successful Bidder

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

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

Name of Bidder	Bid price	Evaluated Bid price (if applicable)
[*insert name*]	[*insert Bid price*]	[*insert evaluated price*]
[*insert name*]	[*insert Bid price*]	[*insert evaluated price*]
[*insert name*]	[*insert Bid price*]	[*insert evaluated price*]
[*insert name*]	[*insert Bid price*]	[*insert evaluated price*]
[*insert name*]	[*insert Bid price*]	[*insert evaluated price*]

3. Reason/s why your Bid was unsuccessful

[INSTRUCTIONS: State the reason/s why <u>this</u> Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]

4. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Purchaser*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] ***delete if not used***

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [*insert date*] (local time).

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Purchaser*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] ***delete if not used***

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the Bank's Procurement Framework

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Bidder who submitted a Bid in this bidding process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Framework.

6. Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

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

On behalf of the Purchaser:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

OCBI / LCB No.: [*insert number of bidding process.*]
Invitation for Bid No.: [*insert identification*]

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

In response to your request in the Letter of Acceptance *dated [insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent

			governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"

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

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

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

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

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

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

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

Letter of Acceptance

[use 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, as given in the SCC]*** for the Accepted Contract Amount of ***[insert amount in numbers and words and name of currency]***, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish (i) the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Form*s* and (ii) the additional information on beneficial ownership in accordance with BDS ITB 45.1 within eight (8) Business days using the Beneficial Ownership Disclosure Form, included in Section X, - Contract Forms, of the Bidding Document.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

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

BETWEEN

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

(2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called "the Supplier"), of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services

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 Letter of Bid

   (c) the Addenda Nos._____ (if any)

   (d) Special Conditions of Contract

   (e) General Conditions of Contract

   (f) the Specification (including Schedule of Requirements and Technical Specifications)

   (g) the drawings

(h) the completed Schedules (including Price Schedules)

(i) any other document listed in GCC as forming part of the Contract

3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and 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 provision of the Goods and 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 parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]* _____
in the capacity of *[insert title or other appropriate designation]*
In the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]* _____
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

Performance Security

Bank Guarantee

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

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Purchaser]*
Date: *[Insert date of issue]*
PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*
Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant to issue this guarantee, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*,[1] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2…[2], and any demand for payment under it must be received by us at this office indicated above on or before that date.

1 The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

2 Insert the date twenty-eight days after the expected completion date as described in GC Clause 18.4. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

_____

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

Advance Payment Security

Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Insert name and Address of Purchaser]*
Date: *[Insert date of issue]*
ADVANCE PAYMENT GUARANTEE No.: *[Insert guarantee reference number]*
Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant to issue this guarantee, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (____) *[insert amount in words]*[1] upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

(a) has used the advance payment for purposes other than toward delivery of Goods; or

(b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

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

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

_____

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.