

# Vendor Guide



## Corporate Procurement

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## ABOUT THIS GUIDE

The Corporate Procurement Unit of the World Bank Group is committed to creating an environment that fosters open, global and transparent competition for the goods and services used by the Bank Group in its worldwide operations.

Corporate Procurement procures goods and services to meet the needs of the World Bank Group following the principles of fairness, transparency, competition and overall best value.

This guide was prepared to assist interested vendors and prospective bidders to understand the basic procurement processes of the World Bank Group. Our website provides additional details about our sourcing and contracting processes, bidding opportunities and eligibility requirements for doing business with the Bank Group. Please take a few minutes to review the information.

We appreciate your interest in doing business with the World Bank Group.

## ABOUT THE WORLD BANK GROUP

The World Bank Group is one of the largest providers of financial and technical assistance to developing countries around the world.

The Bank Group is made up of five international organizations headquartered in Washington, D.C., with country offices worldwide. The Bank Group includes the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA) and the International Centre for Settlement of Investment Disputes (ICSID). The largest member of the World Bank Group is IBRD/IDA, more commonly known as the World Bank.

## HOW THE BANK GROUP BUYS GOODS AND SERVICES

The World Bank Group spends over a billion dollars annually for goods and services for its own requirements. Most of the Bank Group's procurement is handled directly by the Corporate Procurement Unit.

The goal of Corporate Procurement is to obtain the best overall value for the World Bank Group through an open and competitive process that is fair to all vendors. Depending on the needs of the Bank Group, Corporate Procurement formally solicits bids and proposals from vendors or in the case of small purchases issues purchase orders without formal competition.

The Bank Group's procurement process reflects its commitment to fair labor practices, appropriate wages and benefits, safety, environmental programs, and the diversity of its suppliers. Our Procurement Policy governs all procurements made for, or on behalf of, the Bank Group.

The World Bank Group is not an agency of the United States Government and, therefore, is not subject to federal, state, or local procurement regulations.

For information on Operational Procurement, which refers to procurement conducted by World Bank borrowers with the money the Bank Group lends for specific purposes, visit the World Bank website at, [www.worldbank.org](http://www.worldbank.org).

## WHAT COMMODITIES AND SERVICES DOES THE BANK GROUP PURCHASE

The Bank Group procures a wide variety of goods and services including, but not limited to:

Information Technology  
Professional and Technical Consulting Services  
Graphic Design, Publications and Print Services  
Facilities Management Services and Equipment

Communications Equipment and Services  
Office Supplies, Paper and Paper Products  
Construction and Renovation  
Other Administrative Services

## **HOW TO DO BUSINESS WITH THE BANK GROUP**

The Bank Group promotes open competition through its procurement process. Purchases made by the Bank Group follow a formal competitive bidding process whenever possible. Bank Group solicitations valued in excess of \$250,000 USD are advertised on the Bank's website.

The Bank Group's terms and conditions are posted on the World Bank's website. It is the vendor's responsibility to review the terms and conditions prior to bidding, accepting an order, rendering services or shipping goods to the World Bank Group.

Vendors do not need to be registered to participate in the Bank Group solicitation process, however, in order to receive a contract award they must be approved, which requires completion of a Vendor Registration form, meeting all eligibility requirements and providing all required documentation. Completion of a Vendor Registration application, however, does not guarantee that a vendor will be approved. Once a vendor is approved it is added to the Bank Group's Vendor Master File.

Only responsible vendors are eligible to receive Bank Group contracts. Vendors found to be non-responsible may be excluded from future contract awards.

## **BUSINESS ETHICS**

The Bank Group's procurement activities will be conducted in a manner above reproach, with complete impartiality and with no preferential treatment. Bank Group staff will not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who (a) has or is seeking to obtain Bank Group business; or (b) has interests that may be substantially affected by a procurement award.

The Bank Group's vendors and their employees are expected to abide by the highest ethical, legal and moral standards in all business relationships. As such, all vendors are obliged to respect the Bank Group's policy and refrain from placing Bank Group staff in an ethical dilemma by offering inappropriate entertainment, hospitality or gifts.

No work may be commenced nor goods supplied by a vendor prior to the issuance of an official Bank Group contract. Any commencement of work, service or goods provided by a vendor prior to the issuance of a Bank Group authorized contract will be at the vendor's own risk. The Bank Group will not be liable for such action by the vendor nor will the Bank Group be responsible for payment of said services or goods.

## **BANK GROUP POLICY RESTRICTIONS RELATED TO CURRENT AND FORMER BANK GROUP STAFF AND THEIR CLOSE RELATIVES**

The World Bank Group's policies apply to current and former World Bank Group staff, including but not limited to Short Term Consultant (STC), Short Term Temporary (STT), Extended Term Consultant (ETC), Extended Term Temporary (ETT), Junior Professional Associate (JPA), Local Staff, Regular, Open-Ended, Term, Executive Director Assistant and Special Assignment appointments.

These policies provide certain restrictions related to vendor eligibility and the eligibility of current and former Bank Group staff from performing services for the Bank Group. Vendors are required to notify the Bank Group of any current or former Bank Group staff that they are proposing to provide services under a contract with the Bank Group. In addition, Bank Group policies require that current or former Bank Group staff wishing to provide services as a vendor, whether as sole proprietors or independent contractors or through a firm in which they are owners, officers, partners or board members or have a financial interest, are not eligible to provide such services for a period of one year from the termination date of their appointment. This twelve month cooling-off period also applies to vendors with which close relatives of current or former Bank Group staff are

connected as owners, officers, partners or board members or in which they have a financial interest. Close relatives include spouses, parents, full and half siblings, children, aunts, uncles, nieces, nephews and domestic partners.

The Bank Group also imposes a restriction on all current and former Bank Group staff that for two years after termination of service with the Bank Group, they may not seek or accept work for other entities or persons related to activities where the Bank Group has an interest or is a party and where they had direct involvement during their Bank Group service, except with the Bank Group's prior written consent. In addition, World Bank Group policies restrict close relatives of World Bank Group staff from being hired either directly or through its suppliers.

Vendors are required to notify Corporate Procurement of any real or perceived conflicts of interest, including affiliations with current or former World Bank Group staff and their close relatives.

## **AUTHORITY TO BIND THE BANK GROUP**

Vendors should note that, in addition to Corporate Procurement, only staff in certain specified positions in the Bank Group has authority to issue a written contract authorizing the commencement of work or the delivery of goods and services. Vendors are encouraged to contact Corporate Procurement with questions or for additional clarification.

## **GENERAL INFORMATION**

Prospective bidders should inform the Contract Officer identified on the bidding documents as soon as possible if they believe the specifications or other bidding requirements are faulty, unnecessary, or inhibit competition so that any valid issues can be addressed in an addendum. To maintain fair and equal treatment of all bidders, the Chief of Corporate Procurement will not hear protests or grant appeals relative to specifications unless the issue was submitted by the vendor in writing at least five days prior to the bid opening date.

## **TAX EXEMPTION**

The Bank Group tax exemption certification for selected states in the United States is available at <http://pubdocs.worldbank.org/en/560501487791062004/Tax-Exemption-2017.pdf>.

## **DELIVERY**

The World Bank Group has a mandatory policy regarding the delivery of goods and packages. All deliveries to its offices in Washington, DC must be made to the off-site warehouse at the following address:

The World Bank Group  
3301 Pennsy Dr.  
Landover, MD 20785-1606  
Phone: +1-202-458-2323

Advance reservations are required for deliveries. Deliveries that do not have a scheduled appointment time will be rejected.