**STANDARD PROCUREMENT DOCUMENT**

**Request for Bids**

**Health Sector Goods**

**(Pharmaceuticals, Vaccines and Condoms)**



**JANUARY, 2017**

This document is subject to copyright.

This document may be used and reproduced for non-commercial purposes only. Any commercial use, including without limitation reselling, charging to access, redistribute, or for derivative works such as unofficial translations based on this document is not allowed.

**Revisions**

**January 2017**

This revision dated January, 2017 includes a template for notification of intention to award a contract. A few editorial enhancements have also been made.

**July 2016**

This revision dated July, 2016 incorporates a number of changes reflecting the Procurement Regulations for IPF Borrowers,July 2016. This Standard Procurement Document (SPD) is applicable to Procurement of Health Sector Goods funded by IBRD or IDA financed projects whose Legal Agreement makes reference to the Procurement Regulations for IPF Borrowers, July 2016.

**April 2015**

This revision dated April, 2015 expands paragraph (j) of Section IV Letter of Bid on eligibility of Bidders.

**June 2014**

This revision dated June, 2014 incorporates a number of changes reflecting the experience of the Bank in using previous versions of this document (last updated version was dated August 2008), corrects inconsistencies within document clauses, and incorporates the changes as per the Guidelines for Procurement of Goods, Works and Non-Consulting Services, issued in January, 2011.

**Foreword**

This Standard Procurement Document (SPD) for Health Sector Goods has been prepared by the World Bank. This SPD derives from the Master Bidding Document for Procurement of Goods.

This SPD has been updated to reflect the World Bank’s *Procurement Regulations for IPF Borrowers* (“Procurement Regulations”), July, 2016. This SPD is applicable to the procurement of Goods funded by IBRD or IDA financed projects whose Legal Agreement makes reference to the Procurement Regulations.

**Preface**

This Standard Procurement Document (SPD) for Health Goods has been prepared for use in contracts financed by the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA)[[1]](#footnote-2).This SPD is to be used for the procurement of Health Sector Goods through international competitive procurement using a Request for Bids (RFB) method, one (1) envelope process, in projects that are financed, in whole or in part, by the World Bank through Investment Project Financing.

For the purpose of this document, pharmaceuticals also include nutritional supplements and oral and injectable hormonal forms of contraception. The procedures and practices presented in this SPD have been developed through broad international experience.

The Sample Technical Specifications Section, as well as some specific provisions of the Bid Data Sheet and Special Conditions of Contract, are applicable to pharmaceuticals, vaccines, and condoms. Care should be taken to ensure that these additional specific provisions are incorporated into the body of the bidding document and that changes or additions made to one of the customized sections are reflected in the other customized sections when appropriate. Some of the language presented in the Technical Specifications Section of this SPD, as well as certain Forms (so identified), are illustrative. Appropriate modifications should be made to match the requirements of a particular procurement.

To obtain further information on procurement under World Bank-assisted projects or for question regarding the use of this SPD, contact:

Chief Procurement Officer

Standards, Procurement and Financial Management Department

The World Bank

1818 H Street, NW

Washington, D.C. 20433 U.S.A.

http://www.worldbank.org

Standard Procurement Document

Summary

Specific Procurement Notice

**Specific Procurement Notice - Request for Bids (RFB)**

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

**Bidding Document: Request for Bids – Health Sector Goods**

**PART 1 – BIDDING PROCEDURES**

Section I - Instructions to Bidders (ITB)

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

Section II - Bid Data Sheet (BDS)

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

Section III - Evaluation and Qualification Criteria

This Section specifies the criteria to determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

(a) substantially responsive to the bidding document, and

(b) the lowest evaluated cost.

Section IV - Bidding Forms

This Section includes the forms for the Bid submission, Price Schedules, Bid Security, and the Manufacturer’s Authorization and Certificate of a Pharmaceutical Product 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

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

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

Specific Procurement Notice

Template

Request for Bids

Health Goods

**Purchaser:** *[insert the name of the Purchaser’s agency]*

**Project:***[insert name of project]*

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

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

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

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

**Issued on:** *[insert date when RFB is issued to the market]*

1. The *[insert name of Borrower/Beneficiary/Recipient] [has received/has applied for/intends to apply for]* financing from the World Bank toward the cost of the [*insert name of project or grant*], and intends to apply part of the proceeds toward payments under the contract [[2]](#footnote-3)for [*insert title of contract]*[[3]](#footnote-4).

2. The *[insert name of implementing agency]* now invites sealed Bids from eligible Bidders for *[insert brief description of Health Sector Goods required, including quantities, location, delivery period, margin of preference if applicable, etc.][[4]](#footnote-5)*.

3. Bidding will be conducted through international competitive procurement using a Request for Bids (RFB)as specified in the World Bank’s “[Procurement](http://www.worldbank.org/html/opr/procure/guidelin.html) Regulations for IPF Borrowers”*[insert date of applicable Procurement Regulations edition as per legal agreement]* (“Procurement Regulations”), and is open to all eligible Bidders as defined in the Procurement Regulations.

4. Interested eligible Bidders may obtain further information from *[insert name of implementing agency, insert name and e-mail of officer in charge]* and inspect the bidding document during office hours *[insert office hours if applicable i.e. 0900 to 1700 hours]* at the address given below *[state address at the end of this RFB]*[[5]](#footnote-6)*.*

5. The bidding document in [*insert name of language*] may be purchased by interested Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee[[6]](#footnote-7) of [*insert amount in Borrower’s currency or in a convertible currency*]. The method of payment will be [*insert method of payment*].[[7]](#footnote-8) The document will be sent by [*insert delivery procedure*].[[8]](#footnote-9)

6. Bids must be delivered to the address below *[state address at the end of this RFB]*[[9]](#footnote-10) on or before *[insert time and date].* Electronic Bidding will *[will not]* be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend at the address below *[state address at the end of this RFB]* on *[insert time and date]*.

7. All Bids must be accompanied by a *[insert “Bid Security” or “Bid-Securing Declaration,” as appropriate]* of *[insert amount and currency in case of a Bid Security*.

8. The address(es) referred to above is(are): *[insert detailed address(es)]*

*[Insert name of office]*

*[Insert name of officer and title]*

*[Insert postal address and/or street address, postal code, city and country]*

*[Insert telephone number, country and city codes]*

*[Insert facsimile number, country and city codes]*

*[Insert email address]*

*[Insert web site address]*

**Request for Bids**

**Health Sector Goods**

**Procurement of:**

*[insert identification of the Health Sector Goods]*

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

**Purchaser:** *[insert the name of the Purchaser’s agency]*

**Project:***[insert name of project]*

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

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

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

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

**Issued on:** *[insert date when RFB is issued to the market]*

**Table of Contents**

PART 1 – Bidding Procedures 3

Section I - Instructions to Bidders 5

Section II - Bid Data Sheet (BDS) 35

Section III - Evaluation and Qualification Criteria 49

Section IV - Bidding Forms 61

Section V - Eligible Countries 91

Section VI - Fraud and Corruption 93

PART 2 – Supply Requirements 97

Section VII - Schedule of Requirements 99

PART 3 - Contract 119

Section VIII - General Conditions of Contract 121

Section IX - Special Conditions of Contract 145

Section X - Contract Forms 161

# PART 1 – Bidding Procedures

|  |
| --- |
| Section I - Instructions to Bidders |

**Contents**

A General 7

1. Scope of Bid 7

2. Source of Funds 7

3. Fraud and Corruption 8

4. Eligible Bidders 8

5. Eligible Goods and Related Services 11

B. Contents of Bidding Document 11

6. Sections of Bidding Document 11

7. Clarification of Bidding Document 12

8. Amendment of Bidding Document 12

C. Preparation of Bids 13

9. Cost of Bidding 13

10. Language of Bid 13

11. Documents Comprising the Bid 13

12. Letter of Bid and Price Schedules 14

13. Alternative Bids 14

14. Bid Prices and Discounts 14

15. Currencies of Bid and Payment 17

16. Documents Establishing the Eligibility and Conformity of the Goods and Related Services 17

17. Documents Establishing the Eligibility and Qualifications of the Bidder 18

18. Period of Validity of Bids 19

19. Bid Security 19

20. Format and Signing of Bid 21

D. Submission and Opening of Bids 22

21. Sealing and Marking of Bids 22

22. Deadline for Submission of Bids 23

23. Late Bids 23

24. Withdrawal, Substitution, and Modification of Bids 23

25. Bid Opening 24

E. Evaluation and Comparison of Bids 25

26. Confidentiality 25

27. Clarification of Bids 26

28. Deviations, Reservations, and Omissions 26

29. Determination of Responsiveness 26

30. Nonconformities, Errors and Omissions 27

31. Correction of Arithmetical Errors 27

32. Conversion to Single Currency 28

33. Margin of Preference 28

34. Evaluation of Bids 28

35. Comparison of Bids 29

36. Abnormally Low Bids 30

37. Qualification of the Bidder 30

38. Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids 31

39. Standstill Period 31

40. Notice of Intention to Award 31

F. Award of Contract 31

41. Award Criteria 31

42. Purchaser’s Right to Vary Quantities at Time of Award 32

43. Notification of Award 32

44. Debriefing by the Purchaser 33

45. Signing of Contract 33

46. Performance Security 34

47. Procurement Related Complaint 34

**Section I - Instructions to Bidders**

|  |  |
| --- | --- |
| A General | |
| 1. Scope of Bid | * 1. In connection with the Specific Procurement Notice - Request for Bids (RFB), specified **in the Bid Data Sheet (BDS),** the Purchaser, **as specified in the BDS,** issues this bidding document for the supply of Goods (pharmaceuticals, vaccines, contraceptives, or nutritional supplements) and Related Services incidental thereto as specified in Section VII, Schedule of Requirements. The name, identification and number of lots (contracts) of this RFB are specified **in the BDS.**   2. Throughout this bidding document:  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;if the context so requires, “singular” means “plural” and vice versa; and“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. |
| 1. Source of Funds | * 1. The Borrower or Recipient (hereinafter called “Borrower”) specified **in the BDS** has applied for or received financing (hereinafter called “funds”) from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called “the Bank”)in an amount specified **in BDS,** toward the project named **in 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. 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 (or other financing) account for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant or materials if such payment or import, to the knowledge of the Bank, 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). |
| 1. Fraud and Corruption | * 1. The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Section VI.   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 initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank. |
| 1. Eligible Bidders | * 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 (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, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified **in the BDS**, there is no limit on the number of members in a JV.   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:  directly or indirectly controls, is controlled by or is under common control with another Bidder; orreceives or has received any direct or indirect subsidy from another Bidder; orhas the same legal representative as another Bidder; orhas 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; oror any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Bid; oror any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for the Contract implementation; orwould 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; orhas 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.  * 1. 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.   2. A Bidder may have the nationality of any country, 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.   3. A Bidder that has been sanctioned by the Bank, pursuant to the Bank’s Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework as described in Section VI paragraph 2.2 d., shall be ineligible to be prequalified for, initially selected for, bid for, propose 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. 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.   5. A Bidder shall not be under suspension from Bidding by the Purchaser as the result of the operation of a Bid–Securing Declaration or Proposal-Securing Declaration.   6. 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.   7. A Bidder shall provide such documentary evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request. |
|  | * 1. 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. |
| 1. Eligible Goods and Related Services | * 1. All the Goods and Related Services to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Section V, Eligible Countries.   2. For purposes of this ITB, the term “goods” includes any goods that are the subject of this Request for Bids, and “Related Services” includes services such as transportation, insurance, commissioning and training.   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. |
| B. Contents of Bidding Document | |
| 1. Sections of Bidding Document | * 1. The bidding document consists of Parts 1, 2, and 3, which includes 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 * Section IX - Special Conditions of Contract * Section X - Contract Forms |
|  | * 1. The Specific Procurement Notice - Request for Bids (RFB) issued by the Purchaser is not part of this bidding document.   2. Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, or Addenda to the bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.   3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document. |
| 1. Clarification of Bidding Document | * 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. |
| 1. Amendment of Bidding Document | * 1. At any time prior to the deadline for submission of Bids, the Purchaser may amend the bidding document by issuing addenda.   2. Any addendum issued shall be part of the bidding document and shall be communicated in writing to all who have obtained the bidding document from the 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.   3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids, pursuant to ITB 22.2. |
| C. Preparation of Bids | |
| 1. Cost of Bidding | * 1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process. |
| 1. Language of Bid | * 1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified **in the BDS.** Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified **in the BDS,** in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| 1. Documents Comprising the Bid | * 1. The Bid shall comprise the following:  **Letter of Bid** prepared in accordance with ITB 12;  * + 1. **Price Schedules**: completed in accordance with ITB 12 and ITB 14;  **Bid Security** or **Bid-Securing Declaration**, in accordance with ITB 19.1;**Alternative Bid**, if permissible, in accordance with ITB 13;**Authorization**: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;**Bidder’s Qualifications**: documentary evidence in accordance with ITB 17 establishing the Bidder’s qualifications to perform the Contract if its Bid is accepted;**Bidder’s Eligibility**: documentary evidence in accordance with ITB 17 establishing the Bidder’s eligibility to Bid;**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;**Conformity**: documentary evidence in accordance with ITB 16, that the Goods and Related Services conform to the bidding document; andany other document required **in the BDS.**  * 1. 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.   2. 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. |
| 1. Letter of Bid and Price Schedules | * 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. |
| 1. Alternative Bids | * 1. Unless otherwise specified **in the BDS,** alternative Bids shall not be considered. |
| 1. Bid Prices and Discounts | * 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.   2. All lots (contracts) and items must be listed and priced separately in the Price Schedules.   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.   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.   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 quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 29. 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.   6. If so specified in ITB 1.1, Bids are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified **in the BDS,** prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer discounts for the award of more than one Contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4 provided the Bids for all lots (contracts) are opened at the same time.   7. 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.**   8. Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V, Eligible Countries. Prices shall be entered in the following manner:  for Goods manufactured in the Purchaser’s Country:  1. 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; 2. 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 3. 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**; 4. for Goods manufactured outside the Purchaser’s Country, to be imported: 5. the price of the Goods, quoted CIP named place of destination, in the Purchaser’s Country, as **specified in the BDS**; and 6. 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**; 7. for Goods manufactured outside the Purchaser’s Country, already imported: 8. 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; 9. 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; 10. the price of the Goods, obtained as the difference between (i) and (ii) above; 11. any Purchaser’s Country sales and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and 12. 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.** 13. 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: 14. the price of each item comprising the Related Services (inclusive of any applicable taxes). |
| 1. Currencies of Bid and Payment | * 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.**   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. |
| 1. Documents Establishing the Eligibility and Conformity of the Goods and Related Services | * 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.   2. To establish the conformity of the Health Sector 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.   3. The documentary evidence may be in the form of literature, drawings or data, and shall consist of:      1. an item-by-item commentary on the provisions of Section VII, Schedule of Requirements demonstrating substantial responsiveness of the Goods and Services to the specifications, or a statement of deviations and exceptions to the provisions of the specifications; and      2. any other procurement-specific documentation requirement as stated **in the BDS.**   4. Unless the **BDS** stipulates otherwise, the Goods to be supplied under the Contract shall be registered with the relevant authority in the Purchaser’s Country. A Bidder who has already registered its Goods by the time of Bidding should submit a copy of the Registration Certificate with its Bid. Otherwise, the successful Bidder, by the time of Contract signing, shall submit to the Purchaser either:      1. a copy of the Registration Certificate of the Goods for use in the Purchaser’s Country; or      2. if such Registration Certificate has not yet been obtained, evidence establishing to the Purchaser’s satisfaction that the Bidder has complied with all the documentary requirements for registration as specified **in the BDS.**   5. The Purchaser shall at all times cooperate with the successful Bidder to facilitate the registration process within the Purchaser’s Country. The agency and contact person able to provide additional information about registration are identified **in the BDS.**   6. If the Goods of the successful Bidder have not been registered in the Purchaser’s Country at the time of Contract signing, then the Contract shall become effective upon such date as the Certificate of Registration is obtained.   7. 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. |
| 1. Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. To establish Bidder’s eligibility in accordance with ITB 4, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.   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:      1. that a Bidder that does not manufacture or produce the Health Sector 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;      2. that in case of a Bidder not doing business within the Purchaser’s Country (or for other reasons will not itself carry out service obligations), the Bidder is or will be (if awarded the Contract) represented by a local service provider in the Purchaser’s Country equipped and able to carry out the Bidder’s warranty obligations prescribed in the Conditions of Contract and/or Technical Specifications; and      3. that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria (see additional ITB for pharmaceuticals and vaccines). |
| 1. Period of Validity of Bids | * 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.   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.   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:      1. in the case of **fixed price** contracts, the Contract price shall be the Bid price adjusted by the factor specified **in the BDS**;      2. in the case of **adjustable price** contracts, no adjustment shall be made; or      3. in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above. |
| 1. Bid Security | * 1. The Bidder shall furnish as part of its Bid, either a Bid-Securing Declaration or a Bid Security, as specified **in the BDS,** in original form and, in the case of a Bid Security, in the amount and currency specified **in the BDS.**   2. A Bid-Securing Declaration shall use the form included in Section IV, Bidding Forms.   3. If a Bid Security is specified pursuant to ITB 19.1, the Bid Security shall be a demand guarantee in any of the following forms at the Bidder’s option:  an unconditional guarantee issued by a bank or non-bank financial institution (such as an insurance, bonding or surety company);an irrevocable letter of credit;a cashier’s or certified check; oranother security **specified in the BDS**,from a reputable source, and an eligible country. If the 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.  * 1. If a Bid Security is specified pursuant to ITB 19.1, any Bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.   2. 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.   3. 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.   4. The Bid Security may be forfeited or the Bid-Securing Declaration executed:  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; orif the successful Bidder fails to:sign the Contract in accordance with ITB45; orfurnish a Performance Security in accordance with ITB 46.  * 1. The Bid Security 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 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.   2. If a Bid Security is not required **in the BDS**, pursuant to ITB 19.1, and:   3. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid; or   4. if the successful Bidder fails to:   5. sign the Contract in accordance with ITB 45; or   6. furnish a Performance Security in accordance with ITB 46;   the Borrower may, if provided for **in the BDS**, declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time as stated **in the BDS**. |
| 1. Format and Signing of Bid | * 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.   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.   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.   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.   5. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. |
| D. Submission and Opening of Bids | |
| 1. Sealing and Marking of Bids | * 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:      1. in an envelope marked “Original”, all documents comprising the Bid, as described in ITB 11; and      2. in an envelope marked “Copies”, all required copies of the Bid; and,      3. if alternative Bids are permitted in accordance with ITB 13, and if relevant:  1. in an envelope marked “Original – Alternative Bid”, the alternative Bid; and 2. in the envelope marked “Copies – Alternative Bid” all required copies of the alternative Bid.    1. The inner and outer envelopes shall:  bear the name and address of the Bidder;be addressed to the Purchaser in accordance with ITB 22.1;bear the specific identification of this Bidding process indicated in ITB 1.1**;** andbear a warning not to open before the time and date for Bid opening.  * 1. 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. |
| 1. Deadline for Submission of Bids | * 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.   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. |
| 1. Late Bids | * 1. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 22. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder. |
| 1. Withdrawal, Substitution, and Modification of Bids | * 1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an 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:  1. 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 2. received by the Purchaser prior to the deadline prescribed for submission of Bids, in accordance with ITB 22.1.    1. Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.    2. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Letter of Bid or any extension thereof. |
| 1. Bid Opening | * 1. Except as in the cases specified in ITB 23 and ITB 24.2, the Purchaser shall publicly open and read out in accordance with this ITB all Bids received by the deadline at the date, time and place specified **in the BDS** in the presence of Bidders’ designated representatives and anyone who choose to attend. All Bidders, or their representatives and any interested party may attend a public opening. 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.**   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.   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.   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.   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 or lot (contract) if 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.   6. Only Bids, alternative Bids and discounts that are opened and read out at Bid opening shall be considered further for 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.**   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).   8. The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum:  1. the name of the Bidder and whether there is a withdrawal, substitution, or modification; 2. the Bid Price, per lot (contract) if applicable, including any discounts; 3. any alternative Bids; and 4. the presence or absence of a Bid Security or Bid Securing Declaration, if one was required.    1. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders. |
| E. Evaluation and Comparison of Bids | |
| 1. Confidentiality | * 1. Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the Notification of Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 43.   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.   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. |
| 1. Clarification of Bids | * 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 31.   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. |
| 1. Deviations, Reservations, and Omissions | * 1. During the evaluation of Bids, the following definitions apply:  1. “Deviation” is a departure from the requirements specified in the bidding document; 2. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and 3. “Omission” is the failure to submit part or all of the information or documentation required in the bidding document. |
| 1. Determination of Responsiveness | * 1. The Purchaser’s determination of a Bid’s responsiveness is to be based on the contents of the Bid itself, as defined in ITB 11.   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:  if accepted, would:affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; orlimit in any substantial way, inconsistent with the bidding document, the Purchaser’s rights or the Bidder’s obligations under the Contract; orif rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.  * 1. The Purchaser shall examine the technical aspects of the Bid submitted in accordance with ITB 16 and ITB 17, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.   2. If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. |
| 1. Nonconformi­ties, Errors and Omissions | * 1. Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformities in the Bid.   2. Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities 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.   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 in the manner specified **in the BDS**. |
| 1. Correction of Arithmetical Errors | * 1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:  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;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; andif there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.  * 1. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1, shall result in the rejection of the Bid. |
| 1. Conversion to Single Currency | * 1. For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as specified **in the BDS.** |
| 1. Margin of Preference | * 1. Unless otherwise specified **in the BDS,** a margin of preference shall not apply. |
| 1. Evaluation of Bids | * 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 Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:   (a) substantially responsive to the bidding document; and  (b) the lowest evaluated cost.   * 1. To evaluate a Bid, the Purchaser shall consider the following:  evaluation will be done for Items or Lots (contracts), as specified **in the BDS;** and the Bid Price as quoted in accordance with ITB 14;price adjustment for correction of arithmetic errors in accordance with ITB 31.1;price adjustment due to discounts offered in accordance with ITB 14.4;converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3; andthe additional evaluation factors specified in Section III, Evaluation and Qualification Criteria.  * 1. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.   2. 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   3. The Purchaser’s evaluation of a Bid will exclude and not take into account:  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;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;any allowance for price adjustment during the period of execution of the contract, if provided in the Bid.  * 1. The Purchaser’s evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified **in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in ITB 34.2 (f). |
| 1. Comparison of Bids | * 1. The Purchaser shall compare the evaluated costs of all substantially responsive Bids established in accordance with ITB 34.2 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 imported goods and EXW prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Borrower’s country, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of goods. |
| 1. Abnormally Low Bids | * 1. An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price.   2. In the event of identification of a potentially Abnormally Low Bid, the Purchaser shall seek written clarification from the Bidder, including a detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.   3. After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the Purchaser shall reject the Bid. |
| 1. Qualification of the Bidder | * 1. The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid is eligible and meets the qualifying criteria specified in BDS ITB 11.1 as applicable, and Section III, Evaluation and Qualification Criteria. |
|  | * 1. 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 or any other firm(s) different from the Bidder. |
|  | * 1. 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 who offers a substantially responsive Bid with the next lowest evaluated cost to make a similar determination of that Bidder’s qualifications to perform satisfactorily. |
| 1. Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids | * 1. The Purchaser reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, bid securities, shall be promptly returned to the Bidders. |
| 1. Standstill Period | * 1. The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is specified **in the BDS**. Where only one Bid is submitted, the Standstill Period shall not apply. |
| 1. Notice of Intention to Award | * 1. When a Standstill Period applies, it shall commence when the Purchaser has transmitted to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:  1. the name and address of the Bidder submitting the successful Bid; 2. the Contract price of the successful Bid; 3. the names of all Bidders who submitted Bids, and their Bid prices as readout, and as evaluated; 4. a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the letter is addressed) was unsuccessful, unless the price information in c) above already reveals the reason; 5. the expiry date of the Standstill Period; and 6. instructions on how to request a debriefing and/or submit a complaint during the standstill period. |
| F. Award of Contract | |
| 1. Award Criteria | * 1. Subject to ITB 38, the Purchaser shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:   (a) substantially responsive to the bidding document, and  (b) the lowest evaluated cost. |
| 1. Purchaser’s Right to Vary Quantities at Time of Award | * 1. At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, 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. |
| 1. Notification of Award | * 1. Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, specified in BDS ITB 39.1 or any extension thereof, or upon satisfactorily addressing a complaint that has been filed within the Standstill Period, the Purchaser shall transmit the Letter of Acceptance to the successful Bidder. 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”).   2. At the same time, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:  1. name and address of the Purchaser; 2. name and reference number of the contract being awarded, and the selection method used; 3. names of all Bidders that submitted Bids, and their Bid prices as read out at Bid opening, and as evaluated; 4. 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; and 5. the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope.    1. The Contract Award Notice shall be published on the Purchaser’s website with free access 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 in UNDB online.    2. Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract. |
| 1. Debriefing by the Purchaser | * 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.   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   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.   4. Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidder shall bear their own costs of attending such a debriefing meeting. |
| 1. Signing of Contract | * 1. Promptly upon Notification of Award, the Purchaser shall send the successful Bidder the Contract Agreement.   2. Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.   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. |
| 1. Performance Security | * 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.   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 with the next Most Advantageous Bid. |
| 1. Procurement Related Complaint | * 1. The procedures for making a Procurement-related Complaint are as specified in the BDS. |

|  |  |
| --- | --- |
| Section II - Bid Data Sheet (BDS)  The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.  Where an e-procurement system is used, modify the relevant parts of BDS 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.]* | |
| **ITB Reference** | **A. General** |
| **ITB 1.1** | The reference number of the Request for Bids (RFB) is :***[insert reference number of the Request for Bids]***  The Purchaser is: ***[insert name of the Purchaser]***  The name of the RFB is:***[insert name of the RFB]***  The number and identification of lots (contracts)comprising this RFB is: **[*insert number and identification of lots (contracts)]*** |
| **ITB 1.2(a)** | [*delete if not applicable*]  **Electronic –Procurement System**  The Purchaser shall use the following electronic-procurement system to manage this Bidding process:  [*insert name of the e-system and url address or link*]  The electronic-procurement system shall be used to manage the following aspects of the Bidding process:  **[*List aspects here and modify the relevant parts of the BDS parts accordingly e.g., issuing bidding document, submissions of Bids, opening of Bids]*** |
| **ITB 2.1** | The Borrower is: ***[insert name of the Borrower and statement of relationship with the Purchaser, if different from the Borrower. This insertion should correspond to the information provided in the RFB]***  Loan or Financing Agreement amount: ***[insert US$ equivalent]*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The name of the Project is: ***[insert name of the project]*** |
| **ITB 4.1** | Maximum number of members in the Joint Venture (JV) shall be: ***[insert a number]****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **ITB 4.5** | A list of debarred firms and individuals is available on the Bank’s external website: <http://www.worldbank.org/debarr.> |
|  | **B. Contents of Bidding Document** |
| **ITB 7.1** | For **Clarification of Bid purposes** only, the Purchaser’s address is:  ***[insert the corresponding information as required below. This address may be the same as or different from that specified under provision ITB 22.1 for Bid submission]***  Attention: *[* ***[insert full name of person, if applicable****]*  Address: *[****insert street address and number****]*  Floor/ Room number*: [****insert floor and room number, if applicable****]*  City:*] [****insert name of city or town****]*  ZIP Code:[***insert postal (ZIP) code, if applicable****]*  Country:*[****insert name of country****]*  Telephone: *[****insert telephone number, including country and city codes****]*  Facsimile number: *[****insert fax number, including country and city code****s]*  Electronic mail address: *[****insert email address, if applicable****]*  Requests for clarification should be received by the Purchaser no later than: ***[insert no. of days].***  Web page: ***[in case used, identify the widely used website or electronic portal of with free access where Bidding process information is published****]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **C. Preparation of Bids** |
| **ITB 10.1** | The language of the Bid is: ***[insert “English” or” Spanish” or “French”]****.*  ***[Note: In addition to the above language, and if agreed with the Bank, the Purchaser has the option to issue translated versions of the bidding document in another language which should either be: (a) the national language of the Purchaser; or (b) the language used nation-wide in the Purchaser’s Country for commercial transactions. In such case, the following text shall be added:]***  ***“In addition, the bidding document is translated into the [insert national or nation-wide used] language [if there are more than one national or nation-wide used language, add “and in the \_\_\_\_\_\_\_\_\_\_\_\_” [insert the second national or nation-wide language].***  ***Bidders shall have the option to submit their Bid in any one of the languages stated above. Bidders shall not submit Bids in more than one language.]”***  All correspondence exchange shall be in \_\_\_\_\_\_\_\_\_\_\_\_ language.  Language for translation of supporting documents and printed literature is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***[specify one language]****.* |
| **ITB 11.1** | *[The following documents must be included with the Bid:]*  Documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted:  (i) that, in the case of a Bidder offering to supply Goods under the Contract that the Bidder manufactures or otherwise produces (using ingredients supplied by primary manufacturers) that the Bidder:  (a) is incorporated in the country of manufacture of the Goods;  (b) has been licensed by the regulatory authority in the country of manufacture to supply the Goods;  (c) has manufactured and marketed the specific goods covered by this bidding document, for at least two (2) years, and for similar Goods for at least five (5) years;  (d) has received a satisfactory GMP inspection certificate in line with the WHO certification scheme on pharmaceuticals moving in International Commerce from the regulatory authority (RA) in the country of manufacture of the goods or has been certified by the competent authority of a member country of the Pharmaceuticals Inspection Convention (PIC), and has demonstrated compliance with the quality standards during the past two years prior to Bid submission;  (ii) that, in the case of a Bidder offering to supply Goods under the Contract that the Bidder does not manufacture or otherwise produce,  (a) that the Bidder has been duly authorized by a manufacturer of the Goods that meets the criteria under (i) above to supply the Goods in the Purchaser’s Country; and  The Bidder shall also submit the following additional information:  (a) a statement of installed manufacturing capacity;  (b) copies of its audited financial statements for the past three fiscal years;  (c) details of on-site quality control laboratory facilities and services and range of tests conducted;  (d) list of major supply contracts conducted within the last five years. |
| **ITB 11.1 (j)** | The Bidder shall submit the following additional documents in its Bid: ***[list any additional document not already listed in ITB 11.1 that must be submitted with the Bid]***  Bidders who are not primary manufacturers should provide evidence that their product conforms to the quality standards of the primary manufacturer and they have the capacity to supply the specified quantities. A “primary manufacturer” is defined as a company that performs all the manufacturing and formulating operations needed to produce pharmaceuticals or nutritional supplements in their appropriate dosage forms, including processing, blending, formulating, filling, packing, labeling, and quality testing. The Bidder shall furnish a certificate from the competent Regulatory Authority (RA) that the manufacturer is licensed to manufacture the Goods offered. |
| **ITB 13.1** | Alternative Bids ***[insert “shall be” or “shall not be”]*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_considered.  ***[If alternatives shall be considered, the methodology shall be defined in Section III, Evaluation and Qualification Criteria. See Section III for further details]*** |
| **ITB 14.5** | The prices quoted by the Bidder ***[insert “shall “or “shall not”]****\_\_\_\_\_\_\_\_\_\_*be subject to adjustment during the performance of the Contract. |
| **ITB 14.6** | Prices quoted for each lot (contract) shall correspond at least **to *[insert figure*]** percent of the items specified for each lot (contract).  Prices quoted for each item of a lot shall correspond at least to ***[insert figure]*** percent of the quantities specified for this item of a lot. |
| **ITB 14.7** | The Incoterms edition is: **[*insert relevant edition*]***.* |
| **ITB 14.8 (a) (iii), (b) (ii) and c(v)** | Final Destination(Project Site): [*insert final destination, if different from named place of destination*] |
| **ITB 14.8 (b)(i) and (c) (v)** | Place of Destination: **[*insert named*** Place of destination: **[*insert named place of destination as per Incoterm used]*** |
| **ITB 15.1** | The Bidder **[*insert “is” or “is not”’*] \_\_\_\_\_\_\_\_\_\_\_\_\_\_**required to quote in the currency of the Purchaser’s Country the portion of the Bid price that corresponds to expenditures incurred in that currency. |
| **ITB 16.3 (b)** | Documentation requirements for eligibility of Goods. In addition to the documents stated in ITB 16.1, 16.2, and 16.3 (a), the following documents should be included with the Bid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***[Insert: any other eligibility documentation required*** *]* |
| **ITB 16.4** | The Purchaser’s Country ***[Insert: does or does not]***\_\_\_\_\_\_\_require registration of Goods.  *[Note: If the Purchaser’s Country does not require registration of the Goods, delete 16.4 (b) and 16.4.1 below and insert the following language:*  *ITB 16.4 is inapplicable. The Applicable Law does not require registration of the Goods to be supplied under the Contract.]*  ***Note: The Purchaser shall not annul award of a Contract on the basis of a Bidder’s failure to successfully register the Goods, without first seeking and obtaining the World Bank’s no objection. There shall be no forfeiture of a Bid or a Performance Security based on the failure to obtain registration.*** |
| **ITB 16.4 (b)** | By the time of Contract signing, the successful Bidder shall have complied with the following documentary requirements in order to register the Goods to be supplied under the Contract: *[insert:* ***specific documentary requirements or any other country specific requirement****].*  ***Note: Because of the potential for delay when various government agencies must intervene in the registration process, Bidders are alerted to inquire about registration requirements and procedures as early as possible.*** |
| **ITB 16.5** | For the purpose of obtaining additional information about the requirements for registration, Bidders may contact *[insert:* ***name of agency, contact person, phone/fax/email address****].*  The requirements of registration include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[list main requirements including in particular aspects that consume considerable time]* |
| **ITB 18.1** | The Bid validity period shall be ***[insert a number of days that is a multiple of seven counting as of the deadline for Bid submission]*** days. |
| **ITB 18.3 (a)** | The Bid price shall be adjusted by the following factor(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***[The local currency portion of the Contract price shall be adjusted by a factor reflecting local inflation during the period of extension, and the foreign currency portion of the Contract price shall be adjusted by a factor reflecting the international inflation (in the country of the foreign currency) during the period of extension.]*** |
| **ITB 19.1** | ***[If a Bid Security shall be required, a Bid-Securing Declaration shall not be required, and vice versa.]***  A *Bid Security* ***[insert “shall be” or “shall not be”*]** \_\_\_\_\_\_\_\_\_\_\_required.  A Bid-Securing Declaration **[*insert “shall be” or “shall not be*”]** \_\_\_\_\_\_\_\_\_\_\_required.  If a Bid Security shall be required, the amount and currency of the Bid security shall be  **[*If a Bid Security is required, insert amount and currency of the Bid Security. Otherwise insert “Not Applicable”.][In case of lots, please insert amount and currency of the Bid Security for each lot]***  ***Note: Bid Security is required for each lot as per amounts indicated against each lot. Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which Bids have been submitted, however if the amount of Bid Security is less than the total required amount, the Purchaser will determine for which lot or lots the Bid Security amount shall be applied.]*** |
| **ITB 19.3 (d)** | Other types of acceptable securities:    ***[Insert names of other acceptable securities. Insert “None” if no Bid Security is required under provision ITB 19.1 or if Bid Security is required but no other forms of Bid securities besides those listed in ITB 19.3 (a) through (c) are acceptable*.]** |
| **ITB 19.9** | ***[Delete if not applicable: The following provision should be included and the required corresponding information inserted only if a Bid Security is not required under provision ITB 19.1 and the Purchaser wishes to declare the Bidder ineligible to be awarded a contract for a period of time should the Bidder perform any of the actions mentioned in provision ITB 19.9 (a) and (b). Otherwise omit.]***  If the Bidder performs any of the actions prescribed in ITB 19.9 (a) or (b) of this provision, the Borrower will declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of \_\_\_\_\_\_ ***[insert period of time]*** years. |
| **ITB 20.1** | In addition to the original of the Bid, the number of copies is**: \_\_\_\_\_\_\_\_ *[insert number of copies]*** |
| **ITB 20.3** | The written confirmation of authorization to sign on behalf of the Bidder shall consist of**: *[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid].*** |
| **D. Submission and Opening of Bids** | |
| **ITB 22.1** | For **Bid submission purposes** only, the Purchaser’s address is: ***[This address may be the same as or different from that specified under provision ITB 7.1 for clarifications]***  Attention: *[****insert full name of person, if applicable]***  Street Address:*[****insert street address and number****]*  Floor/ Room number:*[****insert floor and room number, if applicable****]*  City:[***insert name of city or town***]  ZIP/Postal Code:[***insert postal (ZIP) code, if applicable***]  Country:[***insert name of country***]  ***[The time allowed for the preparation and submission of Bids shall be determined with due consideration to the particular circumstances of the project and the magnitude and complexity of the procurement. The period allowed shall be at least thirty (30) Business Days, unless otherwise agreed with the Bank]***  The deadline for Bid submission is:  Date: ***[insert day, month, and year, e.g. 15 June, 2017]***  Time: *[****insert time, and identify if a.m. or p.m., e.g. 10:30 a.m.****]*  ***[The date and time should be the same as those provided in the Specific Procurement Notice - Request for Bids, unless subsequently amended pursuant to ITB22.2*]**  Bidders **[*insert “shall” or “shall not”*]** have the option of submitting their Bids electronically.  **[*The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]***  The electronic Bidding submission procedures shall be: ***[insert a description of the electronic bidding submission procedures.]*** |
| **ITB 25.1** | The Bid opening shall take place at:  Street Address: [***insert street address and numbe****r]*  Floor/ Room number:*[****insert floor and room number, if applicable****]*  City: *[****insert name of city or town****]*  Country:*[****insert name of country****]*  Date:***[insert day, month, and year, e.g. 15 June, 2017]***  Time: *[****insert time, and identify if a.m. or p.m. e.g. 10:30 a.m.****]* ***[Date and time should be the same as those given for the deadline for submission of Bids in accordance with ITB 22]*** |
| **ITB 25.1** | **[*The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]***  The electronic Bid opening procedures shall be: ***[insert a description of the electronic Bid opening procedures.]*** |
| **ITB 25.6** | The Letter of Bid and Price Schedules shall be initialed by \_\_\_\_\_\_\_ ***[insert number]*** representatives of the Purchaser conducting Bid opening*. \_\_\_\_\_\_\_\_\_\_* ***[Insert procedure: Example: Each Bid shall be initialed by all representatives and shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Purchaser, etc.].]*** |
| **E. Evaluation and Comparison of Bids** | |
| **ITB 30.3** | The adjustment shall be based on the \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(insert “average” or “highest”)*** price of the item or component as quoted in other substantially responsive Bids. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Purchaser shall use its best estimate. |
| **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: ***[Insert name of currency]***  The source of exchange rate shall be: ***[Insert name of the source of exchange rates (e.g., the Central Bank in the Purchaser’s Country)]***  The date for the exchange rate shall be*:****[insert day, month and year, e.g. 15 June, 2017 not earlier than 28 days prior to the deadline for submission of the Bids, nor later than the original date for the expiry of Bid validity period]*** |
| **ITB 33.1** | ***[The following provision should be included and the required corresponding information inserted only if the Procurement Plan authorizes the application of margin of preference and the Purchaser intends to apply it to the subject contract. Otherwise omit]***  A margin of domestic preference ***[insert either “shall” or “shall not”*]** apply.  If a margin of preference applies, the application methodology shall be defined in Section III, Evaluation and Qualification Criteria. |
| **ITB 34.2(a)** | Evaluation will be done for……..*[Select Items or Lots(contracts)]*  Note:  *[****Select one of the two sample paragraphs below as appropriate]***  ***Bids will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Bidder.***  ***Or***  ***Bids will be evaluated lot by lot. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid, and provided that the Bid is substantially responsive, the average price of the item quoted by substantially responsive Bidders will be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.]*** |
| **ITB 34.6** | The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: ***[refer to Section III, Evaluation and Qualification Criteria; insert complementary details if necessary]***   1. Deviation in Delivery schedule: ***[insert Yes or No. If yes insert the adjustment factor and relevant parameters in accordance with option selected]****.*   The adjustment per week for delivery delays beyond the time specified in the Schedule of Requirements is *[specify:* ***adjustment in percentage****].*  Or  The adjustment per week for delivery delays beyond the range of weeks specified in the Schedule of Requirements is *[specify:* ***adjustment in percentage****].*  Or  The adjustment for partial shipments is *[specify:* ***adjustments for early and late deliveries]****.*  **Note: For evaluation purposes, a rate of one-half (0.5) percent per week is a reasonable figure.**   1. Deviation in payment schedule: ***[insert Yes or No. If yes insert the adjustment factor in Section III, Evaluation and Qualification Criteria]; and*** 2. ***[insert any other specific criteria in Section III, Evaluation and Qualification Criteria]*** |
| **ITB 39 Standstill Period** | The Standstill Period is\_\_\_\_\_\_\_\_ Business Days ***[note: the minimum number of Business Days is ten (10)]*** after the date the Purchaser has transmitted to all Bidders, the Notification of its Intention to Award the Contract to the successful Bidder.  ***[State ‘No Standstill Period applies to this Bidding process.’ If this Bidding process is in response to an emergency situation recognized by the Bank’]*** |
| **F. Award of Contract** | |
| **ITB 42** | The maximum percentage by which quantities may be increased is: ***[insert percentage]***  The maximum percentage by which quantities may be decreased is: ***[insert percentage]*** |
| **ITB 47.1** | The procedures for making a Procurement-related Complaint are detailed in the “[Procurement Regulations for IPF Borrowers](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) (Annex III).” If a Bidder wishes to make a Procurement-related Complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:  **For the attention**: *[insert full name of person receiving complaints]*  **Title/position**: *[insert title/position]*  **Purchaser**: *[insert name of Purchaser]*  **Email address***: [insert email address]*  **Fax number**: *[insert fax number]* ***delete if not used***  In summary, a Procurement-related Complaint may challenge any of the following:   1. the terms of the Bidding Documents; and 2. the Purchaser’s decision to award the contract. |

**Bid Data Sheet (continued)**

Pharmaceuticals

**(Additional BDS for Pharmaceuticals)**

*[Note: The below data should be included in the Bid Data Sheet bidding document for the procurement of pharmaceuticals.]*

|  |  |
| --- | --- |
| **ITB 11.1 (f)** | Documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted:  (i) (a) has a Good Distribution Practice (GDP) Certificate where appropriate.  The Bidder will submit the following additional information:  (b) list of pharmaceuticals being manufactured by the Bidder with product registration/license number and date.  (c) a Certificate of Pharmaceutical Product as recommended by the WHO for each item offered. |
| **ITB 16.3 (b)** | *[ Sample ITB ]*  The pharmaceuticals offered should meet the specified pharmacopoeial standards as stated in the Technical Specification. If the Goods offered are not included in one of the specified pharmacopoeias (e.g., the case of a new drug), the Bidder will provide testing protocols and alternative reference standards. |

**Bid Data Sheet (continued)**

Vaccines

**(Additional BDS for Vaccines)**

*[Note: The below data should be included in the Bid Data Sheet bidding document for the procurement of vaccines.]*

|  |  |
| --- | --- |
| **ITB 11.1 (f)** | Documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted:  (i) (a) is certified by a competent authority in the country of manufacture according to resolution WHA 28 65 of the World Health Organization’s Certificate Scheme on the Quality of Pharmaceutical Products Moving in International Commerce.  The Bidder will submit the following additional information:  (b) list of vaccines being manufactured by the Bidder with product registration/license number and date. |
| **ITB 16.3 (b)** | *[ Sample ITB ]*  (i)The vaccines to be supplied under the Contract must be licensed both in the country of manufacture and in the Purchaser’s Country by the time of Contract signing by a recognized National Control Authority (NCA). An NCA is an organization that performs all six critical functions for control of biological products as defined by the World Health Organization, namely: licensing based on published set of requirements; surveillance of vaccine field performance; system of lot release for vaccines; use of laboratory when needed; regular inspections for good manufacturing practice and evaluation of clinical performance. The license from country of manufacture must state that the Bidder is licensed to manufacture the Goods by the NCA in the manufacturing country. Documentary evidence in the form of a certified copy of the license and a copy of the vaccine license/registration that the offered vaccine has been licensed by the NCAs of the manufacturer’s country shall accompany the Bid and a copy of the license issued by an NCA in the Purchaser’s Country must be submitted by Contract signing. If there is no NCA with specific biologics expertise in the Purchaser’s Country, the Bidder shall furnish evidence that the Goods meet the qualification criteria in the Technical Specifications.  (ii) If the Goods offered do not meet the specified pharmacopoeial standards as stated in the Technical Specification, the Bidder will provide testing protocols and alternative reference standards. |

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.

**[The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]**

**Contents**

[1. Margin of Preference (ITB 33) 50](#_Toc454811671)

[2. Evaluation (ITB 34) 51](#_Toc454811672)

[3. Qualification (ITB 37) 53](#_Toc454811673)

* + 1. Margin of Preference (ITB 33)

If the BDS so specifies, a margin of preference to goods manufactured in the Purchaser’s Country for the purpose of Bid comparison shall be granted in accordance with the procedures outlined in subsequent paragraphs.

Bids will be classified in one of three groups, as follows*:*

(a) **Group A:** Bids offering goods manufactured in the Purchaser’s Country, for which (i) labor, raw materials, and components from within the Purchaser’s Country account for more than thirty (30) percent of the EXW price; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Bid submission.

(b) **Group B:** All other Bids offering Goods manufactured in the Purchaser’s Country.

(c) **Group C:** Bids offering Goods manufactured outside the Purchaser’s Country that have been already imported or that will be imported*.*

To facilitate this classification by the Purchaser, the Bidder shall complete whichever version of the Price Schedule furnished in the bidding document is appropriate provided, however, that the completion of an incorrect version of the Price Schedule by the Bidder shall not result in rejection of its Bid, but merely in the Purchaser’s reclassification of the Bid into its appropriate Bid group.

The Purchaser will first review the Bids to confirm the appropriateness of, and to modify as necessary, the Bid group classification to which Bidders assigned their Bids in preparing their Bid Forms and Price Schedules.

The Bids in each group will then be compared to determine the Bid with the lowest evaluated cost in that group. The lowest evaluated cost Bid from each group shall then be compared with each other and if as a result of this comparison a Bid from Group A or Group B is the lowest, it shall be selected for the award.

If as a result of the preceding comparison, the lowest evaluated cost is a Bid from Group C, all Bids from Group C shall be further compared with the Bid with the lowest evaluated cost from Group A after adding to the evaluated costs of goods offered in each Bid from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Bid price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Bid from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Bid from Group C shall be selected.

**Most Advantageous Bid**

The Purchaser shall use the criteria and methodologies listed in this Section to determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

(a) substantially responsive to the bidding document, and

(b) the lowest evaluated cost.

* + 1. Evaluation (ITB 34)

**2.1. Evaluation Criteria (ITB 34.6)**

The Purchaser’s evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with ITB 14.8, one or more of the following factors as specified in ITB 34.2 (f) and in BDS referring to ITB 34.6**,** using the following criteria and methodologies.

(a) Delivery schedule (as per Incoterms specified in the BDS)

*The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VII, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and Bids offering delivery after the final date shall be treated as nonresponsive. Within this acceptable period, an adjustment of [insert the adjustment factor], will be added, for evaluation purposes only, to the Bid price of Bids offering deliveries later than the “Earliest Delivery Date” specified in Section VII, Schedule of Requirements.*

(b) Deviation in payment schedule. *[insert one of the following]*

(i) *Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced Bid price offered by the Bidder selected on the basis of the base price for the payment schedule outlined in the SCC.*

**or**

(i) *The SCC stipulates the payment schedule specified by the Purchaser. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate per annum of [insert the adjustment rate].*

(c) Specific additional criteria

*Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS 34.6]*

*[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS 34.6]*

*[If specific* ***sustainable procurement technical requirements*** *have been specified in Section VII- Specification,* ***either*** *state that (i) those requirements will be evaluated on a pass/fail (compliance basis)* ***or*** *otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments to be applied to Bid Prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

**2.2. Multiple Contracts (ITB 34.4)**

After considering all possible combination of lots, the Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated cost of the combination of Bids (one contract per Bid), and meets the qualification criteria in this Section III, Sub-Section ITB 37.1Qualification Requirements.

The Purchaser shall:

(a) evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB 14.6

Bid evaluation of such Bids will be carried out as per the following procedures. The average price (or highest price as specified in BDS 30.3)of an item quoted by substantially responsive Bidders will be added to the Bid price of those who did not quote for that item and the equivalent total cost of the Bid so determined will be used for Bid comparison, evaluation, and award

(b) take into account:

(i) the lowest-evaluated cost for each lot and

(ii) the price reduction per lot and the methodology for its application as offered by the Bidder in its Bid

**2.3. Alternative Bids (ITB 13.1)**

*An alternative if permitted under ITB 13.1, will be evaluated as follows:*

*[insert one of the following]*

“A Bidder may submit an alternative Bid only with a Bid for the base case. The Purchaser shall only consider the alternative Bids offered by the Bidder whose Bid for the base case was determined to be the Most Advantageous Bid.”

**or**

“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 34.”

* + 1. Qualification (ITB 37)

*[Note to the Purchaser: If prequalification has taken place, delete the qualification requirements below and insert the following:]*

The Bidder shall demonstrate that it continues to meet the prequalification criteria. The Bidder shall use the relevant forms in Section IV in case there is any update to the information that it submitted for prequalification.

| **Eligibility and Qualification Criteria** | | | **Compliance Requirements** | | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** | **Single Entity** | **Joint Venture (existing or intended)** | | | **Submission Requirements** |
| **All Members Combined** | **Each Member** | **One Member** |
| 1. Eligibility | | | | | | | |
| 1.1 | **Nationality** | Nationality in accordance with ITB 4.4 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 with attachments |
| 1.2 | **Conflict of Interest** | No conflicts of interest in accordance with ITB 4.2 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Bid Submission Letter |
| 1.3 | **Bank Eligibility** | Not having been declared ineligible by the Bank, as described in ITB 4.5 and 5.1 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Bid Submission Letter |
| 1.4 | **State-owned enterprise of the Borrower country** | Meet conditions of ITB 4.6 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 with attachments |
| 1.5 | **United Nations resolution or Borrower’s country law** | Not having been excluded as a result of prohibition in the Borrower’s country laws or official regulations against commercial relations with the Bidder’s country, or by an act of compliance with UN Security Council resolution, both in accordance with ITB 4.8 and Section V. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 with attachments |
| 2. Historical Contract Non-Performance | | | | | | | |
| 2.1 | **History of Non-Performing Contracts** | Non-performance of a contract[[10]](#footnote-11) did not occur as a result of Supplier’s default since 1st January *[insert year]*. | Must meet requirement2 | Must meet requirements | Must meet requirement[[11]](#footnote-12) | N/A | Form PER-1 |
| 2.2 | **Suspension Based on Execution of Bid/Proposal Securing Declaration by the Purchaser** | Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITB 4.7. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Bid Submission Letter |
| 2.3 | **Pending Litigation** | Bidder’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Bidder | Must meet requirement | N/A | Must meet requirement | N/A | Form PER-1 |
| 2.4 | **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder since 1st January *[insert year][[12]](#footnote-13)* | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form PER-1 |
| 3. Financial Situation and Performance | | | | | | | |
| 3.1 | **Financial Capabilities** | The audited balance sheets or, if not required by the laws of the Bidder’s country, other financial statements acceptable to the Purchaser, for the last *[insert number]* years shall be submitted and must demonstrate the current soundness of the Bidder’s financial position and indicate its prospective long-term profitability. | Must meet requirement | N/A | Must meet requirement | N/A |  |
| 3.2 | **Average Annual Turnover** | Average annual turnover (Average Annual Sales Revenue) from supply of Health Sector Goods of US$ *[insert amount in US$ equivalent in words and figures]*, calculated as total certified payments received for contracts in progress and/or completed during the last three years. [*Insert a figure which is at least five times the estimated contract amount]* | Must meet requirement | Must meet requirement | N/A | N/A | Form FIN – 3.2 |
| 3.3 | **Current Commitments** | The Bidder shall also demonstrate, to the satisfaction of the Purchaser, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments. |  |  |  |  | Form CON -1 |
| 4. Experience | | | | | | | |
| 4.1 | **General Experience** | Experience in supply of Health Sector Goods for at least the last three years | Must meet requirement | N/A | Must meet requirement | N/A | Form EXP –1 |
| 4.2 (a) | **Specific Experience** | 1. Documentary evidence of the Bidder’s qualifications to perform the Contract in accordance with 4.2 (b)(i) below 2. Technical and Production Capability in accordance with 4.2(b)(ii) as below. 3. Experience on Packaging, Distribution in accordance with 4.2(b)(iii) below. | Must meet requirement  Must meet requirement  Must meet requirement | Must meet requirement  Must meet requirement  Must meet requirement | N/A  N/A  N/A | Must meet requirement  Must meet requirement  Must meet requirement |  |
| 4.2 (b) | See below for details | | | | | | |

**Specific Experience Requirements**

The Specific Experience Requirements under 4.2 (b) (from the table above) are as follows:

**4.2 (b)(i) Documentary evidence in accordance with BDS ITB 11.1**

**4.2(b)(ii) Technical and Production Capability**

The Bidder shall provide evidence that it has the technical, and production capability necessary to perform the Contract:

* 1. that it has successfully completed or substantially completed at least [*insert number*] similar contracts for supply of the goods and within the last five years. [*The number of similar contracts required should be not less than three and not more than five (normally four), depending on the size and complexity of the subject contract].*] Similar contracts are those of approximately the same size and that includes comparable products, e.g., capsules, tablets, vaccines.

The goods may have been supplied by the Bidder as a manufacturer or by its agent, with references being submitted to confirm satisfactory performance,

* 1. that it has achieved an annual average production rate of \_\_\_\_\_\_\_\_\_*[The annual production rate required should be at least three times the quantities specified under the contract*] during the last three years

**4.2 (b)(iii) Experience on Packaging, Distribution and Transportation**

The Bidder should provide proof of experience with and knowledge of modes of packing, distribution, and transportation of pharmaceuticals similar to those subject to Bidding under logistical and climatic conditions similar to the ones in the purchaser’s country. It should provide names of countries to which the Bidder has supplied (including packaged, distributed, and transported) products worth at least the amount [*insert the amount*] within the past three years.

*[*Note to the Purchaser: *If Bids for individual lots are permitted, the qualification criteria for each lot should be given separately]*

|  |
| --- |
| Section IV - Bidding Forms |

**Table of Forms**

Letter of Bid 62

Bidder Information Form 65

Form ELI -1.1 (continued) 66

Bidder Information Form 66

Bidder’s JV Members Information Form 68

Financial Situation and Performance 69

Average Annual Turnover (Annual Sales Value) 71

Current Contract Commitments / Contracts in Progress Form 72

Experience 73

Historical Contract Non-Performance, and Pending Litigation and Litigation History 74

Price Schedule Forms 76

Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported 77

Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported\* 78

Price Schedule: Goods Manufactured in the Purchaser’s Country 79

Form of Bid Security - (Bank guarantee) 80

Form of Bid Security (Bid Bond) 82

Form of Bid-Securing Declaration 84

Manufacturer’s Authorization 85

Specimen Certificate of a Pharmaceutical Product 86

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*]

**Request for Bid No**.: [*insert identification*]

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

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

1. **No reservation:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders (ITB 8);
2. **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
3. We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser’s Country in accordance with ITB 4.7;
4. **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*];
5. **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*

Option 1, in case of one lot: Total price is: [*insert the total price of the Bid in words and figures, indicating the various amounts and the respective currencies*];

Or

Option 2, in case of multiple lots: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

1. **Discounts:** The 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 after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];

1. **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;
2. **Performance Security**: If our Bid is accepted, we commit to obtain a Performance Security in accordance with the bidding document;
3. **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 partner or as a subcontractor, and meet the requirements of ITB 4.3, other than alternative Bids submitted in accordance with ITB 13;
4. **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 World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World 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;
5. **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*];
6. **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.”)

1. **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
2. **Purchaser Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
3. **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 as Bidder.

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

Bidder Information Form

*[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*]

RFB 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   2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form ELI -1.1 (continued)

Bidder Information Form

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Bidder’s name | |  | | | |
| 1. 2. Street Address: | | Postal Code: | | City: | Country: |
| 1. P.O. Box and Mailing Address: | |  | | | |
| 1. Telephone Number: | |  | | | |
| 1. Fax Number: | |  | | | |
| 1. E-mail Address: | |  | | | |
| 1. Web Site: | |  | | | |
| 1. Contact Name: | |  | | | |
| 1. Contact Title: | |  | | | |
| 1. Type of Business: |  | | | | |
| 1. If Other, specify: |  | | | | |
| 1. Nature of Business: |  | | | | |
| 1. Year Established: |  | | | | |
| 1. Dates, Numbers, and Expiration Dates of Current Licenses and Permits: | | | | | |
| 1. Current health authority registration information: | | | | | |
| 1. Proof of product and facility registrations with purchaser’s country regulatory authority and international agencies (e.g., WHO Certification Scheme, GMP) | | | | | |
| 1. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods:   Date of last inspection: | | | | | |
| 1. Quality Assurance Certification   (Please include a copy of your latest certificate): | | |  | | |
| 1. Production capacity: *[insert peak and average production capacity over the last three years in units/day or units/month, etc.]* | | | | | |
| 1. List of names and addresses of sources of raw material and what products they will be used in: | | | | | |
| 1. Proof of raw material product and facility registrations with purchaser’s country regulatory authority and international agencies (e.g., WHO Certification Scheme, GMP): | | | | | |
| 1. Raw materials tested prior to use: | | | | | |
| 1. Presence and characteristics of in-house quality control laboratory | | | | | |
| 1. Names and addresses of external quality control laboratories used: | | | | | |
| 1. Are all finished products tested and released by quality control prior to release for sale?   Yes \_\_\_ No \_\_\_, If not, why? | | | | | |
| 1. List control tests done during production? If so list. | | | | | |
| 1. Procedures for dealing with rejected batches: | | | | | |
| 1. List tests conducted after production and prior to release of product on market: | | | | | |
| 1. List product recalls linked to defects during the last 36 months. Include reason and date of recall. | | | | | |
| 1. Are technical documents available in: ***[Purchaser should insert language]***   Yes No | | | | | |
|  | | | | | |

Bidder’s JV Members Information Form

*[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*]

RFB 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 ITB4.4.  🞎 In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and not under the supervision of the Purchaser, in accordance with ITB4.6.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form FIN – 3.1**

Financial Situation and Performance

*[The following table shall be filled in for the Bidder and for each member of a Joint Venture]*

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

**1. Financial data**

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

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

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

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

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

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

🞎 Attached are copies of financial statements[[13]](#footnote-14) for the *[number]* years required above; and complying with the requirements

**Form FIN - 3.2**

Average Annual Turnover (Annual Sales Value)

*[The following table shall be filled in for the Bidder and for each member of a Joint Venture]*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual turnover data** | | | |
| **Year** | **Amount**  **Currency** | **Exchange rate** | **USD equivalent** |
| *[indicate calendar year]* | *[insert amount and indicate currency]* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | Average Annual Turnover \* |  |

\* Total USD equivalent for all years divided by the total number of years.

**Form CON-1**

Current Contract Commitments / Contracts in Progress Form

|  |
| --- |
|  |
| 1. Name of Contract(s) |
| 1. Purchaser Contact Information *[insert address, telephone, fax, e-mail address]* |
| 1. Value of outstanding contracts *[current US$ equivalent]* |
| 1. Estimated delivery date |
| 1. Average monthly invoices over the last six months (US$/mon.) |

**Form- EXP-1**

Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contracts over *[insert amount]* during the last three years: | | | | |
| Purchaser | Value | Year | Goods/Services Supplied | Country of Destination |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Form- PER 1**

Historical Contract Non-Performance, and Pending Litigation and Litigation History

*[The following table shall be filled in for the Bidder and for each member of a Joint Venture]*

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Qualification Criteria and  Requirements | | | | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.  🞎 Contract(s) not performed since 1st January *[insert year]* specified in Section III, Qualification Criteria and Requirements, requirement 2.1 | | | | | | |
| **Year** | **Non- performed portion of contract** | | **Contract Identification** | | | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | | 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 nonperformance: *[indicate main reason(s)]* | | | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements | | | | | | |
| 🞎 No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 | | | | | | |
| 🞎 Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below. | | | | | | |
| **Year of dispute** | | **Amount in dispute (currency)** | | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** | | |
| *[insert year]* | | *[insert amount]* | | Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Purchaser: *[insert full name]*  Address of Purchaser: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Purchaser” or “Supplier”]*  Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]* | *[insert amount]* | | |
| 🞎 No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.  🞎 Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below. | | | | | | | |
| **Year of award** | | **Outcome as percentage of Net Worth** | | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** | | |
| *[insert year]* | | *[insert percentage]* | | Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Purchaser: *[insert full name]*  Address of Purchaser: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Purchaser” or “Supplier”]*  Court/ arbitral award decision: *[Indicate if the award decision was against the Bidder or any member of a joint venture.]y]* | *[insert amount]* | | |

Price Schedule Forms

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | (Group C Bids, goods to be imported)  Currencies in accordance with ITB 15 | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RFB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | | |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | | | | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | |
| Product code | | Product | Strength | Dosage form | Unit pack  size | Qty. offered | Unit prices | | | | Total unit | Total price per | Local agent’s  commission as a % of CIP price included in quoted price | | Shipment weight  and volume | Name of Manufacturer | Cnty. Of origin | Pharma-copoeial  standard | |
| [a]  CIP named place of destination (specify one) | | [b]  Inland transp., insurance & other local costs incidental to delivery if specified | [c]  Other incidental costs as defined in the SCC | price  [a+b+c] | item  [6 x 8] |
|  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |
|  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |
|  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |
|  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |
|  | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | Total Bid Price:  Currency:  In figures:  In words: | | | | | | | | | |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]*  In the capacity of: *[ insert:* ***title or other appropriate designation*** *]* | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported\* | | | | | | | | | | | | | | | | | | |
|  | | | | (Group C Bids, Goods already imported)  Currencies in accordance with ITB 15 | | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RFB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | | | | | 8 | 9 | | 10 | 11 | 12 | 13 |
| Product code | Product | Strength | Dosage form | | Unit pack size | Qty. offered | Unit prices | | | | | Total Unit price  [c+d+e] | Total price per line item  [6x8] | | Sales and other taxes payable per item if Contract is awarded | Name of manufacture- | Ctry. of origin | Pharma-copoeial standard |
| [a]  Unit price including Custom Duties and Import Taxes paid and payable | [b]  Custom Duties and Import Taxes paid and payable per unit | [c]=a-b  Unit Price net of custom duties and import taxes | [d]  Inland transp., insurance & other local costs incidental to delivery | [e]  Other incident-al costs as defined in the SCC |
|  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | | | | | | | | | |  | | | | | | | | |
| Note:  (i) Column 7[b] Custom Duties and Import Taxes paid should be supported by documentary evidence.. | | | | | | | | | | Total Bid Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Currency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In figures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| |  | | --- | | 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.]* | | | | | | | | | | | | | | | | | | |

Price Schedule: Goods Manufactured in the Purchaser’s Country

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Purchaser’s Country  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | (Group A and B Bids)  Currencies in accordance with ITB 15 | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RFB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 8 | 9 | 10 | 11 | 12 | 13 |
| Product code | Product | Strength | Dosage form | Unit pack  size | Qty. offered | Unit prices | | | Total unit  price  [a+b+c] | Total price | Sales and other taxes payable if contract is awarded | Name of manufacturer | Pharma-copoeial standard | Local input in the cost as % of ex-factory price in column 7[a] |
| [a]  Ex-factory  Ex-warehouse  Ex-showroom  Off the shelf | [b]  Inland transp., insurance & other local costs incidental to delivery | [c]  Other incident-al costs as defined in the SCC |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | Total Bid Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Currency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In figures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*  In the capacity of:*[ insert: title or other appropriate designation ]* | | | | | | | | | | | | | | |

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]*

**RFB No.:** *[Purchaser to insert reference number for the Request for Bids]*

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

**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 Request for Bids No. \_\_\_\_\_\_\_\_\_\_\_ (“the RFB”).

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

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_) 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 execute 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.***

Form of Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

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

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety],***authorized to transact business in** *[name of country of Purchaser],* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Purchaser]* as Obligee (hereinafter called “the Purchaser”) in the sum of *[amount of Bond]*[[14]](#footnote-15)*[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

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

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

1. has withdrawn its Bid during the period of Bid validity set forth in the Principal’s Letter of Bid (“the Bid Validity Period”), or any extension thereto provided by the Principal; or
2. having been notified of the acceptance of its Bid by the Purchaser during the Bid Validity Period or any extension thereto provided by the Principal; (i) failed to execute the contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Bidders (“ITB”) of the Purchaser’s bidding document.

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

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid Validity Period set forth in the Principal’s Letter of Bid or any extension thereto provided by the Principal.

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature) (Signature)  
(Printed name and title) (Printed name and title)*

Form of Bid-Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

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

RFB No.: *[number of bidding process]*

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

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

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

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

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

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

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

Name of the Bidder**\***

Name of the person duly authorized to sign the Bid on behalf of the Bidder**\*\*** \_\_\_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the person named above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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]*

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

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

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of *[insert type of goods manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby 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]*

Specimen Certificate of a Pharmaceutical Product

**Certificate of a Pharmaceutical Product1**

This certificate conforms to the format recommended by the World Health Organization *(general instructions and explanatory notes attached).*

No. of certificate:

Exporting (certifying) country:

Importing (requesting) country:

1. Name and dosage form of product:

1.1 Active ingredients2 and amount(s) per unit dose.3

For complete qualitative composition including excipients, see attached.4

1.2 Is this product licensed to be placed on the market for use in the exporting country?5 yes/no *(key in as appropriate)*

1.3 Is this product actually on the market in the exporting country? yes/no/unknown *(key in as appropriate)*

If the answer to 1.2 is yes, continue with section 2A and omit section 2B.

If the answer to 1.2 is no, omit section 2A and continue with section 2B.6

2A. 1 Number of product license7 and date of issue:

2A.2 Product-license holder (name and address):

2A.3 Status of product-license holder:8 a/b/c *(key in appropriate category as defined in note 8)*

2A.3.1 For categories b and c the name and address of the manufacturer producing the dosage form are: 9

2A.4 Is Summary Basis of Approval appended?10 yes/no *(key in as appropriate)*

2A.5 Is the attached, officially approved product information complete and consonant with the license?11 yes/no/not provided *(key in as appropriate)*

2A.6 Applicant for certificate, if different from license holder (name and address):12

2B. 1 Applicant for certificate (name and address):

2B.2 Status of applicant: a/b/c *(key in appropriate category as defined in note 8)*

2B.2.1 For categories b and c the name and address of the manufacturer producing the dosage form are:9

2B.3 Why is marketing authorization lacking?

not required/not requested/under consideration/refused *(key in as appropriate)*

2B.4 Remarks:13

3. Does the certifying authority arrange for periodic inspection of the manufacturing plant in which the dosage form is produced?

yes/no/not applicable14*(key in as appropriate)*

If no or not applicable proceed to question 4.

3.1 Periodicity of routine inspections (years):

3.2 Has the manufacture of this type of dosage form been inspected?

yes/no *(key in as appropriate)*

3.3 Do the facilities and operations conform to GMP as recommended by the World Health Organization?15

yes/no/not applicable16*(key in as appropriate)*

4. Does the information submitted by the applicant satisfy the certifying authority on all aspects of the manufacture of the product? 11

yes/no *(key in as appropriate)*

If no, explain:

Address of certifying authority:

Telephone number: Fax number:

Name of authorized person:

Signature:

Stamp and date:

**General instructions**

Please refer to the guidelines for full instructions on how to complete this form and information on the implementation of the Scheme.

The forms are suitable for generation by computer. They should always be submitted as hard copy, with responses printed in type rather than handwritten.

Additional sheets should be appended, as necessary, to accommodate remarks and explanations.

**Explanatory notes**

1 This certificate, which is in the format recommended by WHO, establishes the status of the pharmaceutical product and of the applicant for the certificate in the exporting country. It is for a single product only since manufacturing arrangements and approved information for different dosage forms and different strengths can vary.

2 Use, whenever possible, international nonproprietary names (INNs) or national nonproprietary names.

3 The formula (complete composition) of the dosage form should be given on the certificate or be appended.

4 Details of quantitative composition are preferred, but their provision is subject to the agreement of the product-license holder.

5 When applicable, append details of any restriction applied to the sale, distribution, or administration of the product that is specified in the product license.

6 Sections 2A and 2B are mutually exclusive.

7 Indicate, when applicable, if the license is provisional or if the product has not yet been approved.

8 Specify whether the person responsible for placing the product on the market:

(a) manufactures the dosage form;

(b) packages and/or labels a dosage form manufactured by an independent company; or

(c) is involved in none of the above.

9 This information can be provided only with the consent of the product-license holder or, in the case of non-registered products, the applicant. Noncompletion of this section indicates that the party concerned has not agreed to inclusion of this information. It should be noted that information concerning the site of production is part of the product license. If the production site is changed, the license must be updated or it will cease to be valid.

10 This refers to the document, prepared by some national regulatory authorities, that summarizes the technical basis on which the product has been licensed.

11 This refers to product information approved by the competent national regulatory authority, such as a Summary of Product Characteristics (SPC).

12 In this circumstance, permission for issuing the certificate is required from the product-license holder. This permission must be provided to the authority by the applicant.

13 Please indicate the reason that the applicant has provided for not requesting registration:

(a) The product has been developed exclusively for the treatment of conditions—particularly tropical diseases—not endemic in the country of export.

(b) The product has been reformulated with a view to improving its stability under tropical conditions.

(c) The product has been reformulated to exclude excipients not approved for use in pharmaceutical products in the country of import.

(d) The product has been reformulated to meet a different maximum dosage limit for an active ingredient.

(e) Any other reason, please specify.

14 Not applicable means that the manufacture is taking place in a country other than that issuing the product certificate and inspection is conducted under the aegis of the country of manufacture.

15 The requirements for good practices in the manufacture and quality control of drugs referred to in the certificate are those included in the thirty-second report of the Expert Committee on Specifications for Pharmaceutical Preparations (WHO Technical Report Series, No. 823, 1992, Annex 1). Recommendations specifically applicable to biological products have been formulated by the WHO Expert Committee on Biological Standardization (WHO Technical Report Series, No. 822, 1992, Annex 1).

16 This section is to be completed when the product-license holder or applicant conforms to status (b) or (c) as described in note 7 above. It is of particular importance when foreign contractors are involved in the manufacture of the product. In these circumstances the applicant should supply the certifying authority with information to identify the contracting parties responsible for each stage of manufacture of the finished dosage form, and the extent and nature of any controls exercised over each of these parties.

Section V - Eligible Countries

**Eligibility for the Provision of Goods, Works and Non Consulting Services in   
Bank-Financed Procurement**

In reference to ITB 4.8and 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 5.1:  *[insert a list of the countries following approval by the Bank to apply the restriction or state “none”].*

Under ITB 4.8(b) and 5.1:  *[insert a list of the countries following approval by the Bank to apply the restriction or state “none”]*

Section VI - Fraud and Corruption

**(Section VI shall not be modified)**

1. **Purpose**
   1. The Bank’s Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.
2. **Requirements**
3. The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), 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.
4. To this end, the Bank:
5. Defines, for the purposes of this provision, the terms set forth below as follows:
6. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
7. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
8. “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;
9. “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;
10. “obstructive practice” is:
11. 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
12. acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.
13. 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;
14. 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;
15. Pursuant to the Bank’s Anti- Corruption Guidelines 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;[[15]](#footnote-16) (ii) to be a nominated[[16]](#footnote-17) 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 of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
16. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect[[17]](#footnote-18) 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.

# PART 2 – Supply Requirements

|  |
| --- |
| Section VII - Schedule of Requirements |

**Contents**

[Notes for Preparing the Schedule of Requirements 100](#_Toc454812434)

[1. List of Goods and Delivery Schedule 101](#_Toc454812435)

[2. Technical Specifications 102](#_Toc454812436)

[Sample Technical Specifications Pharmaceuticals 105](#_Toc454812437)

[Sample Technical Specification Vaccines 109](#_Toc454812438)

[Sample Technical Specifications Condoms 115](#_Toc454812439)

[3. Inspections and Tests 117](#_Toc454812440)

## Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding document by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB 42.1.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. List of Goods and Delivery Schedule *[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]* | | | | | | | |
| **Line Item**  **N°** | **Description of Goods** | **Quantity** | **Physical unit** | **Final (Project Site) Destination as specified in BDS** | **Delivery (as per Incoterms) Date** | | |
| **Earliest Delivery Date** | **Latest Delivery Date** | **Bidder’s offered Delivery date [*to be provided by the Bidder*]** |
|  |  |  |  |  |  |  |  |
| *[insert item No]* | *[insert description of Goods]* | *[insert quantity of item to be supplied]* | *[insert physical unit for the quantity]* | *[insert place of Delivery]* | *[insert the number of days following the date of effectiveness the Contract]* | *[insert the number of days following the date of effectiveness the Contract]* | *[insert the number of days following the date of effectiveness the Contract]* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## 2. Technical Specifications

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

* *The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Purchaser.*
* *Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*

*(a) Standards of materials and workmanship required for the production and manufacturing of the Goods.*

*(b) Detailed tests required (type and number).*

*(c) Other Related Services required to achieve full delivery/completion.*

*(d) Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.*

*(e) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.*

*A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Purchaser without qualifying their Bids. The sample text provided in this section should serve as guidance only. This text is not intended to be used verbatim since technical specifications specific to each procurement should be drafted by the Purchaser for inclusion in the bidding document. In the context of international competitive procurement process among qualified firms, the specifications must be drafted to permit the widest possible The technical specifications establish the requirements for good manufacturing practices (GMPs), pharmacopoeial standards, nomenclature, and description required for each product, shelf life and package expiration date parameters, labeling instructions, packaging instructions, GMP and quality assurance certificates required, and other evidence of product quality to be submitted with the Bid and with each shipment. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of Bid evaluation facilitated.*

*Specific pharmacopoeial standards should be listed for each product; if any of a range of standards is adequate (British Pharmacopoeia, United States Pharmacopoeia, European Pharmacopoeia, or International Pharmacopoeia), this should be noted. If special packaging or labeling is required for a subset of products, this should be indicated on the schedule of requirements (see above), but a generic statement of packaging and labeling applied to all products should be included in the general technical specifications. Instructions about labeling (contents and language) and package inserts can be included in the technical specifications, unless there are specific requirements for each batch or schedule of requirement.*

*Any sustainable procurement requirements shall be clearly specified. Please refer to the Bank’s Procurement Regulations and Sustainable procurement guidance notes/tool kit for further information.*

**Technical Specifications**

*[Text of Technical Specifications to be inserted in the bidding document by the Purchaser, as applicable.]*

|  |  |
| --- | --- |
| **Technical Specifications:**  **Technical Specifications:**  **Technical Specifications:** | **Pharmaceuticals**  **Condoms**  **Vaccines** |

## Sample Technical Specifications Pharmaceuticals

Pharmaceuticals

|  |  |
| --- | --- |
| **1. Product and Package Specifications** | 1.1 The Goods to be purchased by the Purchaser under this Request for Bids are included in the Purchaser’s *current* national essential drugs list or national formulary. The required packing standards and labeling must meet the latest requirements of the World Health Organization (WHO) good manufacturing practices (GMP) standards in all respects. (These standards are contained in “Good Practices in the Manufacture and Quality Control of Drugs.”) |
|  | 1.2 Product specifications indicate dosage form (e.g., tablet, *capsules*, *dry syrup,* liquid, *ointment,* injectable, emulsion, suspension, etc.) and the drug content (exact number of mg *or international units* [IU] or % v/v, *w/w or v/w* acceptable range). The Goods should conform to standards specified in the following compendia: [The Borrower should specify an acceptable pharmacopoeia standard from one of the following: the *British Pharmacopoeia,* the *United States Pharmacopoeia,* the *French Pharmacopoeia,* the *International Pharmacopoeia*, or the *European Pharmacopoeia,* the latter particularly for raw materials.] *The standards will be the latest edition unless otherwise stated by the Purchaser or other if applicable.* In case the pharmaceutical product is not included in the specified compendium, *but included in the Purchaser’s national essential drug list, the Purchaser should clearly indicate acceptable limits and* the Supplier, upon award of the Contract, must provide the reference standards and testing protocols to allow for quality control testing. |
|  | 1.3 Not only the pharmaceutical item, but also the packaging and labeling components (e.g., bottles, closures, and *labeling*) should also meet specifications suitable for distribution, storage, and use in a climate similar to that prevailing in the country of the Purchaser. All packaging must be properly sealed and tamper-proof, *and packaging components must meet the latest compendium standards and be approved for pharmaceutical packaging by the manufacturer’s national regulatory authority (RA). The Purchaser should specify any additional special requirements*. |
|  | 1.4 All labeling and packaging inserts shall be in the language requested by the Purchaser or English if not otherwise stated. |
|  | 1.5 Goods requiring refrigeration or freezing *or those that should not fall below a certain minimum temperature* or stability must specifically indicate storage requirements on labels and containers and be shipped in special containers to ensure stability in transit from point of shipment to port of entry. |
|  | 1.6 Upon award, the successful Supplier shall, on demand, provide a translated version in the language of the Bid of the prescriber’s information for any specific goods the Purchaser may request. |
| **2. Labeling Instructions** | 2.1 The label of the primary container for each pharmaceutical and vaccine products shall meet the W210 GMP standard and include:   1. The international nonproprietary name (INN) or generic name prominently displayed and above the brand name, where a brand name has been given. Brand names should not be bolder or larger than the generic name; 2. dosage form, e.g., tablet, ampoule, syrup, etc.; 3. the active ingredient “per unit, dose, tablet or capsule, etc.”; 4. the applicable pharmacopoeial standard; 5. the Purchaser’s logo and code number and any specific color coding if required; 6. content per pack; 7. instructions for use; 8. special storage requirements; 9. batch number; 10. date of manufacture and date of expiry (in clear language, not code); 11. name and address of manufacture; 12. any additional cautionary statement. |
|  | 2.2 The outer case or carton should also display the above information. |
| **3. Case Identification** | 3.1 All cases should prominently indicate the following:   1. Purchaser’s line and code numbers; 2. the generic name of the product; 3. the dosage form (tablet, ampoule, syrup); 4. date of manufacture and expiry (in clear language not code); 5. batch number; 6. quantity per case; 7. special instructions for storage; 8. name and address of manufacture; 9. any additional cautionary statements. |
|  | 3.2 No case should contain pharmaceutical products from more than one batch. |
| **4. Unique Identifiers** | 4.1 The Purchaser shall have the right to request the Supplier to imprint a logo, if the quantity so justifies it, on the *labels of the containers* used for packaging and in certain dosage forms, such as tablets, *and ampoules* and this will be in the Technical Specifications. The design *and detail will be clearly indicated at the time of Bidding, and confirmation of the design of such logo shall be provided to the Supplier at the time of contract award.* |
| **5. Standards of Quality Control for Supply** | 5.1 The successful Supplier will be required to furnish to the Purchaser:   1. With each consignment, and for each item a WHO certificate of quality control test results concerning quantitative assay, chemical analysis, sterility, pyrogen content uniformity, microbial limit, and other tests, as applicable to the Goods being supplied and the manufacturer’s certificate of analysis. 2. Assay methodology of any or all tests if requested. 3. Evidence of bio-availability and/or bio-equivalence for certain critical Goods upon request. *This information would be supplied on a strictly confidential basis only.* 4. Evidence of basis for expiration dating and other stability data concerning the commercial final package upon request.   5.2 The Supplier will also be required to provide the Purchaser with access to its manufacturing facilities to inspect the compliance with the GMP requirements and quality control mechanisms. |

## Sample Technical Specification Vaccines

Vaccines

|  |  |
| --- | --- |
| **1. Product Qualification Requirements** | Option A  1.1 The Goods to be purchased by the Purchaser under this Request for Bids must be produced under the control of a recognized, well-functioning National Control Authority (NCA) for biologicals, which performs all six critical functions as defined by the World Health Organization (WHO): |
|  | 1. licensing based on published set of requirements 2. surveillance of vaccine field performance 3. system of lot release for vaccines 4. use of laboratory when needed 5. regular inspections for good manufacturing practices (GMP) 6. evaluation of clinical performance   Or state the following:  Option B  1.1 The Goods under this Request for Bids should be purchased from WHO-approved sources only. |
|  | 1.2 The Goods to be purchased by the Purchaser under this Request for Bids must be produced in accordance with the GMP recommendations of WHO for biological products. |
|  | 1.3 The Goods to be purchased by the Purchaser under this Request for Bids must be registered by the National Control Authority (NCA) of the Purchaser’s Country. |
| **2. Product Specifications** | 2.1 Dosage form (e.g.: oral or injectable; liquid or freeze dried with sterile diluent packed separately, etc.). |
|  | 2.2 Type (e.g.: “live attenuated,” “manufactured from purified inactivated (...) obtained from human plasma or manufactured using recombinant DNA technology,” etc.). |
|  | 2.3 Administration (e.g.: “intended for intramuscular injection,” etc.). |
|  | 2.4 Description of intended use (e.g.: “immunization of newborn infants,” etc.). |
|  | 2.5 Dosage size (if not restrictive), or expected immunogenic reaction (e.g.: each dose shall contain that amount of Hbsag protein with micrograms/ml specified by the manufacturer for newborn dosage, that when given as part of a primary immunization series [3 doses] is capable of producing specific humoral antibody [anti HBs] at a level of at least 10 milli international units in >-90 percent of recipients,” etc.). |
|  | 2.6 Dose package (e.g.: “5 infant dose sterile glass vials,” etc.). |
|  | 2.7 Filling volume (e.g.: “final product should contain 15% overfill,” etc.). |
|  | 2.8 Closures (e.g.: “vaccine vials shall be fitted with closures that conform to ISO standard 8362-2”). |
|  | 2.9 Storage temperature (e.g.: “2–8 degrees C. Do not freeze,” or as appropriate, etc.). |
|  | 2.10 The product should remain stable up to the indicated test expiry date if kept according to the required storage temperature. |
|  | 2.11 Standards (e.g.: “The vaccine should conform to standards established by the Purchaser’s Country or, where no standard has been adopted, meet current requirements published by the WHO Expert Committee on Biological Standardization, or requirements of an established body of equivalent stature such as the *U.S. Pharmacopoeia, the British Pharmacopoeia, the French Pharmacopoeia, or the International Pharmacopoeia*”). |
| **3. Labeling Requirements** | 3.1 Each vial or ampoule shall carry the manufacturer’s standard label in the language of Purchaser’s Country, if available at no extra charge; otherwise, the label shall be in English. |
|  | 3.2 Each vial or ampoule label shall state the following:   1. name of the vaccine; 2. name of the manufacturer; 3. place of manufacture; 4. lot number; 5. composition; 6. concentration; 7. dose mode for administration; 8. expiration date; 9. storage temperature; 10. any other information that is appropriate. |
|  | 3.3 All labeling shall withstand immersion in water and remain intact. |
| **4. Packing Requirements** | 4.1 Inner boxes: Inner Boxes shall contain not more than (*number*) individual vials/ampoules and shall be constructed of sturdy white cardboard outfitted with individual segments for protecting and separating each vial/ampoules. |
|  | 4.2 Printed materials: Each inner box shall contain at least (*number*) manufacturer’s standard package inserts in the language of Purchaser’s Country if available at no extra charge; otherwise, package insert shall be in English. |
|  | 4.3 Overpacking: Inner boxes shall be overpacked so that the vaccine remains refrigerated as designated in Clause 2.9. The overpacking must be suitable for export handling and be in accordance with WHO Expanded Program of Immunization (EPI) Guidelines on International Packaging and Shipping of Vaccines including all measures needed to maintain required temperatures for seventy-two (72) hours. It must have adequate insulation and sufficient refrigerant to ensure that the warmest storage temperature of the vaccine does not rise above that designated in Sub-Clause 2.9 when exposed to continuous outside temperature of +43 degrees C, nor fall below that specified of -20 degrees C during transit and for a period of at least twenty-four (24) hours after arrival at the airport destination. Additional cushioning shall be provided sufficient to protect the vials/ampoules from breakage during transit and handling. |
|  | 4.4 Exterior shipping cartons: Product and printed materials, packaged as described above, shall be packed in weather-resistant, triple-wall corrugated fiberboard cartons with a bursting test strength of not less than 1,900 kPa. The overall dimensions of the exterior shipping cartons should be such that the product does not become damaged during transportation and storage.  No shipping carton should contain vaccine from more than one lot. |
|  | 4.5 Cold chain monitor cards: Each insulated shipping container must include appropriate temperature-monitoring devices designated by the Purchaser. |
|  | 1. At least two suitable cold chain monitor cards, as approved by the Purchaser, shall be packed in each transport case of vaccine. 2. Freeze watch indicators shall be included in each transport case at the direction of Purchaser. |
| **5. Marking Requirements** | 5.1 All containers and invoices must bear the following information:   1. the name of the vaccine; 2. expiration date of the vaccine; 3. appropriate storage temperature. |
|  | 5.2 Inner boxes: The inner boxes containing vaccine vials or ampoules shall be marked with the following information in a clearly legible manner that is acceptable to the Purchaser: |
|  | 1. Generic name and trade name of the vaccine; 2. Manufacturer’s name and trade registered address; 3. Manufacturer’s national registration number; 4. Lot or batch number; 5. Composition and concentration; 6. Number of vials contained in box; 7. Expiration date (month and year in clear language, not code); 8. Instructions for storage and handling; 9. Place of manufacture (Made in \_\_\_\_\_\_). |
|  | 5.3 Exterior Shipping Cartons: The following information shall be stenciled or labeled on the exterior shipping cartons on two opposing sides in bold letters at least 30mm high with waterproof ink in a clearly legible manner that is acceptable to the Purchaser. |
|  | 1. Generic name and trade name of the vaccine; 2. Lot or batch number; 3. Expiration date (month and year in clear language, not code); 4. Manufacturer’s name and registered address; 5. Manufacturer’s national registration number; 6. Destination airport and routing; 7. Consignee’s name and address in full; 8. Consignee contact name and telephone number; 9. Number of vials or ampoules contained in the carton; 10. Gross weight of each carton (in kg); 11. Carton #\_\_\_\_ of \_\_\_\_\_; 12. Instructions for storage and handling; 13. Contract number; 14. Place of manufacture (Made in\_\_\_\_\_\_). |
| **6. Quality Control for Supply** | 6.1 All goods must:   1. meet the requirements of manufacturing legislation and regulation of vaccines in the country of origin; 2. meet internationally recognized standards for safety, efficacy, and quality; 3. conform to all the specifications and related documents contain herein; 4. be fit for the purposes expressly made known to the Supplier by the Purchaser; 5. be free from defects in workmanship and materials; and 6. be certified by a competent authority in the manufacturer’s country according to resolution WHA 28-65(2), of the WHO release certificate. |
|  | 6.2 The Supplier will be required to furnish to the Purchaser with each consignment; |
|  | 1. A certificate of quality control and test results in conformity with the WHO release certificate. 2. Assay methodology of any or all tests if required. 3. Evidence of basis for expiration dating and other stability data concerning the commercial final package upon request. |
|  | 6.3 Pre-shipment inspection and testing: The Supplier will be required to provide the Purchaser or his representative with access to the product as packed for shipment at the sellers’ factory and/or warehouse at a mutually agreeable time prior to shipment of the product. |
|  | 1. The Purchaser may inspect and sample, or cause to be sampled, such product. 2. The Purchaser may cause independent laboratory testing to be performed as deemed necessary to ensure that the Goods conform to prescribed requirements. The testing laboratory shall be of the Purchaser’s choice and suitably equipped and qualified to conduct quality control test on biological products. |

## Sample Technical Specifications Condoms

Condoms

|  |  |
| --- | --- |
| **1. Product and Package Specifications** | 1.1 The Goods must conform to the manufacturer’s current standards for condoms and specified in line with the ISO 4074 Standard for Latex Rubber Condoms. |
|  | 1.2 The specifications for the Goods shall indicate critical factors, i.e., bursting volume and pressure, freedom from holes, width and length, thickness, lubricant quality, and viscosity. |
|  | 1.3 The Goods and packaging and labeling components shall meet the standards specified in the latest WHO specification, including batch-by-batch independent quality control laboratory tests. |
|  | 1.4 Condoms should be shipped in special containers to ensure stability in transit from point of shipment to port/air port of entry and point of destination for CIP deliveries. Any special temperature requirements must be designed to meet the climatic conditions prevailing in the country of the Purchaser, and the Purchaser should advise the Supplier of any particular requirements. |
| **2. Labeling** | 2.1 The primary pack should be labeled in accordance with the latest WHO specifications and include: |
|  | 1. Manufacturer’s name; 2. Batch number (printed at the time of packaging); 3. Month and year of expiry; and 4. Any other information as requested by the Purchaser. |
|  | 2.2 The secondary packing, i.e., the inner box, should be labeled in accordance with the latest WHO specifications and include:   1. Batch number; 2. Month and year of manufacture (including the words: Date of Manufacture/month/year); 3. Manufacturer’s name and registered address; 4. Nominal width expressed in millimeters; 5. Number of condoms in box; 6. Instructions for storage; and 7. Month and year of expiry. |
| **3. Packaging Specification** | 3.1 All exterior shipping cartons and packaging must comply with the latest WHO specification for packaging of condoms. |
| **4. Case Identification** | 4.1 All cases should predominantly indicate the following: |
|  | 1. Batch number; 2. Month and year of manufacture (including the words: Date of Manufacture/month/year); 3. Name and address of supplier; 4. Nominal width expressed in millimeters; 5. Number contained in the carton; 6. Instructions for storage and handling; and 7. Month and year of expiry. |
| **5. Lot Traceability** | 5.1 All exterior shipping cartons for each batch should be assembled and shipped together to facilitate the monitoring of batch quality during shipping and storage. |
|  | 5.2 Both codes should be used on exterior shipping cartons, color coded for ease of identification if requested by the Purchaser. |
| **6. Unique Identifiers** | 6.1 The Purchaser will have the right to request the Supplier to imprint, provided the quantity justifies it, a logo on the packaging of the condoms. The design and details will be clearly indicated at the time of Bidding and shall be provided to the Supplier at the time of contract award. |
| **7. Standards of Quality Control for Supply** | 7.1 The Supplier will be required to provide the Purchaser with access to its manufacturing facilities to inspect compliance with the GMP requirements and quality control mechanisms. |
| **8. Quality Control Testing** | 8.1 (a) The Supplier shall be required to carry out testing of a proposed shipment in line with the WHO specification, and the size of sample will be calculated by reference to ISO 2859-1.  (b) With each consignment the Supplier must provide a certificate of quality control test results in conformity with the WHO specifications and in accordance with the general sampling levels appropriate to each feature as necessary. |

## 3. Inspections and Tests

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

# PART 3 - Contract

|  |
| --- |
| Section VIII - General Conditions of Contract |

**Table of Clauses**

1. Definitions 123

2. Contract Documents 124

3. Fraud and Corruption 124

4. Interpretation 124

5. Language 125

6. Joint Venture, Consortium or Association 126

7. Eligibility 126

8. Notices 126

9. Governing Law 126

10 Settlement of Disputes 127

11. Inspections and Audit by the Bank 127

12. Scope of Supply 128

13. Delivery and Documents 128

14. Supplier’s Responsibilities 128

15 Contract Price 128

16. Terms of Payment 128

17. Taxes and Duties 128

18. Performance Security 129

19. Certification of Goods in Accordance with Laws of the Purchaser’s Country 129

20. Confidential Information 130

21. Subcontracting 131

22. Specifications and Standards 131

23. Packing and Documents 131

24. Insurance 131

25. Transportation and Incidental Services 131

26. Inspections and Tests 132

27. Liquidated Damages 134

28. Warranty 134

29. Patent Indemnity 135

30 Limitation of Liability 137

31. Change in Laws and Regulations 137

32. Force Majeure 137

33. Change Orders and Contract Amendments 138

34. Extensions of Time 138

35. Termination 139

36. Assignment 140

37. Export Restriction 140

**Section VIII - General Conditions of Contract**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Definitions | | * 1. The following words and expressions shall have the meanings hereby assigned to them:  “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).“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.“Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.“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.“Day” means calendar day.“Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.“GCC” means the General Conditions of Contract.“Goods” means all of the pharmaceuticals including nutritional supplement and oral and injectable forms of contraception, vaccines, and condoms Supplier is required to supply to the Purchaser under the Contract.“Purchaser’s Country” is the country specified **in the Special Conditions of Contract** (SCC).“Purchaser” means the entity purchasing the Goods and Related Services, as specified **in the** **SCC.**“Registration Certificate” means the certificate of registration or other documents in lieu thereof establishing that the Goods supplied under the Contract are registered for use in the Purchaser’s Country in accordance with the Applicable Law.“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.“SCC” means the Special Conditions of Contract.“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.“The Project Site,” where applicable, means the place named **in the** **SCC.** | |
| 2. Contract Documents | | * 1. Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. | |
| 3. Fraud and Corruption | | 1. The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Appendix to the GCC. 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 | | * 1. If the context so requires it, singular means plural and vice versa.   2. Incoterms  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**.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.  * 1. Entire Agreement   The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.   * 1. Amendment   No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.   * 1. Nonwaiver  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.Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.  * 1. 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 | | * 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.   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 | | * 1. If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser. | |
| 7. Eligibility | | * 1. The Supplier and its Subcontractors shall have the nationality of an eligible country. 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.   2. All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. | |
| 8. Notices | | * 1. Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified **in the** **SCC.** The term “in writing” means communicated in written form with proof of receipt.   2. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. | |
| 9. Governing Law | * 1. The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s Country, unless otherwise specified **in the** **SCC.**   2. Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser’s Country when   (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country; or  (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country. |
| 10 Settlement of Disputes | * 1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.   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.**   3. Notwithstanding any reference to arbitration herein,      1. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and      2. the Purchaser shall pay the Supplier any monies due the Supplier. |
| 11. Inspections and Audit by the Bank | * 1. The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors and subconsultants 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.   2. Pursuant to paragraph 2.2 e. of Appendix 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 | * 1. The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements. |
| 13. Delivery and Documents | * 1. Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the 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 | * 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 | * 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 | * 1. The Contract Price, including any Advance Payments, if applicable, shall be paid as specified **in the** **SCC.**   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.   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.   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.   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 | * 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.   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.   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 | * 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.**   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.   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.   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. Certification of Goods in Accordance with Laws of the Purchaser’s Country | 1. If required under the Applicable Law, Goods supplied under the Contract shall be registered for use in the Purchaser’s Country. The Purchaser undertakes to cooperate with the Supplier to facilitate registration of the Goods for use in the Purchaser’s Countryas specified **in the SCC**. 2. Unless otherwise specified **in the SCC,** the Contract shall become effective on the date (“the Effective Date”) that the Supplier receives written notification from the relevant authority in the Purchaser’s Country that the Goods have been registered for use in the Purchaser’s Country. 3. If thirty (30) days, or such longer period specified **in the SCC,** elapse from the date of Contract signing and the Contract has not become effective pursuant to Sub-Clause 19.2 above, then either party may, by not less than seven (7) days’ written notice to the other party, declare this Contract null and void. In such event, the Supplier’s Performance Security shall be promptly returned. |
| 20. Confidential Information | 1. The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor 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. 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. 3. The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:  the Purchaser or Supplier need to share with the Bank or other institutions participating in the financing of the Contract;now or hereafter enters the public domain through no fault of that party;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; orotherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.  1. The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof. 2. The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract. |
| 21. Subcontracting | 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. 2. Subcontracts shall comply with the provisions of GCC Clauses 3 and 7. |
| 22. Specifications and Standards | 1. The Goods supplied under this Contract shall conform to technical specifications and standards mentioned in Section VII, Schedule of Requirements and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution. |
| 23. Packing and Documents | 1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit. 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 | 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 Incidental Services | 1. Unless otherwise specified **in the** **SCC,** responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms. |
|  | 1. The Supplier may be required to provide any or all of the following services, including additional services, if any, specified **in SCC:** 2. performance or supervision of on-site assembly and/or start‑up of the supplied Goods; 3. furnishing of tools required for assembly and/or maintenance of the supplied Goods; 4. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 5. 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 6. 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. 7. Prices charged by the Supplier for incidental 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 | 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.** 2. The inspections and tests may be conducted on the premises of the Supplier or the manufacturer, 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 the manufacturer, all reasonable facilities and assistance, including access to production data, shall be furnished to the inspectors at no charge to the Purchaser. 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. 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. 5. Said inspection and testing is for the Purchaser’s account. In the event that inspection and testing is required prior to dispatch, the Goods shall not be shipped unless a satisfactory inspection and quality control report has been issued in respect of those Goods. 6. The Supplier may have an independent quality test conducted on a batch ready for shipment. The cost of such tests will be borne by the Supplier. 7. Upon receipt of the Goods at place of final destination, the Purchaser’s representative shall inspect the Goods or part of the Goods to ensure that they conform to the condition of the Contract and advise the Purchaser that the Goods were received in apparent good order. The Purchaser will issue an Acceptance Certificate to the Supplier in respect of such Goods (or part of Goods). The Acceptance Certificate shall be issued within ten (10) days of receipt of the Goods or part of Goods at place of final destination. 8. Where the Supplier contests the validity of the rejection by the Purchaser or his representative, of any inspection as required by 26.4 above conducted before shipment or at ultimate destination, whether based on product or packing grounds, a sample drawn jointly by the Supplier and Purchaser or his or her representative and authenticated by both, will be forwarded for umpire analysis within four weeks of the time the Supplier contests to an independent agency mutually agreed by the Purchaser and Supplier. The umpire’s finding, which will be promptly obtained, will be final and binding on both parties. The cost of umpire analysis will be borne by the losing party; 9. 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. 10. The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection. 11. 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. 12. 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 26.7, shall release the Supplier from any warranties or other obligations under the Contract. |
| 27. Liquidated Damages | 1. Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified **in the** **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified **in the** **SCC.** Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35. |
| 28. Warranty | 1. All goods must be of fresh manufacture and must bear the dates of manufacture and expiry.   The Supplier further warrants that all Goods supplied under the Contract will have remaining a minimum of five-sixths (5/6) of the specified shelf life upon delivery at port/airport of entry for goods with a shelf life of more than two years and three-fourths (3/4) for goods with a shelf life of two years or less, unless otherwise specified **in the SCC;** have “overages” within the ranges set forth in the Technical Specifications, where applicable; are not subject to recall by the applicable regulatory authority due to unacceptable quality or an adverse drug reaction; and in every other respect will fully comply in all respects with the Technical Specifications and with the conditions laid down in the Contract.   1. The Purchaser shall have the right to make claims under the above warranty for three months after the Goods have been delivered to the final destination indicated in the Contract. Upon receipt of a written notice from the Purchaser, the Supplier shall, with all reasonable speed, replace the defective Goods without cost to the Purchaser. The Supplier will be entitled to remove, at his own risk and cost, the defective Goods once the replacement Goods have been delivered. 2. In the event of a dispute by the Supplier, a counter-analysis will be carried out on the manufacturer’s retained samples by an independent neutral laboratory agreed by both the Purchaser and the Supplier. If the counter-analysis confirms the defect, the cost of such analysis will be borne by the Supplier as well as the replacement and disposal of the defective goods. In the event of the independent analysis confirming the quality of the product, the Purchaser will meet all costs for such analysis. 3. If, after being notified that the defect has been confirmed pursuant to GCC Sub-Clause 28.2 above, the Supplier fails to replace the defective Goods within the period specified **in the SCC,** the Purchaser may proceed to take such remedial action as may be necessary, including removal and disposal, at the Supplier’s risk and expense and without prejudice to any other rights that the Purchaser may have against the Supplier under the Contract. The Purchaser will also be entitled to claim for storage in respect of the defective Goods for the period following notification and deduct the sum from payments due to the Supplier under this Contract. 4. *Recalls.* In the event any of the Goods are recalled, the Supplier shall notify the Purchaser within fourteen (14) days, providing full details of the reason for the recall and promptly replace, at its own cost, the items covered by the recall with Goods that fully meet the requirements of the Technical Specification and arrange for collection or destruction of any defective Goods. If the Supplier fails to fulfill its recall obligation promptly, the Purchaser will, at the Supplier’s expense, carry out the recall. |
| 29. Patent Indemnity | 1. The Supplier shall, subject to the Purchaser’s compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:  the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; andthe sale in any country of the products produced by the Goods.Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.  1. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. 2. 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. 3. 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. 4. 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 | 1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 29, 2. 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 3. (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 | 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 | 1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 2. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. 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 | 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:  drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;the method of shipment or packing;the place of delivery; andthe Related Services to be provided by the Supplier.  1. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order. 2. Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. 3. Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. This includes, if specified **in the SCC**, any variation to the contract resulting from a value engineering proposal agreed between the parties. |
| 34. Extensions of Time | 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. 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 27, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1. |
| 35. Termination | 1. Termination for Default  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: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;if the Supplier fails to perform any other obligation under the Contract; orif the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragrpah 2.2 a of the Appendix to the GCC, in competing for or in executing the Contract.In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.  1. Termination for Insolvency.  The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser  1. Termination for Convenience.  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.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:to have any portion completed and delivered at the Contract terms and prices; and/orto 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. |
| 36. Assignment | 1. Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party. |
| 37. Export Restriction | 1. Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, 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 TO GENERAL CONDITIONS**

**Fraud and Corruption**

**(Text in this Appendix shall not be modified)**

1. **Purpose**
   1. The Bank’s Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.
2. **Requirements**
3. The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), 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.
4. To this end, the Bank:
5. Defines, for the purposes of this provision, the terms set forth below as follows:
6. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
7. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
8. “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;
9. “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;
10. “obstructive practice” is:
11. 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
12. acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.
13. 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;
14. 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;
15. Pursuant to the Bank’s Anti- Corruption Guidelines, 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;[[18]](#footnote-19) (ii) to be a nominated[[19]](#footnote-20) 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 of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
16. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect[[20]](#footnote-21) 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.

|  |  |
| --- | --- |
| 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(i)** | The Purchaser’s Country is: *[insert name of the Purchaser’s Country]* |
| **GCC 1.1(j)** | The Purchaser is: *[Insert complete legal name of the Purchaser]* |
| **GCC 1.1 (o)** | The Project Site(s)/Final Destination(s) is/are: *[Insert name(s) and detailed information on the location(s) of the site(s)]* |
| **GCC 4.2 (a)** | The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: *[exceptional; refer to other internationally accepted trade terms ]* |
| **GCC 4.2 (b)** | The version edition of Incoterms shall be *[insert date of current edition]* |
| **GCC 5.1** | The language shall be: *[insert the name of the language]* |
| **GCC 8.1** | For **notices**, the Purchaser’s address shall be:  Attention: *[ insert full name of person, if applicable]*  Street Address: *[insert street address and number]*  Floor/ Room number*: [insert floor and room number, if applicable]*  City: *[insert name of city or town]*  ZIP Code: *[insert postal ZIP code, if applicable]*  Country: *[insert name of country]*  Telephone: *[include telephone number, including country and city codes]*  Facsimile number: *[insert facsimile number, including country and city codes]*  Electronic mail address*: [insert e-mail address, if applicable]* |
| **GCC 9.1** | The governing law shall be the law of*:[insert name of the country or state]* |
| **GCC 10.2** | The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:  *[The bidding document should contain one clause to be retained in the event of a Contract with a foreign Supplier and one clause to be retained in the event of a Contract with a Supplier who is a national of the Purchaser’s Country. At the time of finalizing the Contract, the respective applicable clause should be retained in the Contract. The following explanatory note should therefore be inserted as a header to GCC 10.2 in the bidding document.*  *“Clause 10.2 (a) shall be retained in the case of a Contract with a foreign Supplier and clause 10.2 (b) shall be retained in the case of a Contract with a national of the Purchaser’s Country.”]*  ***(a) Contract with foreign Supplier:***  *[For contracts entered into with foreign suppliers, International commercial arbitration may have practical advantages over other dispute settlement methods. The World Bank should not be named as arbitrator, nor should it be asked to name an arbitrator. Among the rules to govern the arbitration proceedings, the Purchaser may wish to consider the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976, the Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC), the Rules of the London Court of International Arbitration or the Rules of Arbitration Institute of the Stockholm Chamber of Commerce.]*  ***If the Purchaser chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:***  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.  ***If the Purchaser chooses the Rules of ICC, the following sample clause should be inserted:***  GCC 10.2 (a)—All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.  ***If the Purchaser chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:***  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.  ***If the Purchaser chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:***  GCC 10.2 (a)—Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.  ***(b) Contracts with Supplier national of the Purchaser’s Country:***  In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country. |
| **GCC 13.1** | ***Sample provision***  ***For Goods supplied from abroad:***  Upon shipment, the Supplier shall notify the Purchaser and the insurance company in writing the full details of the shipment including Contract number, description of the Goods, quantity, date and place of shipment, mode of transportation, and estimated date of arrival at place of destination. In the event of Goods sent by airfreight, the Supplier shall notify the Purchaser a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Supplier shall fax and then send by courier the following documents to the Purchaser, with a copy to the insurance company:  (i) three originals and two copies of the Supplier’s invoice, showing Purchaser as *[enter correct description of Purchaser for customs purposes];* the Contract number, loan number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original, stamped, or sealed with the company stamp/seal;  (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked “freight prepaid” and showing Purchaser as *[ enter correct name of Purchaser for customs purposes ]* and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, or three copies of railway consignment note, road consignment note, truck or air waybill, or multimodal transport document, marked “freight prepaid” and showing delivery through to final destination as per the Schedule of Requirements;  (iii) four copies of the packing list identifying contents of each package;  (iv) copy of the Insurance Certificate, showing the Purchaser as the beneficiary;  (v) one original of the manufacturer’s or Supplier’s Warranty Certificate covering all items supplied;  (vi) one original of the Supplier’s Certificate of Origin covering all items supplied;  (vii) original copy of the Certificate of Inspection furnished to Supplier by the nominated inspection agency and six copies (where inspection is required);  (viii) any other procurement-specific documents required for delivery/payment purposes.  ***For Goods from within the Purchaser’s Country:***  Upon or before delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:  (i) two originals and two copies of the Supplier’s invoice, showing Purchaser, the Contract number, loan number; Goods’ description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal;  (ii) two copies of delivery note, railway consignment note, road consignment note, truck or air waybill, or multimodal transport document showing Purchaser as *[ enter correct name of Purchaser for customs purposes ]* and delivery through to final destination as stated in the Contract;  (iii) copy of the Insurance Certificate, showing the Purchaser as the beneficiary;  (iv) four copies of the packing list identifying contents of each package;  (v) one original of the manufacturer’s or Supplier’s Warranty certificate covering all items supplied;  (vi) one original of the Supplier’s Certificate of Origin covering all items supplied;  (vii) original copy of the Certificate of Inspection furnished to Supplier by the nominated inspection agency and six copies (where inspection is required)  (viii) other procurement-specific documents required for delivery/payment purposes.  The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. |
| **GCC 15.1** | The prices charged for the Goods supplied and the related Services performed *[insert “shall” or “shall not,” as appropriate]* be adjustable.  If prices are adjustable, the following method shall be used to calculate the price adjustment *[see attachment to these SCC for a sample Price Adjustment Formula]* |
| **GCC 16.1** | ***Sample provision***  GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  **Payment for Goods supplied from abroad:**  Payment of foreign currency portion shall be made in ( ) *[currency of the Contract Price]* in the following manner:  (i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding document or another form acceptable to the Purchaser.  (ii) **On Shipment:** Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 12.  (iii) **On Acceptance:** Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.  Payment of local currency portion shall be made in *[currency]*within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.  **Payment for Goods and Services supplied from within the Purchaser’s Country:**  Payment for Goods and Services supplied from within the Purchaser’s Country shall be made in \_\_\_\_\_*[currency]*, as follows:  (i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the bidding document or another form acceptable to the Purchaser.  (ii) **On Delivery:** Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 13.  (iii) **On Acceptance:** The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. |
| **GCC 16.5** | The payment-delay period after which the Purchaser shall pay interest to the supplier shall be *[insert number]* days.  The interest rate that shall be applied is *[insert number] %* |
| **GCC 18.1** | A Performance Security *[ insert “shall” or “shall not” be required]*  *[If a Performance Security is required, insert “the amount of the Performance Security shall be: [insert amount]*  *[The amount of the Performance Security is usually expressed as a percentage of the Contract Price. The percentage varies according to the Purchaser’s perceived risk and impact of non-performance by the Supplier. A 10% percentage is used under normal circumstances]* |
| **GCC 18.3** | If required, the Performance Security shall be in the form of : *[insert “a Demand Guarantee” or ”a Performance Bond”]*  If required, the Performance security shall be denominated in *[insert “a freely convertible currency acceptable to the Purchaser” or “ the currencies of payment of the Contract, in accordance with their portions of the Contract Price”]* |
| **GCC 18.4** | Discharge of the Performance Security shall take place: *[ insert date if different from the one indicated in sub clause GCC 18.4]* |
| **GCC19.1** | The registration and other certification necessary to prove registration in Purchaser’s Country is *[insert: details of* ***registration*** *and other* ***certification*** *necessary to prove registration in Purchaser’s Country.]* |
| **GCC19.2** | The Effective Date of the Contract is *[insert:* ***date of Contract signing*** *if EITHER: (i) the Goods have already been registered at the time of Contracting signing OR (ii) registration of the Goods is not a requirement under the Applicable Law. Otherwise, delete and insert* ***“NOT USED.”****]* |
| **GCC19.3** | The time period shall be *[insert:* ***a number greater than 30]*** days.  *[If not used, delete and insert* ***“NOT USED.”****]* |
| **GCC 23.2** | The packing, marking and documentation within and outside the packages shall be: *[insert in detail the type of packing required, the markings in the packing and all documentation required]* |
| **GCC 24.1** | The insurance coverage shall be as specified in the Incoterms*.*  If not in accordance with Incoterms, insurance shall be as follows:  *[insert specific insurance provisions agreed upon, including coverage, currency and amount]* |
| **GCC 25.1** | Responsibility for transportation of the Goods shall be as specified in the Incoterms.  If not in accordance with Incoterms, responsibility for transportations shall be as follows: *[insert “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser’s Country, defined as the Project Site, transport to such place of destination in the Purchaser’s Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the Purchaser and the Supplier)]* |
| **GCC 25.2** | Incidental services to be provided are:  *[Selected services covered under GCC Clause 25.2 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Supplier shall be included in the Contract Price.]* |
| **GCC 26.1** | The inspections and tests shall be: *[insert nature, frequency, procedures for carrying out the inspections and tests]* |
| **GCC 26.2** | The Inspections and tests shall be conducted at: *[insert name(s) of location(s)]* |
| **GCC 27.1** | The liquidated damage shall be: [*insert number]*% per week |
| **GCC 27.1** | The maximum amount of liquidated damages shall be: *[insert number]*% |
| **GCC 28.1** | [*Insert any alternative warranty requirements or indicate: “No changes to GCC 28.1”]* |
| **GCC 28.4** | The period for replacement shall be: *[insert number]* days. |
| **GCC 33.4** | *[Value engineering may be included if it has been specified here and agreed by the Bank]*  Value Engineering:  The Supplier may, at any time, submit to the Purchaser a written value engineering proposal that seeks to yield any benefits to the Purchaser, without sacrificing the necessary functions or **quality** of the Goods or Related Services.  The value engineering proposal shall be prepared at the cost of the Supplier. If the value engineering proposal is approved by the Purchaser and results in a reduction of the Contract Price, the amount to be paid to the Supplier shall be a percentage \_\_\_\_\_\_\_\_\_\_\_\_***[insert appropriate percentage. The percentage is normally up to 50%***] of the amount of the reduction in the Contract Price. |

**Special Conditions of Contract**

Pharmaceuticals

(Additional Clauses)

|  |  |
| --- | --- |
| The below data should be included in the Special Conditions of Contract used in bidding document for the procurement of pharmaceuticals. | |
| GCC 13.1 | ***For Goods supplied from abroad****:*  (ix) One original of the Certificate of Pharmaceutical Product as recommended by the WHO for each of the items supplied.  (x) Certificate of quality control test results in conformity with the World Health Organization “Certification Scheme on the Quality of Pharmaceutical Products Moving in International Trade” stating quantitative assays, chemical analysis, sterility, pyrogen content, uniformity, microbial limit, and other tests as appropriate to the Goods.  (xi) Original copy of the certificate of weight issued by the port authority/licensed authority and six copies. |

**Special Conditions of Contract**

Vaccines

(Additional Clauses)

|  |  |
| --- | --- |
| The below data should be included in the Special Conditions of Contract for the procurement of vaccines. | |
| GCC 13.1 | ***For Goods supplied from abroad****:*  (ix) one copy of the Lot Release Certificate issued by the NCA of the country of manufacture for each lot shipped.  (x) Certificate of quality control test results in conformity with the World Health Organization “Certification Scheme on the Quality of Pharmaceutical Products Moving in International Trade” stating quantitative assays, chemical analysis, sterility, pyrogen content, uniformity, microbial limit, and other tests as appropriate to the Goods.  (xi) Original copy of the certificate of weight issued by the port authority/licensed authority and six copies.  ***For Goods from within the Purchaser’s Country:***  (x) one copy of the Lot Release Certificate issued by the NCA of the country of manufacture for each lot shipped. |
| GCC 28.1 | ***[Sample clauses]***  The Purchaser reserves the right to request evidence of bio-availability and/or bio-equivalence data and/or evidence of the basis for expiration dating and other stability data concerning the Goods to verify shelf life claimed for the Goods.  If an adverse event following immunization (AEFI) occurs in the Purchaser’s Country and the cause of such event cannot be immediately established, the Purchaser will, with all urgency and in accordance with the procedures laid down by the NCA of the Purchaser’s Country, take steps to advise the Supplier in order that an investigation may be launched immediately. If the vaccine has been supplied through an agency of the United Nations, the most current procedures laid down by the WHO for such situations will be used. |

**Special Conditions of Contract**

Condoms

|  |  |
| --- | --- |
| The below data should be included in the Special Conditions of Contract for the procurement of condoms. | |
| GCC 13.1 | ***For Goods supplied from abroad****:*  (ix) original copy of quality control tests for each consignment as stated in SCC 26hereafter.  (x) original copy of the certificate of inspection furnished to Supplier by nominated inspection agency and six copies  *[where separate inspection is required].*  **For Goods from within the Purchaser’s Country:**  (ix) certificate of in-house analysis. |
| GCC 26.4 | (d) *The Supplier shall test batches of Goods ready for shipment in accordance with the WHO specification. The size of the sample for testing will be calculated by reference to ISO2859-1. With each consignment, the Supplier must provide a certificate of quality control test results in conformity with the standards laid down in ISO 2859-1 and in accordance with the general sampling levels appropriate to each feature as necessary. The Supplier will bear the cost of such tests.* |

**Attachment: Price Adjustment Formula**

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

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

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

L0 M0

a+b+c = 1

in which:

P1 = adjustment amount payable to the Supplier.

P0 = Contract Price (base price).

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

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

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

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

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

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

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

a = *[insert value of coefficient]*

b= *[insert value of coefficient]*

c= *[insert value of coefficient]*

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

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

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

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

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

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

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

|  |
| --- |
| Section X - Contract Forms |

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

**Table of Forms**

[Notification of Intention to Award 162](#_Toc475624846)

[Notification of Award - Letter of Acceptance 166](#_Toc475624847)

[Contract Agreement 167](#_Toc475624848)

[Performance Security 169](#_Toc475624849)

[Advance Payment Security 171](#_Toc475624850)

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 RFB is issued]*

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

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

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

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

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

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

|  |  |  |
| --- | --- | --- |
| **Name of Bidder** | **Bid price** | **Evaluated Bid price**  **(if applicable)** |
| [*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*] |

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

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

1. **How to request a debriefing**

|  |
| --- |
| **DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).**  You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.  Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of 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. |

1. **How to make a complaint**

|  |
| --- |
| **Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [*insert date*] (local time).**  Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of Purchaser*]  **Email address**: [*insert email address*]  **Fax number**: [*insert fax number*] ***delete if not used***  At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.  Further information:  For more information see the [Procurement Regulations for IPF Borrowers](https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005) (Procurement Regulations)[https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005] (Annex III). You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “[How to make a Procurement-related Complaint](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework)” [http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework] provides a useful explanation of the process, as well as a sample letter of complaint.  In summary, there are four essential requirements:   1. You must be an ‘interested party’. In this case, that means a Bidder who submitted a Bid in this bidding process, and is the recipient of a Notification of Intention to Award. 2. The complaint can only challenge the decision to award the contract. 3. You must submit the complaint within the period stated above. 4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III). |

1. **Standstill Period**

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

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

On behalf of the Purchaser:

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

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

**Title/position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Notification of Award - Letter of Acceptance

*[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 the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security 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.

1. the Letter of Acceptance
2. the Letter of Bid
3. the Addenda Nos.\_\_\_\_\_ (if any)
4. Special Conditions of Contract
5. General Conditions of Contract
6. the Specification (including Schedule of Requirements and Technical Specifications)
7. the completed Schedules (including Price Schedules)
8. 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 Health 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, 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]*,[[21]](#footnote-22)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… [[22]](#footnote-23)2, and any demand for payment under it must be received by us at this 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, 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.***

Advance Payment Security

*[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 Health Goods and related Services]* (hereinafter called "the Contract").

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

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*() *[insert amount in words][[23]](#footnote-24)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:

* + 1. has used the advance payment for purposes other than toward delivery of Goods; or
    2. has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

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

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

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

.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s)]*

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

1. IBRD and IDA are generally called the World Bank. Since the procurement requirements for IBRD and IDA are identical, “World Bank” in this SPD refers to both IBRD and IDA, and “loan” refers to either an IBRD loan or an IDA credit. [↑](#footnote-ref-2)
2. *Substitute “contracts” where Bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Bidders may Bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.”* [↑](#footnote-ref-3)
3. *Insert if applicable: “This contract will be jointly financed by [insert name of cofinancing agency]. Bidding process will be governed by the World Bank’s Procurement Regulations”* [↑](#footnote-ref-4)
4. *A brief description of the type(s) of health goods should be provided, including quantities, location of Project, delivery period, application of margin of preference and other information necessary to enable potential Bidders to decide whether or not to respond to the Request for Bids. Bidding document may require Bidders to have specific experience or capabilities; such qualification requirements should also be included in this paragraph.* [↑](#footnote-ref-5)
5. The office for inquiry and issuance of bidding document and that for Bid submission may or may not be the same. [↑](#footnote-ref-6)
6. The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US$50 and US$300 or equivalent is deemed appropriate. [↑](#footnote-ref-7)
7. For example, cashier’s check, direct deposit to specified account number, etc. [↑](#footnote-ref-8)
8. The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the World Bank, documents may be distributed by e-mail, downloading from authorized web site(s) or electronic procurement system [↑](#footnote-ref-9)
9. Substitute the address for Bid submission if it is different from address for inquiry and issuance of bidding document. [↑](#footnote-ref-10)
10. Non performance, as decided by the Purchaser, shall include all contracts where (a) non performance was not challenged by the Supplier, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Supplier. Non performance shall not include contracts where Purchaser’s decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-11)
11. This requirement also applies to contracts executed by the Bidder as JV member. [↑](#footnote-ref-12)
12. The Bidder shall provide accurate information on the Bid Submission Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Bidder or any member of a joint venture may result in disqualifying the Bidder. [↑](#footnote-ref-13)
13. If the most recent set of financial statements is for a period earlier than 12 months from the date of bidding, the reason for this should be justified. [↑](#footnote-ref-14)
14. The amount of the Bond shall be denominated in the currency of the Purchaser’s Country or the equivalent amount in a freely convertible currency. [↑](#footnote-ref-15)
15. 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. [↑](#footnote-ref-16)
16. 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. [↑](#footnote-ref-17)
17. 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. [↑](#footnote-ref-18)
18. 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. [↑](#footnote-ref-19)
19. 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. [↑](#footnote-ref-20)
20. 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. [↑](#footnote-ref-21)
21. *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.* [↑](#footnote-ref-22)
22. *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 to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-23)
23. 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.* [↑](#footnote-ref-24)