**STANDARD PROCUREMENT DOCUMENT**

**Request for Proposals**

**Information Systems**

**Design, Supply and Installation**

**(Two-Stage Request for Proposals, after Initial Selection)**



**JULY, 2016**

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**Preface**

**July 2016**

This Standard Procurement Document (SPD) Request for Proposals (RFPs) for Information Systems has been prepared by the World Bank (Bank). It aligns with the provisions of the Bank’s *Procurement Regulations for IPF Borrowers*, July 2016 (Procurement Regulations).

This SPD is applicable to the procurement of Information Systems through international competitive procurement, after Initial Selection, for a two stage Request for Proposals (RFP) selection method.

This SPD applies to projects funded by International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA) where the Legal Agreement makes reference to the Procurement Regulations.

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

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**Foreword**

The Request for Proposals (RFP) selection method is normally appropriate for complex procurement where the Purchaser’s requirement is specified in terms of business/functional requirements.

Under a two-stage RFP process, it is often the Purchaser’s business/functional requirements which form the basis of the RFP documents, rather than detailed technical specifications. In the first stage, the Purchaser solicits non-priced technical proposals to address these business/functional requirements. By way of a direct and structured discovery process, the Purchaser arrives with each Proposer at a clear and documented understanding of those aspects of the Proposer’s Proposal that: (a) fulfill the Purchaser’s requirements, (b) do not conform to the requirements, and/or (c) are missing. Based on this Proposer-specific, documented understanding (and additionally based on possible amendments to the Request for Proposal documents), each Proposer that offered a sufficiently responsive first stage Proposal, is requested to submit a second-stage technical proposal and corresponding financial proposal, i.e., a complete, final and priced Proposal.

Information Systems that may best be procured by a two-stage RFP process include

* complex business applications, (e.g., an integrated commercial banking system, a treasury management system, etc.).
* a system requiring extensive software development.
* complex information technologies (e.g., large scale data processing equipment, systems including highly specialized equipment such as graphics workstations, plotters, photographic equipment such as for advanced cadastres, systems requiring large-scale high-speed telecommunications).
* systems involving extensive technical services for design, development, customization, installation, training, operations and technical support.
* a combination of the above.

The two-stage process also requires the Purchaser to be fully prepared to undertake the likely necessary detailed technical dialog with Proposers, and the diligent recording of its individual results by Proposer, in the first stage.

This two stage RFP process provides the options to apply Best and Final Offer (BAFO) or Negotiations. If these options are to be exercised, to enable full utilization of the benefits that these option provide for, the opening of the second stage financial proposal envelope shall not be in public. To maintain transparency, the Purchaser shall employ the services of a Probity Assurance Provider.

Standard Procurement Document

**Summary**

**Specific Procurement Notice**

**Specific Procurement Notice - Request for Proposal (RFP) to Initially Selected Proposers**

This SPD covers a two stage process following the Initial Selection of Proposers. The Instructions to Proposers (ITPs) describe the provisions that apply to both stages. The stages are:

Stage 1: Request for First Stage Proposals (Technical) (single envelope);

Stage 2: Request for Second Stage Proposals (Technical and Financial) (two envelope).

**PART 1 – REQUEST FOR PROPOSAL PROCEDURES**

**Section I - Instructions to Proposers (ITP)**

This Section provides relevant information to help Proposers prepare their Proposals. It is based on a two stage procurement process. Information is also provided on the submission, opening, and evaluation of Proposals and on the award of Contracts. **Section I contains provisions that are to be used without modification.**

**Section II - Proposal Data Sheet (PDS)**

This Section consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Proposers.

**Section III - Evaluation and Qualification Criteria**

This Section specifies the methodology that will be used to determine the Most Advantageous Proposal. The Most Advantageous Proposal is the Proposal of the Proposer that meets the Qualification Criteria, and whose Proposal has been determined to be:

1. substantially responsive to the RFP; and
2. the best evaluated Proposal i.e. the highest scoring Proposal, in the combined technical and financial evaluation.

**Section IV - Proposal Forms**

This Section contains the forms which are to be completed by the Proposer and submitted as part of the Proposal.

**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 request for proposal process.

**PART 2 – PURCHASER’S REQUIREMENTS**

**Section VII - Requirements for the Information System**

This Section contains business functions and performance Requirements, Implementation Schedule, and System Inventory Tables, as well as Background and Informational Materials

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

**Section VIII - General Conditions of Contract**

This Section contains 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 Part A, Contract Data which contains data, and Part B, Specific Provisions which contains clauses specific to each contract. The contents of this Section modify or supplement 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 Proposer after contract award.

**Notice of Request for Proposals**

**Stage 1 Template**

**Request for First Stage Proposals**

**Information Systems**

**(Design, Supply, and Installation)**

**(After Initial Selection)**

**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 RFP is issued]*

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

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

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

To: *[Proposer’s name and address]*

Dear Ladies and/or Gentlemen,

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 [[1]](#footnote-2)for [*insert title of contract*][[2]](#footnote-3).
2. The *[insert name of implementing agency]* now invites sealed Proposals from the following initially selected eligible Applicants for *[insert brief description of Information Systems required, installation period location, etc.]*[[3]](#footnote-4).

*[Insert names of initially selected Applicants]*

1. The procurement will be conducted through international competitive procurement using Request for Proposals (RFP) 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 initially selected eligible Proposers.
2. Initially selected eligible Proposers may obtain further information from *[insert name of implementing agency, insert name and e-mail of officer in charge]* and inspect the RFP 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 RFP]* [[4]](#footnote-5)*.*
3. The RFP document in [*insert name of language*] may be purchased by initially selected eligible Proposers upon the submission of a written application to the address below and upon payment of a nonrefundable fee[[5]](#footnote-6) of [*insert amount in Borrower’s currency or in a convertible currency*]. The method of payment will be [*insert method of payment*].[[6]](#footnote-7) The document will be sent by [*insert delivery procedure*].[[7]](#footnote-8)
4. A two-stage RFP process will be used which will proceed as follows:

(a) The first stage process will consist of submission of a technical Proposal only, without any reference to prices. Following the evaluation of first stage Proposals, a Proposer that has submitted a sufficiently responsive Technical Proposal may be invited to attend a clarification meeting(s), during which the Proposer’s Proposal will be reviewed. Any required Proposal-specific changes, additions, deletions and other adjustments will be noted and recorded in a memorandum, or, if amendments are of a general nature, will be promulgated via an addendum to the RFP documents. Following the clarification meetings, Proposers may not be invited to submit second stage Proposals, if their first stage proposals contain departures from the requirements to the extent that it cannot be expected to be responsive through the 2nd stage RFP process. All other suitably qualified and eligible Proposers shall receive invitations to submit second stage Proposals.

(b) The second stage process will consist of submission and evaluation of:: (i), the updated technical part incorporating all changes required as recorded in the proposer-specific memorandum, and/or as necessary to reflect any Addenda to the RFP documents issued subsequent to the first -stage; and (ii), the financial part.

1. First Stage Proposals must be delivered to the address below *[state address at the end of this RFP]*[[8]](#footnote-9) on or before *[insert time and date].* Electronic Procurement will *[will not]* be permitted. Late Proposals will be rejected. Proposals will be publicly opened in the presence of the Proposers’ designated representatives and anyone who chooses to attend at the address below *[state address at the end of this RFP]* on *[insert time and date]*.
2. 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]*

**Notice of Request for Proposals**

**Stage 2 Template**

**Request for Second Stage Proposals**

**Information Systems**

**(Design, Supply, and Installation)**

**(After Stage 1, First Stage RFPs)**

**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 RFP is issued]*

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

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

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

To: *[Proposer’s name and address]*

Dear Ladies and/or Gentlemen,

1. We hereby inform you that you are invited to submit a sealed second stage Proposal for the execution and completion of the Contract cited above for which you submitted a first stage Proposal on *[insert:* ***date of submission of first stage Proposal****]*, that was reviewed *[if applicable, add* ***“and discussed during the clarification meeting(s) held on [****insert:* ***date(s****)]]* and has been found sufficiently technically responsive to the requirements of the first stage.
2. Your second stage Proposal should include an updated technical Proposal *[if appropriate, replace by or add:* ***“and/or accepted and updated alternative technical Proposal(s)”****]* reflecting (a), any addenda to the RFP documents issued to all Proposers invited to the second stage together with the invitation or subsequently, as well as (b), the memorandum, if any, specific to your Proposal and titled “Changes Required Pursuant to First Stage Evaluation.” Addendum and/or memorandum, if applicable, are listed at the end of, and are included with, this invitation. The second stage Proposal should also include the Financial Parts such as, Proposal price, price schedules, Proposal security, etc., as detailed in the RFP documents. The technical and the financial parts of the second stage proposals shall be submitted in two separate envelopes
3. The proposal shall be submitted no later than *[insert:* ***time, date and address for second stage Proposal submission****]*.[[9]](#footnote-10) Electronic Procurement will *[will not]* be permitted. Late Proposals will be rejected. The Technical Part will be publicly opened in the presence of the Proposers’ designated representatives and anyone who chooses to attend at the address below *[state address at the end of this RFP]* on *[insert time and date]*.
4. The financial part shall be opened in public unless Best and Final Offer (BAFO) or negotiations apply in which case the Financial Parts will not be opened in public and will be opened in the presence of a probity auditor appointed by the Purchaser.
5. All Proposals must be accompanied by a *[insert “Proposal Security” or “Proposal-Securing Declaration,” as appropriate]* of *[insert amount and currency in case of a Proposal Security.[[10]](#footnote-11)]*
6. Please confirm receipt of this letter immediately in writing by electronic mail or fax. If you do not intend to submit proposal, we would appreciate being so notified in writing at your earliest opportunity.

Yours truly,

*[****Authorized signature****]*

*[insert:* ***name and title****]*

*[insert:* ***Purchaser’s name****]*

ENCLOSURE(S): *[if appropriate, insert:*

1. ***Addendum No. [insert: number of the addendum] to the RFP documents***

*and/or*

1. ***Memorandum for* *[name of Proposer as taken from the top of this invitation] of Changes Required Pursuant to First Stage Evaluation***

*or state:*

***There are no enclosures***

**Request for Proposals**

**Information Systems**

**Design, Supply and Installation**

**(Two-Stage RFP, after First Stage RFP)**

**Procurement of:**

***[****insert identification of the ICT]* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 RFP is issued]*

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

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

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

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# Section I - Instructions to Proposers

A. General

|  |  |
| --- | --- |
| Scope of Proposal | * 1. The Purchaser, as indicated **in the PDS**, or its duly authorized Purchasing Agent if so specified **in the PDS** (interchangeably referred to as “the Purchaser”) issues this RFP document for the supply and installation of the Information System as specified in Section VII, Purchaser’s Requirements. The name, identification and number of lots (contracts) of this RFP are specified **in the PDS**. |
|  | * 1. Unless otherwise stated, throughout this RFP document definitions and interpretations shall be as prescribed in the Section VIII, General Conditions of Contract. |
|  | * 1. Throughout this RFP document:      1. the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified **in the PDS**, distributed or received through the electronic-procurement system used by the Purchaser) with proof of receipt;      2. if the context so requires, “singular” means “plural” and vice versa; and      3. “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. |
| Source of Funds | * 1. The Borrower or Recipient (hereinafter called “Borrower”) indicated **in the PDS** 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 the PDS** toward the project named **in the PDS**. The Borrower intends to apply a portion of the funds to eligible payments under the contract(s) for which this RFP document is issued.   2. Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Loan (or other financing) Agreement between the Borrower and the Bank (hereinafter called the Loan Agreement), and will be subject in all respects to the terms and conditions of that Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of equipment, materials or any other goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the 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). |
| 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. |
|  | * 1. In further pursuance of this policy, proposers shall permit and shall cause its 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. |
| Eligible Proposers | * 1. A Proposer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITP 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 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 RFP process and, in the event the JV is awarded the Contract, during contract execution. Unless specified **in the PDS**, there is no limit on the number of members in a JV. |
|  | * 1. A Proposer shall not have a conflict of interest. Any Proposer found to have a conflict of interest shall be disqualified. A Proposer may be considered to have a conflict of interest for the purpose of this RFP process, if the Proposer:      1. directly or indirectly controls, is controlled by or is under common control with another Proposer; or      2. receives or has received any direct or indirect subsidy from another Proposer; or      3. has the same legal representative as another Proposer; or      4. has a relationship with another Proposer, directly or through common third parties, that puts it in a position to influence the Proposal of another Proposer, or influence the decisions of the Purchaser regarding this RFP process; or      5. any of its affiliates participates as a consultant in the preparation of the design or technical specifications of the Information System that are the subject of the Proposal; or      6. or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower as Project Manager for the Contract implementation; or      7. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the **PDS ITP 2.1** that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or      8. has a close business or family relationship with a professional staff of the 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 RFP document or specifications of the Contract, and/or the Proposal 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 RFP process and execution of the Contract. |
|  | * 1. A firm that is a Proposer (either individually or as a JV member) shall not participate as a Proposer or as JV member in more than one Proposal except for permitted alternative Proposals. Such participation shall result in the disqualification of all Proposals in which the firm is involved. However, this does not limit the participation of a Proposer as subcontractor in another Proposal or of a firm as a subcontractor in more than one Proposal. |
|  | * 1. A Proposer may have the nationality of any country, subject to the restrictions pursuant to ITP 4.8. A Proposer shall be deemed to have the nationality of a country if the Proposer 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 sub-contractors or sub-consultants for any part of the Contract including related Services. |
|  | * 1. A Proposer 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 initially selected for, prequalified for, bid for, submit proposal 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. |
|  | * 1. Proposers 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. |
|  | * 1. A Proposer shall not be under suspension from bidding/submitting proposals by the Purchaser as the result of the operation of a Bidding/ Proposal–Securing Declaration. |
|  | * 1. 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. |
|  | * 1. A Proposer 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. |
| Eligible Goods and Services | * 1. The Information Systems 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. |
|  | * 1. For the purposes of this RFP document, the term “Information System” means all:      1. the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated documentation, and all other materials and goods to be supplied, installed, integrated, and made operational; and      2. the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Proposer and as specified in the Contract. |
|  | * 1. For purposes of ITP 5.1 above, “origin” means the place where the goods and services making the Information System are produced in or supplied from. An Information System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. |
| Qualifications of the Proposer | * 1. By submission of documentary evidence in its Proposal, the Proposer must establish to the Purchaser’s satisfaction: |
|  | * + 1. that it continues to meet the qualification criteria. The Proposer shall, as part of its Proposal, update any information submitted with its application for Initial Selection; |
|  | * + 1. that for all powered (active) hardware and/or software components of the Information System which the Proposer does not itself produce, the Proposer must be duly authorized by the producer to supply those components in the Purchaser’s country under the Contract(s) that may result from this procurement. This must be documented by including Manufacturer’s Authorizations in the Proposal (based on the sample found in the Sample Proposal Forms in Section IV.); |
|  | * + 1. that if a Proposer proposes Subcontractors for design, implementation, data conversion, training, warranty repair, maintenance and/or technical support (or other such key services) the Proposer must document that these Subcontractors have agreed in writing to serve for the Proposer under the Contract(s) that may result from this procurement by including Subcontractor Agreement in the Proposal (based on the sample found in the Sample Proposal Forms in Section IV.); and |
|  | * + 1. that, in the case of a Proposer not doing business within the Purchaser’s country, the Proposer is or will be (if awarded the Contract) represented by an Agent in that country who is equipped and able to carry out / manage the Proposer’s maintenance, technical support, training, and warranty repair obligations Technical Requirements (including any response time, problem-resolution norms or other aspects that may be specified in the Contract). |
|  | * 1. If a Proposer intends to subcontract major items of supply or services, it shall include in the Proposal details of the name and nationality of the proposed Subcontractor for each of those items and shall be responsible for ensuring that any Subcontractor proposed complies with the requirements of ITP 4, and that any Goods or Services components of the Information System to be provided by the Subcontractor comply with the requirements of ITP 5 and the related evidence required by ITP 13.1 (c) (iii) and/or 29.2 (d) (ii) is submitted. Proposers are free to list more than one Subcontractor against each item. Quoted rates and prices will be deemed to apply, whichever Subcontractor is appointed, and no adjustment of the rates or prices will be permitted. The Purchaser reserves the right to delete any proposed Subcontractor from the list. This shall be done prior to Contract signature, by deleting such unacceptable Subcontractors from Appendix 3 to the Contract Agreement, which shall list the approved Subcontractors for each item prior to Contract signature. Subsequent additions and deletions from the list of approved Subcontractors shall be performed in accordance with GCC Clause 20 (as revised in the SCC, if applicable) and Appendix 3 to the Contract Agreement. For the purposes of these RFP documents, a Subcontractor is any vendor or service provider with whom the Proposer contracts for the supply or execution of any part of the Information System to be provided by the Proposer under the Contract (such as the supply of major hardware, software, or other components of the required Information Technologies specified, or the performance of related Services, e.g., software development, transportation, installation, customization, integration, commissioning, training, technical support, maintenance, repair, etc.). |

B. Contents of RFP Document

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| Sections of RFP Document | * 1. The RFP document consists of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITP 9: |
|  | **PART 1 Request for Proposal Procedures**  Section I Instructions to Proposers (ITP)  Section II Proposal Data Sheet (PDS)  Section III Evaluation and Qualification Criteria  Section IV Proposal Forms  Section V Eligible Countries  Section VI Fraud and Corruption  **PART 2 Purchaser’s Requirements**  Section VII Requirements of the IS, including:   * Technical Requirements * Implementation Schedule * System Inventory Tables * Background and Informational Materials   **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 Proposals (RFP) issued by the Purchaser is not part of this RFP document.   2. Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Proposal meeting (if any), or Addenda to the RFP document in accordance with ITP 9. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.   3. The Proposer is expected to examine all instructions, forms, terms, and specifications in the RFP document and to furnish with its Proposal all information or documentation as is required by the RFP document. |
| Clarification of RFP Document, Site Visit, Pre-Proposal Meeting | * 1. A Proposer requiring any clarification of the RFP document shall contact the Purchaser in writing at the Purchaser’s address specified **in the PDS** or raise its enquiries during the pre-Proposal meeting if provided for in accordance with ITP 8.4. The Purchaser will respond to any request for clarification, provided that such request is received prior to the deadline for submission of Proposals within a period specified **in the PDS.** The Purchaser’s shall forward copies of its response to all Proposers who have acquired the RFP document in accordance with ITP 7.3, including a description of the inquiry but without identifying its source. If so specified **in the PDS**, the Purchaser shall also promptly publish its response at the web page identified **in the PDS**. Should the Purchaser deem it necessary to amend the RFP document as a result of a request for clarification, it shall do so following the procedure under ITP 9 and ITP 28.1 |
|  | * 1. The Proposer may wish to visit and examine the site where the Information System is to be installed and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Proposal and entering into a contract. The costs of visiting the site shall be at the Proposer’s own expense.   2. The Proposer and any of its personnel or agents will be granted permission by the Purchaser to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Proposer, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.   3. The Proposer’s designated representative is invited to attend a pre-Proposal meeting and/or a site visit, if provided for in the PDS. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.   4. The Proposer is requested, as far as possible, to submit any questions in writing, to reach the Purchaser not later than one week before the meeting.   5. Minutes of the pre-Proposal meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Proposers who have acquired the RFP document in accordance with ITP 7.3. Any modification to the RFP document that may become necessary as a result of the pre-Proposal meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to ITP 9 and not through the minutes of the pre-Proposal meeting.   6. Nonattendance at the pre-Proposal meeting will not be a cause for disqualification of a Proposer. |
| Amendment of RFP Document | * 1. At any time prior to the deadline for submission of Proposals, the Purchaser may amend the RFP document by issuing addenda.   2. Any addendum issued shall be part of the RFP document and shall be communicated in writing to all who have obtained the RFP document from the Purchaser in accordance with ITP 7.3. The Purchaser shall also promptly publish the addendum on the Purchaser’s web page in accordance with ITP 8.1.   3. To give prospective Proposers reasonable time in which to take an addendum into account in preparing their Proposals, the Purchaser may, at its discretion, extend the deadline for the submission of Proposals, pursuant to ITP 20.2 and ITP 37.2. |
| Cost of Proposals | * 1. The Proposer shall bear all costs associated with the preparation and submission of its Proposal, and the Purchaser will in no case be responsible or liable for those costs. |
| Contacting the Purchaser | * 1. From the time of Proposal opening to the time of Contract award, if any Proposer wishes to contact the Purchaser on any matter related to the Proposal, it should do so in writing. |
|  | * 1. If a Proposer tries to directly influence the Purchaser or otherwise interfere in the Proposal evaluation process and the Contract award decision, its Proposal may be rejected. |
| Language of Proposals | * 1. Unless otherwise specified **in the PDS**, the Proposal prepared by the Proposer and all correspondence and documents related to the Proposal exchanged by the Proposer and the Purchaser shall be written in the English Language, or, **if the PDS** so provides, in either one of two languages specified there. Any printed literature furnished by the Proposer as part of its Proposal may be in a language not specified **in the PDS,** as long as such literature is accompanied by a translation of its pertinent passages into the language of the Proposal, in which case, for purposes of interpretation of the Proposal, the translation shall govern. |

C. Preparation of First Stage Technical Proposals

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| Documents Comprising the Proposal | * 1. The First Stage Technical-Only Proposal submitted by the Proposer shall comprise:      1. First Stage Technical-Only Proposal Submission Form, duly completed and signed by a person or persons duly authorized to bind the Proposer to the Proposal; |
|  | * + 1. written confirmation authorizing the signatory of the Proposal to commit the Proposer, in accordance with ITP 18.2;     2. Attachments:   Attachment 1: Proposer’s Eligibility  In the absence of prequalification, documents establishing to the Purchaser’s satisfaction the Proposer’s eligibility to submit proposal, including but not limited to documentary evidence that the Proposer is legally incorporated in a territory of an eligible source country as defined under ITP 5;  Attachment 2: Proposer’s Qualifications  Documentary evidence establishing to the Purchaser’s satisfaction that the Proposer continues to meet the qualification requirements. The Proposer must provide evidence on any changes in the information submitted as the basis for initial selection or, if there has been no change at all in said information, a statement to this effect;  Any Manufacturer’s Authorizations and Subcontractor Agreements in accordance with ITP 6.1 (b) and (c);  Documentary evidence regarding the Joint Venture partnership (if any) in accordance with ITP 4.1  Attachment 3: Proposed Subcontractors  A list of all major items of Goods or Services that the Proposer proposes to purchase or subcontract from others, and the name and nationality of the proposed Subcontractor, including vendors, for each of those items;  Attachment 4: Intellectual Property  A list of:  all Software included in the Proposer’s Proposal, assigning each item to one of the software categories defined in GCC Clause 1.1 (c):   1. System, General Purpose, and Application Software; and 2. Standard and Custom Software.   all Custom Materials, as defined in GCC Clause 1.1 (c), included in the Proposer’s Proposal.  All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c).  Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the Information System).  Attachment 5: Conformity of the Information System to the RFP documents  Documentary evidence establishing to the Purchaser’s satisfaction, and in accordance with ITP 16, that the Goods and Services components of the Information System to be supplied, installed, and/or performed by the Proposer conform to the RFP documents;  Attachment 6: Deviations  Proposers shall give details of all deviations in their First Stage Technical-Only Proposal with respect to the contractual terms and conditions contained in the GCC and/or the SCC (including, but not restricted to, Intellectual Property Rights, Software licenses, liabilities, amount of performance security, governing law, etc.) and/or to the required technical features specified in the business and/or functional requirements, that they would like the Purchaser to consider during the evaluation of First Stage Technical Proposals and any Clarification Meeting(s) with the Proposer, pursuant to ITP 24 through ITP 27. The Purchaser will consider such proposed deviations, pursuant to ITP 25.1 (g);  Pursuant to ITP 27.8, the Proposer-specific memorandum titled “Changes Required Pursuant to First Stage Evaluation” shall indicate the Proposer’s deviations that are not acceptable to the Purchaser and which the Proposer must withdraw in its Second Stage Combined Technical and Financial Proposal – failure to do so would constitute grounds for the Proposal to be rejected pursuant to ITP 43.1;  Deviations that are acceptable to the Purchaser shall be incorporated into the RFP documents in the form of an Addendum to be distributed, together with the Invitation for Proposals – Second Stage Combined Technical and Financial Proposals, to all Proposers invited to submit a Second Stage Proposal;   * + 1. Any other documents as **specified in the PDS**. |
| Alternative Technical Proposals | * 1. Proposers shall note that they are permitted to propose technical alternatives with their first stage technical proposals in addition to or in lieu of the requirements specified in the RFP documents, provided they can document that the proposed technical alternatives are to the benefit of the Purchaser, that they fulfill the principal objectives of the contract, and that they meet the basic performance and technical criteria specified in the RFP documents.   2. Any alternative technical proposal submitted by Proposers as part of their first stage technical proposal will be the subject of clarification with the Proposer, pursuant to ITP 27. |
| Documents Establishing the Eligibility of the Information System | * 1. To establish the eligibility of the Information System in accordance with ITP 5, Proposers shall provide documentary evidence consisting of a statement on the country of origin of the Information System offered. |
| Documents Establishing Conformity of the Information System | * 1. Pursuant to ITP 13.1 (v), the Proposer shall furnish, as part of its Proposal documents establishing the conformity to the RFP documents of the Information System that the Proposer proposes to design, supply and install under the Contract   2. The documentary evidence of conformity of the Information System to the RFP documents includes:      1. Preliminary Project Plan describing, among other things, the methods by which the Proposer will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Proposer proposes to use. The Preliminary Project Plan must also address any other topics specified in the PDS. In addition, the Preliminary Project Plan should state the Proposer’s assessment of what it expects the Purchaser and any other party involved in the implementation of the Information System to provide during implementation and how the Proposer proposes to coordinate the activities of all involved parties;      2. written confirmation that the Proposer accepts responsibility for the successful integration and inter-operability of all components of the Information System as required by the RFP documents;      3. an item-by-item commentary on the Purchaser’s Business and/or Functional Requirements demonstrating to what extent the proposers solution is responsive to those requirements. In demonstrating responsiveness, the Proposer is encouraged to use the Responsiveness Checklist (or Checklist Format) in the Sample Proposal Forms (Section IV). The commentary shall include explicit cross-references to the relevant pages in the supporting materials included in the Proposal. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the Proposal, the item-by-item commentary shall prevail;      4. Support material (e.g., product literature, white papers, narrative descriptions of technologies and/or technical approaches), as required and appropriate.      5. Any separate and enforceable contract(s) for Recurrent Cost items which **the PDS** for ITP 31.3 required Proposers to Propose.   3. References to brand names or model numbers or national or proprietary standards designated by the Purchaser in the RFP documents are intended to be descriptive and not restrictive. The Proposer may substitute alternative brand/model names or standards in its Proposal, provided that it demonstrates to the Purchaser’s satisfaction that the use of the substitute(s) will result in the Information System being able to perform substantially equivalent to or better than that specified in the Purchaser’s Requirements.   4. For their Second Stage Combined Technical and Financial Proposals, the invited Proposers are expected to offer the same brands, models, Subcontractors and other material provisions as proposed in the First Stage Technical-Only Proposal, unless changes are explicitly permitted or required in the Proposer-specific memorandum entitled “Changes Required Pursuant to First Stage Evaluation” pursuant to ITP 27.8, or are implied or triggered by Addenda to the RFP documents issued in the second stage. Proposers that deviate from their First Stage Technical-Only Proposals without specific endorsement by their memorandum or without a reason clearly established by Addenda issued in the second stage, place their Proposal at risk of being rejected.   5. The Proposer shall be responsible for ensuring that any subcontractor proposed complies with the requirements of ITP 4, and that any goods or services to be provided by the subcontractor comply with the requirements of ITP 5 and ITP 16.1. |
| First Stage Technical- Proposal Submission Form | * 1. The Proposer shall complete the First Stage Technical-Only Proposal Submission Form furnished in the Sample Proposal Forms (Section IV) in the manner and detail indicated in this section and submit this form with the Proposal. |
| Format and Signing of First Stage Proposal | * 1. The Proposer shall prepare an original and the number of copies/sets of the Proposal **specified in the PDS**, clearly marking each one as: “First Stage Technical-Only Proposal – Original,” “First Stage Technical-Only Proposal – Copy No. 1,” “First Stage Technical-Only Proposal -- Copy No. 2,” etc., as appropriate. In the event of any discrepancy between the original and any copy, the original shall govern. |
|  | * 1. The original and all copies of the Proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Proposer. The authorization must be in writing as specified **in the PDS** and included in the Proposal pursuant to ITP 13.1 (b). The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Proposal where entries or amendments have been made shall be signed or initialed by the person signing the Proposal.   2. The Proposal shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Proposer, in which case such corrections shall be initialed by the person or persons signing the Proposal.   3. Signing and submission of a First Stage Technical-Only Proposal shall not bind or obligate the Proposer to submit a Second Stage Combined Technical and Financial Proposal. |

D. Submission of First Stage Technical Proposals

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| Sealing and Marking of First Stage Technical-Only Proposal | * 1. The Proposer shall seal the original First Stage Proposal and each copy of the Proposal in separate envelopes, each containing the documents specified in ITP 13, and shall mark the envelopes as “First Stage Technical-Only Proposal – Original,” and “First Stage Technical-Only Proposal – Copy No.  [number],” all duly marked as required in ITP 17.1. The envelopes shall be sealed in an outer envelope. |
|  | * 1. The inner and outer envelopes shall:      1. be addressed to the Purchaser, at the address given **in the PDS** for ITP 20.1; and      2. bear the Contract(s) name, the Invitation for Proposals (RFP) title and number, as specified **in the PDS** for ITP 1.1 , and the statement “First Stage Technical-Only Proposal – Do Not Open Before [time and date],” to be completed with the time and date specified **in the PDS** for ITP 20.1.   2. The inner envelopes shall each indicate the name and address of the Proposer to enable the Proposal to be returned unopened in case it is declared “late.”   3. If the outer envelope is not sealed and marked as required by ITP 19.1 and 19.2, the Purchaser will assume no responsibility for the Proposal’s misplacement or premature opening. If the outer envelope discloses the Proposer’s identity, the Purchaser will not guarantee the anonymity of the Proposal submission, but this disclosure will not constitute grounds for Proposal rejection. |
| Deadline for Submission of First Stage Technical-Only Proposals | * 1. First Stage Technical Proposals must be received by the Purchaser at the address specified, and no later than the time and date specified, **in the PDS**. Proposers have the option of submitting their Proposals electronically if specified **in the PDS**. |
|  | * 1. The Purchaser may, at its discretion, extend the deadline for submission of Proposals by amending the RFP documents in accordance with ITP 9.3, in which case all rights and obligations of the Purchaser and Proposers will thereafter be subject to the deadline as extended. |
| Late Proposals | * 1. The Purchaser shall not consider any Proposal that arrives after the deadline for submission of Proposals, in accordance with ITP 20. Any Proposal received by the Purchaser after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Proposer may withdraw, substitute, or modify its Proposal after it has been submitted, and before the deadline for submission of proposals, by sending a written notice, duly signed by an authorized representative, including a copy of the authorization in accordance with ITP 18.2, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be:      1. prepared and submitted in accordance with ITP 18 and ITP 19 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “First Stage Proposal - Withdrawal,” “First Stage Proposal - Substitution,” “First Stage Proposal - Modification;” and      2. received by the Purchaser prior to the deadline prescribed for submission of Proposals, in accordance with ITP 20. |

E. Opening and Evaluation of First Stage Technical Proposals

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| Opening of First Stage Technical Proposals by Purchaser | * 1. Except as in the cases specified in ITP 21 and ITP 22, the Purchaser shall conduct the Proposal opening in public, in the presence of Proposers` designated representatives and anyone who chooses to attend, and at the address, date and time specified **in the PDS**. Any specific electronic Proposal opening procedures, if permitted, shall be as specified **in the PDS**.   2. First, the written notice of withdrawal in the envelopes marked “First Stage Proposal - Withdrawal” shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Proposer. No Proposal withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Proposal opening.   3. Next, envelopes marked “Substitution” shall be opened and read out and exchanged with the corresponding First Stage Technical Proposal being substituted, and the substituted Proposal shall not be opened, but returned to the Proposer. No Proposal substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Proposal opening.   4. Envelopes marked “Modification” shall be opened and read out with the corresponding Proposal. No Proposal modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Proposal opening.   5. Next, all remaining envelopes shall be opened one at a time, reading out. The names of all Proposers who submitted Proposals, and other such details as the Purchaser, at its discretion, may consider appropriate will be announced at the opening and recorded in minutes of the First Stage Technical Proposal opening. The Purchaser will promptly convey these minutes in writing to all Proposers that met the deadline for submitting Proposals.   6. Only Proposals that are opened and read out at Proposal opening shall be considered further. The Purchaser shall neither discuss the merits of any Proposal nor reject any Proposal (except for late Proposals, in accordance with ITP 21.1). |
| Determination of Responsiveness of First Stage Technical Proposals | * 1. The Purchaser will examine the First Stage Proposals, including any alternatives submitted by PROPOSERS, to determine whether they are complete, have been properly signed, and are generally in order. |
|  | * 1. The Purchaser will also determine if the Proposals contain departures from the requirements of the RFP documents (e.g., documentary evidence, responsiveness of the technical proposal, etc.) in such numbers or of such nature that the Proposal cannot reasonably be expected to become responsive within the framework of the two-stage process. In this case, the Purchaser, at its discretion, may exclude the Proposal from further consideration and not issue a Request for Proposals -- Second Stage to this Proposer. For all other Proposals, the Purchaser, through the detailed First Stage Proposal evaluation process, will identify and communicate to the Proposers, pursuant to ITP  27, all those areas for which their Proposals depart from the requirements |
| Technical Evaluation of First Stage Technical-Only Proposals | * 1. The Purchaser will carry out a detailed technical evaluation of each First Stage Technical Proposal that was determined to be responsive in accordance with to ITP 24, in order to determine whether the technical aspects of the Proposal are responsive to the requirements set forth in the RFP documents. In order to reach such a determination, the Purchaser will examine the information supplied by the Proposers, pursuant to ITP 13 to ITP 16, and in response to other requirements in the RFP documents, taking into account the following factors: |
|  | * + 1. overall completeness and compliance with the Business and/or Functional Requirements; the technical merits of any alternatives offered, and deviations from the Business and/or Functional Requirements;     2. suitability of the Information System offered in relation to the conditions prevailing at the site; and the suitability of the implementation and other services proposed, as described in the Preliminary Project Plan included in the Proposal;     3. achievement of specified performance criteria by the Information System;     4. compliance with the time schedule called for by the Implementation Schedule and any alternative time schedules offered by Proposers, as evidenced by a milestone schedule provided in the Preliminary Project Plan included in the Proposal;     5. long-term availability of maintenance services and of any critical consumable items necessary for the operation of the Information System;     6. any other relevant technical factors that the Purchaser deems necessary or prudent to take into consideration as specified in Section III- Evaluation and Qualification Criteria; and     7. any proposed deviations in the Proposal to the contractual provisions stipulated in the RFP documents.   1. The Purchaser will also review complete alternative technical proposals, if any, offered by the Proposer, pursuant to ITP 14, to determine whether such alternatives may constitute an acceptable basis for a Second Stage Proposal to be submitted on its own merits. |
| Evaluation of Proposer’s Qualification | * 1. The Purchaser shall ascertain to its satisfaction that, on the basis of updated documentary evidence submitted in accordance with **ITP 13.1 (c) (ii),** the Proposer continues to be qualified to satisfactorily perform the Contract. If there are issues with the continued qualification of the proposer, the Purchaser may explore ways to address the issues with the Proposer during clarification meeting(s) pursuant **to ITP 27**. |
| Discovery and Clarification of First Stage Technical Proposals and Review of Proposers’ Proposed Deviations and Alternative Solutions | * 1. The Purchaser may conduct clarification Meeting/Meetings with each responsive proposer to clarify aspects of the First Stage Technical Proposals that require explanation and to review any Proposer’s proposed alternative solutions or reservations to the commercial or contractual provisions of the RFP documents. The purpose of the meetings shall be broad enough to permit discovery and clarification of technical aspects as well as commercial terms and conditions. Such a meeting shall review suitability of the proposed solutions.   2. During the discovery and clarification meetings, the Purchaser will be able to engage in a process to refine its requirements and identify appropriate changes to the technical and commercial terms. The Proposer may also bring to the Purchaser’s attention any changes it would like to make to its First Stage proposal in the Second Stage Combined Technical and Financial Proposal. |
|  | * 1. There is no obligation upon the Proposer to attend a Clarification Meeting. If the Proposer is unable, or declines, to attend a Clarification Meeting, the Purchaser will undertake a reasonable effort to achieve the required clarification by correspondence with the Proposer or by other means such as audio or videoconference as may be available. Any reduction in the scope for obtaining complete clarification of a First Stage Technical Proposal due to having to use these alternative methods is at the Proposer’s risk of its Proposal being rejected.   2. Unless specified **in the PDS**, the First Stage Technical Proposal clarification stage will not include live demonstrations and/or tests of the Proposer’s proposed solution and products. However, **if the PDS** specifies such demonstrations and/or test they will be as described **in the PDS**, including whether they are mandatory - at the risk of otherwise having the Proposal rejected - for Proposers invited to stage them, and the place for them. **If the PDS permits** Proposers to stage the tests and demonstrations away from the Purchaser’s location, including outside the Purchaser’s country, the Purchaser will bear all staff, travel and subsistence costs of its own team of attendees. However, the Purchaser will not be responsible for any and all costs of the Proposer in preparing, conducting and dismantling the tests and demonstrations.   3. The Purchaser will advise the Proposer, pursuant to **ITP 13.1 (c)** (vi), of any deviations the Proposer made or proposed in the First Stage Technical Proposal that the Purchaser finds:      1. unacceptable and that must be withdrawn in the Second Stage Combined Technical and Financial Proposal;      2. acceptable and that will be incorporated into the RFP documents by way of an Addendum that shall be sent to all Proposers invited to submit a Second Stage Proposal.   If any deviation is waived for a proposer, the purchaser will ensure that this deviation is also waived for all other proposers, as applicable. |
|  | * 1. Person or persons attending each Clarification Meeting on behalf of a Proposer should be duly authorized, through a written power of attorney, to represent the Proposer in the discussions and to reach agreement with the Purchaser on the specific changes in the Proposer’s First Stage Technical Proposal that are required if the Proposer is to submit a Second Stage Technical and Financial Proposal. The Purchaser will not be responsible for any costs incurred by the Proposer’s party for and in attending the Clarification Meeting(s). An invitation for, and attendance at, Clarification Meetings does not necessarily imply that the Proposer will be invited for the second stage. However, if Clarification Meetings are held, all Proposers that have been determined to be responsive in accordance with ITP 24 and ITP 25 will be offered the opportunity of such a meeting, even if their Proposals, in the Purchaser’s opinion, do not require face to face clarification.   2. Neither the Proposer-specific memorandum pursuant to **ITP 27.8,** nor any minutes written of the Clarification Meeting(s) or any correspondence exchanged between a specific Proposer and the Purchaser, will be shared with other Proposers. Except for the memorandum, no requirements upon the Proposer’s Second Stage Combined Technical and Financial Proposal will be implied from any additional Proposer-specific minutes of meetings or correspondence. However, Purchaser and Proposer might use these documents, as appropriate, as clarification information in the second stage of Proposal preparation or evaluation, respectively. |
|  | * 1. At the end of the clarification process, the Purchaser will prepare a Proposer-specific memorandum entitled “Changes Required Pursuant to First Stage Evaluation” and conveyed this to the relevant Proposer as part of the Invitation for Proposals – Second Stage Combined Technical and Financial Proposal. The Purchaser will record in each Proposer-specific memorandum:      1. all changes to the First Stage Technical-Only Proposal and further elaborations required in the Second Stage Combined Technical and Financial Proposal ;      2. list any deviations pursuant to ITP 13.1 (c) (vi) and ITP 27.5 which are unacceptable to the Purchaser and which the Proposer must withdraw in the Second Stage Combined Technical and Financial Proposal;      3. any Subcontractors which the Proposer must delete or replace, including justification for the deletion/replacement pursuant to ITP 6.2,      4. the agreement between Purchaser and Proposer on the name of the Adjudicator; or the Purchaser’s proposal for replacing the previously nominated Adjudicator; or indicate no Adjudicator will be nominated, pursuant to ITP 66.      5. If there is no requirement for any Proposer-specific changes for a Proposer, the Invitation for Proposals -- Second Stage will state so. |

F Invitation to Second Stage Combined Technical and Financial Proposals

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| Invitation to Submit Second Stage Combined Technical and Financial Proposals | * 1. Having concluded the First Stage Technical evaluation (including any Clarification Meetings), the Purchaser:      1. may issue an Addendum to the RFP documents amending, among others, **PDS**, the SCC, and the Technical Requirements with the objective of improving competition without compromising the essential business needs and/or functional requirements (e.g., acceptable deviations brought to the Purchaser’s attention by one or more Proposers; sharpened formulation of certain Technical Requirements; adjustments to the Implementation Schedule; etc.) |
|  | * + 1. will either  1. invite the Proposer to submit Second Stage Technical and Financial Proposal, with an updated technical Proposal (reflecting the Proposer-specific memorandum entitled “Changes Required Pursuant to First Stage Technical-Only Evaluation” and/or in Addenda to the RFP documents) and a corresponding financial Proposal, or 2. notify the Proposer that its Proposal has been rejected on the grounds of being non-responsive, or that the Proposer does not continue to meet the minimum qualification requirements set forth in the Initial Selection document. |
|  | * 1. Proposers invited to submit Second Stage Technical and Financial Proposals are required to promptly acknowledge to the Purchaser the receipt of the Invitation for Proposals -- Second Stage Technical and Financial Proposal and the attachments, if any, listed in it.   2. The deadline and address for the submission of Second Stage Technical and Financial Proposals will be specified in the Invitation for Proposals – Second Stage Technical and Financial Proposal, which the Purchaser will communicate to firms it has selected to participate in the Second Stage Technical and Financial Proposal process. Similarly, required Proposal-securing Declaration or the amount of the required Proposal Security will also be communicated in the same Invitation.   3. Proposers are not allowed to form a Joint Venture with other Proposers, nor change the partner(s) or structure of the Joint Venture without the purchaser’s approval. |

G Preparation of Second Stage Technical and Financial Proposals

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| Documents Comprising the Second Stage Technical and Financial Proposal | * 1. The Proposal shall comprise two Parts, namely the Technical Part and the Financial Part. These two Parts shall be submitted simultaneously in two separate sealed envelopes. One envelope shall contain only information relating to the Technical Part and the other, only information relating to the Financial Part.   2. The Technical Part shall comprise the following:  1. **Letter of Proposal**: Stage 2 Technical Part, in accordance to ITP 30.1; 2. **Security**: Proposal Security or Proposal Securing declaration, in accordance with ITP 33; 3. **Authorization**: written confirmation authorizing the signatory of the Proposal to commit the Proposer, in accordance with ITP 35.2; 4. **Attachments** (or updates thereto):    * + 1. Attachment 1: Proposer’s Eligibility and Qualification - documentary evidence establishing to the Purchaser’s satisfaction that the Proposer continues to meet the qualification requirements. The Proposer must provide evidence on any changes in the information submitted as the basis for initial selection or, if there has been no change at all in said information, a statement to this effect; Any changes in the information submitted in the first stage technical proposal. Any Manufacturer’s Authorizations and Subcontractor Agreements specified as required in the PDS for ITP 6.1 (b) and ITP 6.1 (c). Documentary evidence regarding the Joint Venture partnership (if any) in accordance with ITP 4.1        2. Attachment 2: Proposed Subcontractors - A list of all major items of Goods or Services that the Proposer proposes to purchase or subcontract from others, and the name and nationality of the proposed Subcontractor, including vendors, for each of those items;        3. Attachment 3: Intellectual Property - A list of:   (1) all Software included in the Proposer’s Proposal, assigning each item to one of the software categories defined in GCC Clause 1.1 (c):  (A) System, General Purpose, and Application Software; and  (B) Standard and Custom Software.  (2) all Custom Materials, as defined in GCC Clause 1.1 (c), included in the Proposer’s Proposal. All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c).  Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the Information System).   * + - 1. Attachment 4: Conformity: documentary evidence establishing to the Purchaser’s satisfaction, that the Goods and Services components of the Information System to be designed, supplied, installed, and/or performed by the Proposer conform to the RFP documents (and any Addendum and Proposer-specific memorandum “Changes Required Pursuant to First Stage Technical-Only Evaluation”.  1. Other: any other document required in the PDS.    1. The First Stage Proposal on which the Second Stage Proposal is based, while not having to be resubmitted, remains an implied, integral part of the Second Stage Proposal. The Proposal validity period pursuant to ITP 34 will include any parts or provisions of the First Stage Proposal as referenced, assumed or implied by the Second Stage Proposal. |
|  | * 1. **The Financial Part** shall comprise the following:      1. **Letter of Proposal** – Stage 2 Financial Part: prepared in accordance with ITP 30;      2. **Price Schedules:** completed prepared in accordance with ITP 31 and ITP 32;      3. **Financial Disclosure:** The Proposer shall furnish in the Letter of Proposal information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Proposal; and      4. **Other:** any other document required in the **PDS**. |
| Letter of Proposal, and Schedules | * 1. The Proposer shall complete the Stage 2 Letter of Proposal – Technical Part and Stage 2 Letter of Proposal – Financial Part using the relevant forms furnished in Section IV, Proposer’s Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITP 18.3. All blank spaces shall be filled in with the information requested. |
| Proposal Prices | * 1. Unless otherwise specified in the **PDS**, Proposers shall quote for the entire Information System on a “single responsibility” basis such that the total Proposal price covers all the Supplier’s obligations mentioned in or to be reasonably inferred from the RFP including the design, manufacture, supply, installation, testing, pre-commissioning, commissioning of the Information System and, where so required in the RFP document, the acquisition of all permits, approvals and licenses, etc.; the operation, maintenance and training services and any other items and services. |
|  | * 1. All Goods and Services identified in the Supply and Installation Cost Sub-Tables in System Inventory Tables in Section VII, and all other Goods and Services proposed by the Proposer to fulfill the requirements of the Information System, must be priced separately and summarized in the corresponding cost tables in the Sample Proposal Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below. |
|  | * 1. Unless otherwise specified in the **PDS**, the Proposer must also propose Recurrent Cost Items specified in the Technical Requirements, Recurrent Cost Sub-Table of the System Inventory Tables in Section VII (if any). These must be priced separately and summarized in the corresponding cost tables in the Sample Proposal Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below.      + - 1. If specified in the **PDS**, the Proposer must also propose separate enforceable contracts for the Recurrent Cost Items not included in the main Contract.          2. Prices for Recurrent Costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the Information System and, if appropriate, of the Proposer’s own allowance for price increases.          3. Prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in GCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC Clause 1.1. (e) (xiii), shall be quoted as Service prices on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals. |
|  | * 1. Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VII), and with GCC and SCC 12 – Terms of Payment. Proposers may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables. |
|  | * 1. The price of items that the Proposer has included in its second stage technical proposal but left blank or not included in the cost tables provided in the Sample Proposal Forms (Section IV) shall be assumed to be included in the price of other items. |
|  | * 1. The prices for Goods components of the Information System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of Incoterms specified in the **PDS**, as follows:  1. **Goods supplied from outside the Purchaser’s country:**   Unless otherwise specified in the **PDS**, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in the Purchaser’s country. The named place of destination and special instructions for the contract of carriage are as specified in the SCC for GCC 1.1 (e) (iii). In quoting the price, the Proposer shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Proposer may obtain insurance services from any eligible source country.  **(b) Locally supplied Goods:**  Unit prices of Goods offered from within the Purchaser’s Country, shall be quoted on an EXW (ex factory, ex works, ex warehouse or off-the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded.  **(c) Inland transportation:**  Unless otherwise stated in the **PDS**, inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITP 31.7, whether the Goods are to be supplied locally or from outside the Purchaser’s country, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITP 31.6 (a) specifies CIP, and the named places of destination are the Project Sites. |
|  | * 1. The price of Services shall be separated into their local and foreign currency components and where appropriate, broken down into unit prices. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/or apply in the Purchaser’s country on/to the price of the Services invoiced to the Purchaser, if the Contract is awarded.   2. Unless otherwise specified in the **PDS**, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Purchaser or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these RFP documents (as, e.g., a requirement for the Proposer to include the travel and subsistence costs of trainees). |
|  | * 1. Unless otherwise specified **in the PDS,** prices quoted by the Proposer shall be fixed during the Proposer’s performance of the Contract and not subject to increases on any account. Proposals submitted that are subject to price adjustment will be rejected. |
| Proposal Currencies | * 1. The currency(ies) of the Proposal and currencies of payment shall be the same. The Proposer shall quote in the currency of the Purchaser’s Country the portion of the Proposal price that corresponds to expenditures incurred in the currency of the Purchaser’s Country, unless otherwise specified **in the PDS**.   2. The Proposer may express the Proposal price in any currency. If the Proposer 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.   3. Proposers may be required by the Purchaser to justify, to the Purchaser’s satisfaction, their local and foreign currency requirements. |
| Securing the Proposal | * 1. The Proposer shall furnish as part of its Proposal, either a Proposal-Securing Declaration or a Proposal Security as specified **in** the **PDS**, in original form and, in the case of a Proposal Security, in the amount and currency specified **in the PDS**. |
|  | * 1. A Proposal-Securing Declaration shall use the form included in Section IV, Proposal Forms. |
|  | * 1. If a Proposal Security is specified pursuant to ITP 33.1, the Proposal security shall be a demand guarantee in any of the following forms at the Proposer’s option: |
|  | * 1. an unconditional guarantee issued by bank or a non-bank financial institution (such as an insurance, bonding or surety company); |
|  | * 1. an irrevocable letter of credit; |
|  | * 1. a cashier’s or certified check; or |
|  | * 1. another security indicated in the **PDS**, |
|  | from a reputable source from an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Purchaser’s Country the issuing non-bank financial institution shall have a correspondent financial institution located in the Purchaser’s Country to make it enforceable unless the Purchaser has agreed in writing, prior to Proposal submission, that a correspondent financial institution is not required. |
|  | * 1. In the case of a bank guarantee, the Proposal Security shall be submitted either using the Proposal Security Form included in Section IV, Proposal Forms or in another substantially similar format approved by the Purchaser prior to Proposal submission. In either case, the form must include the complete name of the Proposer. The Proposal Security shall be valid for twenty-eight days (28) beyond the original validity period of the Proposal, or beyond any period of extension if requested under ITP 34.2. |
|  | * 1. If a Proposal Security or a Proposal-Securing Declaration is specified pursuant to ITP 33.1, any Proposal not accompanied by a substantially responsive Proposal Security or Proposal-Securing Declaration shall be rejected by the Purchaser as non-responsive. |
|  | * 1. The Proposal Security of the successful Proposer shall be returned as promptly as possible once the successful Proposer has signed the Contract and furnished the required Performance Security. |
|  | * 1. The Proposal Security may be forfeited or the Proposal-Securing Declaration executed:  1. if a Proposer withdraws its Proposal during the period of Proposal validity specified by the Proposer on the Letter of Proposal; or 2. if the successful Proposer fails to:  sign the Contract in accordance with ITP 64; orfurnish a performance security in accordance with ITP 65. |
|  | * 1. The Proposal Security or the Proposal-Securing Declaration of a JV shall be in the name of the JV that submits the Proposal. If the JV has not been legally constituted into a legally enforceable JV at the time of submission of Proposals, the Proposal Security or the Proposal-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITP 4.1. |
|  | * 1. If a Proposal Security is not required **in the PDS**, and:      + - 1. if a Proposer withdraws its Proposal during the period of Proposal validity specified by the Proposer on the Letter of Proposal; or          2. if the successful Proposer fails to:  sign the Contract in accordance with ITP 64; orfurnish a performance security in accordance with ITP 65. the Purchaser may, if provided for in the **PDS**, declare the Proposer disqualified to be awarded a contract by the Purchaser for a period of time as stated in the **PDS**. |
| Period of Validity of Proposals | * 1. Proposals shall remain valid, at a minimum, for the period specified in the **PDS** after the deadline date for Proposal submission prescribed by the Purchaser, pursuant to ITP 37. A Proposal valid for a shorter period shall be rejected by the Purchaser as non-responsive. |
|  | * 1. In exceptional circumstances, prior to expiry of the Proposal validity period, the Purchaser may request that the Proposers extend the period of validity for a specified additional period.  The request and the responses to the request shall be made in writing. A Proposer may refuse the request without risking execution of the Proposal-Securing Declaration or forfeiting the Proposal Security. Except as provided in ITP 34.3, a Proposer agreeing to the request will not be required or permitted to modify its Proposal, but will be required to ensure that the Proposal remains secured for a correspondingly longer period, pursuant to ITP 33.4.   2. In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Proposal validity, the contract price will be adjusted as specified in **the PDS**. Proposal evaluation will be based on the Proposal prices without taking into consideration the above correction. |
| Format and Signing of Second Stage Technical and Financial Proposal | * 1. The Proposer shall prepare an original and the number of copies/sets of the Proposal specified in the **PDS**, clearly marking each one as: “Stage 2 Proposal – Original” and “Stage 2 Proposal – copy”. In the event of any discrepancy between them, the original shall govern. |
|  | * 1. The original and all copies of the Proposal, each consisting of the documents listed in ITP 29.2, shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Proposer. The authorization must be in writing and included in the Proposal pursuant to ITP 29.2 (c). The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Proposal where entries or amendments have been made shall be signed or initialed by the person signing the Proposal.   2. In case the Proposer is a JV, the Proposal 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.   3. The Proposal shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Proposer, in which case such corrections shall be initialed by the person or persons signing the Proposal.   4. The Proposer shall furnish in the Technical and Financial Proposal Submission Forms (Section IV) information regarding commissions or gratuities, if any, paid or to be paid to agents relating to this procurement and to the execution of the Contract should the Proposer be successful. |

H. Submission of Second Stage Technical and Financial Proposals

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| Submission, Sealing and Marking of Proposals | * 1. Unless the **PDS** states that Proposals are to be submitted electronically the following procedures shall apply.   The Proposer shall deliver the Proposal in two separate, sealed envelopes. One envelope containing the Technical Part and the other the Financial Part. These two envelopes shall be enclosed in a sealed outer envelope and clearly marked “Stage 2 Proposal - Original”.  In addition, the Proposer shall prepare copies of the Proposal, in the number specified in the **PDS**. Copies of the Technical Part shall be placed in a separate sealed envelope marked “Copies: Stage 2 Proposal Technical Part”. Copies of the Financial Part shall be placed in a separate sealed envelope marked “Copies: Stage 2 Proposal Financial Part”. The Proposer shall place both of these envelopes in a separate, sealed outer envelope marked “Stage 2 Proposal - Copies”. In the event of any discrepancy between the original and the copies, the original shall prevail. |
| Deadline for Submission of Proposals | * 1. Stage 2 Proposals must be received by the Purchaser at the address and no later than the date and time indicated in the Letter of Invitation to submit Stage 2 Proposals |
|  | * 1. The Purchaser may, at its discretion, extend this deadline for submission of Proposals by amending the RFP documents in accordance with ITP 9.3, in which case all rights and obligations of the Purchaser and Proposers will thereafter be subject to the deadline as extended. |
| Late Proposals | * 1. Any Proposal received by the Purchaser after the Proposal submission deadline as specified in the Invitation for Proposals – Second Stage Combined Technical and Financial Proposal, will be rejected and returned unopened to the Proposer. |
| Withdrawal, Substitution, and Modification of Stage 2 proposals | * 1. A Proposer may withdraw, substitute, or modify its Proposal after it has been submitted, and before the deadline for submission of proposals, by sending a written notice, duly signed by an authorized representative, including a copy of the authorization in accordance with ITP 35.2, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be:  1. prepared and submitted in accordance with ITP 35 and ITP 36 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Stage  *2* Proposal - Withdrawal”; “Stage  *2* Proposal – Substitution (“Technical Part” and/or “Financial Part” )”; “Stage 2 Proposal – Modification (“Technical Part” and/or “Financial Part” );” and 2. received by the Purchaser prior to the deadline prescribed for submission of Proposals, in accordance with ITP 37. |

I. Second Stage: Public Opening of Technical Parts

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| Public Opening Second Stage of Technical Part | * 1. The Purchaser shall conduct the Stage 2 public opening of Technical Parts in the presence of Proposers` designated representatives and anyone who chooses to attend, and at the address, date and time specified in the Letter of Invitation to submit Stage 2 Proposals. Any specific electronic Proposal opening procedures required if permitted, shall be as specified **in the PDS**. |
|  | 1. First, the written notice of withdrawal in the envelopes marked “Stage 2 Proposal - Withdrawal” shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Proposer. No Proposal withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Proposal opening. 2. Next, the envelopes marked “Stage 2 Proposal – Substitution-Technical Part” shall be opened and read out and exchanged with the corresponding Proposal being substituted, and the substituted Proposal shall not be opened, but returned to the Proposer. No Proposal substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Proposal opening. 3. Next, envelopes marked “Stage 2 Proposal – Modification – Technical Part” shall be opened and read out with the corresponding Proposal. No Proposal modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Proposal opening. Only Proposals that are opened and read out at Proposal opening shall be considered further. |
|  | 1. Next, all other envelopes marked “Stage 2 Proposal – Technical Part” shall be opened one at a time. All envelopes marked “Stage 2 Proposal – Financial Part” shall remain sealed, and kept by the Purchaser in safe custody until they are opened, at a later public opening, following the evaluation of the Technical Part of the Proposals. On opening the Technical Part envelopes the Purchaser shall read out: the name of the Proposer and whether there is a modification; the presence or absence of a Proposal securityor a Proposal-Securing Declaration; and any other details as the Purchaser may consider appropriate. 2. No Proposal shall be rejected at the public opening except for late Proposals, in accordance with ITP 38.1. |
|  | * 1. The Purchaser shall prepare a record of the public opening that shall include, as a minimum: the name of the Proposer and whether there is a withdrawal, substitution, or modification. The Proposers’ representatives who are present shall be requested to sign the record. The omission of a Proposer’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 Proposers who submitted Proposals in time, and posted online when electronic procurement is permitted. |

J. Second Stage: Evaluation of Technical Part

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| Confidentiality | * 1. Information relating to the evaluation of the Technical Part, shall not be disclosed to Proposers or any other persons not officially concerned with the RFP process until the Notification of evaluation of the Technical Part in accordance with ITP 45. |
|  | * 1. Any effort by a Proposer to influence the Purchaser in the evaluation of the Proposals may result in the rejection of its Proposal. |
|  | * 1. Notwithstanding ITP 45, from the time of Proposal opening to the time of Contract award, if any Proposer wishes to contact the Purchaser on any matter related to the RFP process, it should do so in writing. |
| Clarification of Proposals | * 1. To assist in the examination, evaluation, and comparison of the Proposals, and qualification of the Proposers, the Purchaser may, at its discretion, ask any Proposer for a clarification of its Proposal. Any clarification submitted by a Proposer 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. |
|  | * 1. If a Proposer does not provide clarifications of its Proposal by the date and time set in the Purchaser’s request for clarification, its Proposal may be rejected. |
| Determination of Responsiveness | * 1. The Purchaser’s determination of a Proposal’s substantial responsiveness is to be based on the contents of the Proposal itself. For purposes of this determination, a substantially responsive Proposal is one that (a) materially conforms with the First Stage Proposal and/or any alternative components or alternative Proposals which the Purchaser invited the Proposer to offer in its Second Stage Proposal, (b) incorporates the modifications, if any, listed in the Proposer-specific memorandum titled “Changes Required Pursuant to First Stage Evaluation” pursuant to ITP 27.8, and (c), reflects amendments, if any, to the RFP documents issued as Addenda together with or subsequent to the Invitation for Proposals -- Second Stage, pursuant to ITP 28.1. |
|  | * 1. Provided that a Proposal is substantially responsive, the Purchaser may waive any nonmaterial nonconformity in the Proposal. |
|  | * 1. Provided that a Proposal is substantially responsive, the Purchaser may request that the Proposer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Proposal related to documentation requirements. |
| Evaluation of Technical Proposals | * 1. The Purchaser’s evaluation of technical proposals will be carried out using rated criteria (point system) as specified in the PDS and detailed in Section III, Evaluation and Qualification Criteria. |
| Notification of evaluation of Technical Parts | * 1. Following the completion of the evaluation of the Technical Parts of Proposals, the Purchaser shall make the following notifications.  1. Notify in writing those Proposers whose Proposals were considered substantially non-responsive to the requirements in the RFP, advising them of the following information: 2. their Proposal has been evaluated to be non-responsive; 3. their envelope marked “Financial Part” will be returned to them unopened after the completion of the Proposal evaluation process and the signing of the Contract; 4. Option 1: when **BAFO or negotiations is not to be applied** notify them of the date, time and location of the public opening of the envelopes marked ‘Financial Part”, or;   Option 2: **when BAFO or negotiations apply** **as specified in the PDS,** notify them that: (i) the envelopes marked ‘Financial Part’ will not be opened in public, but in the presence of a probity auditor appointed by the Purchaser, and that (ii) the announcement of the names of the Proposers whose Financial Parts will be opened and the total Proposal prices will be deferred to the time that the Notification of Intention to Award the contract is issued.   1. The Purchaser shall, simultaneously, notify in writing those Proposers whose Proposals were considered substantially responsive to the requirements in the RFP, advising them of the following information: 2. their Proposal has been evaluated as substantially responsive to the RFP; and 3. Option 1: when **BAFO or negotiations is not to be applied** notify them of the date, time and location of the public opening of the envelopes marked ‘Financial Part”, or;   Option 2: when BAFO or negotiations apply as specified **in the PDS,** notify them that: (i) the envelopes marked ‘Financial Part’ will not be opened in public, but in the presence of a probity auditor appointed by the Purchaser, and that (ii) the announcement of the names of the Proposers whose Financial Parts will be opened and the total Proposal prices will be deferred to the time that the Notification of Intention to Award the contract is issued. |

K. Second Stage: Opening of Financial Parts

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| Public Opening of Financial Parts when BAFO or negotiations do not apply | * 1. When BAFO or negotiations do not apply as specified **in the PDS**, the Financial Parts will be opened in public by the Purchaser in the presence of Proposers, or their designated representatives, and anyone else who chooses to attend. Each envelope marked “Financial Part” shall be inspected to confirm that it has remained sealed and unopened. These envelopes shall then be opened by the Purchaser. The Purchaser shall read out the names of each Proposer, and the total Proposal prices, per lot (contract) if applicable, including any discounts, the presence or absence of a Proposal Security or Proposal-Securing Declaration, if required and any other details as the Purchaser may consider appropriate. Only discounts read out at the public opening shall be considered for evaluation. The Letter of Proposal - Financial Part and the Price Schedules are to be initialed by a representative of the Purchaser attending the public opening in the manner specified in the **PDS**.   2. The Purchaser shall prepare a record of the Financial Part of the Proposal opening that shall include, as a minimum:   (a) the name of the Proposers whose Financial Part was opened;  (b) the Proposal prices, per lot (contract) if applicable, including any discounts.   * 1. The Proposers whose envelopes marked “Financial Part” have been opened, or their representatives who are present, shall be requested to sign the record. The omission of a Proposer’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 Proposers. |
| Opening of Financial Parts when BAFO or negotiations apply | * 1. When, **as specified in the PDS**, BAFO or negotiations apply the Financial Parts will not be opened in public, and will be opened in the presence of a probity auditor appointed by the Purchaser.   2. At the opening each of the envelopes marked “Financial Part” shall be inspected to confirm that they have remained sealed and unopened. These envelopes shall then be opened by the Purchaser. The Purchaser shall record the names of each Proposer, and the total Proposal prices and any other details as the Purchaser may consider appropriate. The Letter of Proposal - Financial Part and the Price Schedules are to be initialed by a representative of the Purchaser attending the opening and by the probity auditor.   3. The Purchaser shall prepare a record of the opening of the Financial Part envelopes that shall include, as a minimum:   (a) the name of the Proposers whose Financial Part was opened;  (b) the Proposal prices including any discounts. and  (c) The Probity Auditor’s report of the opening of the Financial Part.   * 1. The probity auditor shall sign the record. The contents of the envelopes marked ‘Financial Part’ and the record of the opening shall be kept in safe custody by the Purchaser and not disclosed to anyone until the time of the transmission of the Notice of Intention to Award the contract. |

L. Second Stage: Evaluation of Financial Part

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| Arithmetic Correction | * 1. The Purchaser shall correct arithmetical errors on the following basis:  1. where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail and the latter will be corrected accordingly; 2. where there are errors between the total of the amounts of Schedule Nos. 3.2 to 3.5 and the amount given in Schedule No. 3.1(Grand Summary), the former shall prevail and the latter will be corrected accordingly; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. |
|  | * 1. A Proposer shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with ITP 48.1 shall result in the rejection of the Proposal. |
| Conversion to Single Currency | * 1. For evaluation and comparison purposes, the currency(ies) of the Proposal shall be converted into a single currency as specified **in the PDS.** |
| Margin of Preference | * 1. No margin of domestic preference shall apply. |
| Evaluation Process Financial Parts | * 1. To evaluate each Proposal’s Financial Part, the Purchaser shall consider the following:  1. the price of the hardware, Software, related equipment, products, Materials and other Goods offered from within or from outside the Purchaser’s Country; 2. the price for all software development, transportation, insurance, installation, customization, integration, Commissioning, testing, training, technical support, repair, and other Services; 3. price adjustment for correction of arithmetic errors in accordance with ITP 48.1; 4. price adjustment due to discounts offered in accordance with ITP 46.1; 5. converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITP 49; and 6. the evaluation factors indicated in Section III, Evaluation and Qualification Criteria. |
|  | * 1. If price adjustment is allowed in accordance with ITP 31.9, 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 Proposal evaluation. |
|  | * 1. If this RFP allows Proposers to quote separate prices for different lots (contracts), each lot will be evaluated separately to determine the most advantageous proposal using the methodology specified in Section III, Evaluation and Qualification Criteria. |
| Abnormally Low Proposals | * 1. An Abnormally Low Proposal is one where the Proposal price, in combination with other elements of the Proposal, appears so low that it raises material concerns as to the capability of the Proposer to perform the Contract for the offered Proposal Price. |
|  | * 1. In the event of identification of a potentially Abnormally Low Proposal, the Purchaser shall seek written clarifications from the Proposer, including detailed price analyses of its Proposal price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the RFP document.   2. After evaluation of the price analyses, in the event that the Purchaser determines that the Proposer has failed to demonstrate its capability to perform the Contract for the offered Proposal Price, the Purchaser shall reject the Proposal. |
| Unbalanced or Front Loaded Proposals | * 1. If the Proposal that is evaluated as the lowest evaluated cost is, in the Purchaser’s opinion, seriously unbalanced or front loaded the Purchaser may require the Proposer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Proposal prices with the scope of information systems, installations, proposed methodology, schedule and any other requirements of the RFP document. |
|  | * 1. After the evaluation of the information and detailed price analyses presented by the Proposer, the Purchaser may: |
|  | * + 1. accept the Proposal; or     2. if appropriate, require that the total amount of the Performance Security be increased, at the expense of the Proposer, to a level not exceeding twenty percent (20%) of the Contract Price; or     3. reject the Proposal. |

M. Stage 2: Evaluation of Combined Technical and Financial Part

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| Evaluation of Combined Technical and Financial Proposals | * 1. The Purchaser’s evaluation of responsive Second Stage Proposals will take into account technical factors, in addition to cost factors in accordance with Section III – Evaluation and Qualification Criteria. The weight to be assigned for the Technical features and cost, and the Interest Rate for net present value calculations are **specified in the PDS.** The Purchaser will rank the proposals based on the evaluated proposal score. |
| Best and Final Offer (BAFO) | * 1. After completion of the combined technical and financial evaluation of proposals, If **specified in the PDS**, the Purchaser may invite those Proposers to submit their BAFOs. The procedure for submitting BAFOs will be **specified in the PDS**. BAFO is a final opportunity for Proposers to improve their Proposals without changing the specified business function and performance requirements in accordance with the invitation to Submit Second Stage Combined Technical and Financial Proposals, Proposers are not obliged to submit a BAFO. Where BAFO is used there will be no negotiation after BAFO.   2. BAFO will apply a two envelope procurement process. The submission of BAFOs, opening of the Technical Parts and Financial Parts and the evaluation of Proposals will follow the procedures described for the Technical, Financial and Combined evaluation above, as appropriate. |
| Most Advantageous Proposal | * 1. The Most Advantageous Proposal is the Proposal of the Proposer that meets the Qualification Criteria, and whose Proposal has been determined to be:  1. substantially responsive to the RFP; and 2. the best evaluated Proposal i.e. the highest scoring Proposal, in the combined technical and financial evaluation. |
| Negotiations | * 1. If specified **in the PDS**, the Purchaser may conduct negotiations following the evaluation of Stage 2 Proposals and before the final contract award. The procedure of the negotiations will be **specified in the PDS**.   2. Negotiations shall be held in the presence of probity auditor appointed by the Purchaser.   3. Negotiations may address any aspect of the contract so long as they do not change the specified business function and performance requirements.   4. The Purchaser may negotiate first with the Proposer that has the Most Advantageous Proposal. If the negotiations are unsuccessful the Purchaser may negotiate with the Proposer that has the next best Most Advantageous Proposal, and so on down the list until a successful negotiated outcome is achieved. |
| Purchaser’s Right to Accept Any Proposal, and to Reject Any or All Proposals | * 1. The Purchaser reserves the right to accept or reject any Proposal, and to annul the RFP process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to Proposers. In case of annulment, all Proposals submitted and specifically, Proposal securities, shall be promptly returned to the Proposers. |
| 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 **PDS**. Where only one Proposal is submitted, the Standstill Period shall not apply. |
| Notice of Intention to Award | * 1. When a Standstill Period applies, it shall commence when the Purchaser has transmitted to each Proposer (that has not already been notified that it has been unsuccessful) Notification of Intention to Award the Contract to the successful Proposer. The Notification of Intention to Award shall contain, at a minimum, the following information:  1. the name and address of the Proposer submitting the successful Proposal; 2. the Contract price of the successful Proposal; 3. the total combined score of the successful Proposal; 4. the names of all Proposers who submitted Proposals, and their Proposal prices as readout and as evaluated prices; 5. a statement of the reason(s) the Proposal (of the unsuccessful Proposer to whom the notice is addressed) was unsuccessful; 6. the expiry date of the Standstill Period; and 7. instructions on how to request a debriefing or submit a complaint during the standstill period. |

N. Award of Contract

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| Award Criteria | * 1. Subject to ITP 58.1*,* the Purchaser shall award the Contract to the Proposer with the Most Advantageous Proposal, provided that the Proposer is determined to be eligible and qualified to perform the Contract satisfactorily. |
| Notification of Award | * 1. Prior to the expiration of the Proposal Validity Period and upon expiry of the Standstill Period, specified in PDS ITP 59.1 or any extension thereof, or upon satisfactorily addressing a complaint that has been filed within the Standstill Period, the Purchaser shall notify the successful Proposer, in writing, that its Proposal has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Purchaser will pay the Supplier in consideration of the 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 Proposers that submitted Proposals, and their Proposal prices as read out at Proposal opening, and as evaluated;          4. name of Proposers whose Proposals were rejected and the reasons for their rejection; and          5. the name of the successful Proposer, 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. |
|  | * 1. Until a formal contract is prepared and executed, the Notification of Award shall constitute a binding Contract. |
| Debriefing by the Purchaser | * 1. On receipt of the Borrower’s Notification of Intention to Award referred to in ITP 60, an unsuccessful Proposer 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 Proposers 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 Proposers 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 Proposers may be done in writing or verbally. The Proposer shall bear their own costs of attending such a debriefing meeting. |
| Signing of Contract | * 1. Promptly upon notification, the Purchaser shall send the successful Proposer the Contract Agreement. |
|  | * 1. Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Proposer shall sign, date, and return it to the Purchaser. |
|  | * 1. Notwithstanding ITP 64.2 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 Information System to be supplied, where such export restrictions arise from trade regulations from a country supplying those Information System, the Proposer shall not be bound by its Proposal, always provided, however, that the Proposer can demonstrate to the satisfaction of the Purchaser and of the Bank that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Proposer in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the Information System under the terms of the Contract. |
| Performance Security | * 1. Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Proposer shall furnish the performance security in accordance with the General Conditions of Contract, subject to ITP 53.2 (b), 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 Proposer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Proposer 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. |
|  | * 1. Failure of the successful Proposer 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 Proposal security. In that event the Purchaser may award the Contract to the next lowest evaluated Proposer whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. |
| Adjudicator | * 1. Unless otherwise **stated in the PDS**, the Purchaser proposes that the person named in the **PDS** be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 43. In this case, a résumé of the named person is **attached to the PDS.** The proposed hourly fee for the Adjudicator is **specified in the PDS.** The expenses that would be considered reimbursable to the Adjudicator are also **specified in the PDS.** |
|  | * 1. If a Proposer does not accept the Adjudicator proposed by the Purchaser, it should state its non-acceptance in its Proposal Submission Form and make a counterproposal of an Adjudicator and an hourly fee, attaching a résumé of the alternative. If the successful Proposer and the Adjudicator nominated in the **PDS** happen to be from the same country, and this is not the country of the Purchaser too, the Purchaser reserves the right to cancel the Adjudicator nominated in the **PDS** and propose a new one. If by the day the Contract is signed, the Purchaser and the successful Proposer have not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 43.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator. |

Section II - Proposal Data Sheet (PDS)

The following specific data for the Information System to be procured shall complement, supplement, or amend the provisions in the Instructions to Proposers (ITP).

Whenever there is a conflict, the provisions herein shall prevail over those in ITP.*[Where an e-procurement system is used, modify the relevant parts of the* ***PDS*** *accordingly to reflect the e-procurement process]*

*[Instructions for completing the Proposal Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITP]*

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| **ITP Reference** | **A. General** | |
| **ITP 1.1** | The reference number of the Request for Proposals is : ***[insert reference number of the Request for Proposals]***  The Purchaser is: ***[insert name of the Purchaser]***  The name of the RFP is: ***[insert name of the RFP]***  The number and identification of lots (contracts)comprising this RFP is: **[*insert number and identification of lots (contracts)]*** | |
| **ITP 1.3 (a)** | “[*delete if not applicable*]  **Electronic – Procurement System**  The Purchaser shall use the following electronic-procurement system to manage this procurement process:  [*insert name of the e-system and url address or link*]  The electronic-procurement system shall be used to manage the following aspects of the Procurement process:  [*insert aspects e.g.* *issuing RFP, submissions of Proposals, opening of Proposals*]’ | |
| **ITP 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 Invitation for Proposals]*** | |
| **ITP 2.1** | Loan or Financing Agreement amount: ***[insert US$ equivalent]***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ITP 2.1** | The name of the Project is: ***[insert name of the project]*** | |
| **ITP 4.1** | Maximum number of members in the JV shall be: ***[insert a number]****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |
| ITP 4.5 | A list of debarred firms and individuals is available on the Bank’s external website: <http://www.worldbank.org/debarr.> |
| **B. RFP Document** | |
| **ITP 8.1** | For **Clarification of Proposal 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 ITP 23.1 for Proposal 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].*** | | |
| **ITP 8.1** | Web page: ***[in case used, identify the widely used website or electronic portal of free access where RFP process information is published****]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **ITP 8.4** | A Pre-Proposal meeting\_\_\_\_\_\_\_\_\_ take place at the following date, time and place:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A site visit conducted by the Purchaser ***\_\_\_\_\_\_\_\_\_\_\_[insert “shall be” or “shall not be”]*** organized. | | |
| **C. Preparation of Proposals** | | | |
| **ITP 12.1** | The language of the Proposal 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 RFP 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 RFP 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].***  ***Proposers shall have the option to submit their Proposal in any one of the languages stated above. Proposers shall not submit Proposals 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]****.* | | |
| **ITP 13.1 (d)** | The Proposer shall submit with its Proposal the following additional documents:  ***[list any additional document not already listed in ITP 13.1 that must be submitted with the Proposal]*** | | |
| ITP 16.2 (a) | In addition to the topics described in ITP Clause 16.2 (a), the Preliminary Project Plan must address the following topics: *[modify as appropriate]:*  (a) Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format);  (b) Implementation Sub-Plan;  (c) Training Sub-Plan;  (d) Testing and Quality Assurance Sub-Plan;  (e) Warranty Defect Repair and Technical Support Service Sub-Plan | | |
| **ITP 18.1 and ITP 36.1** | In addition to the original of the Proposal, the number of copies is: ***[insert number of copies]*** | | |
| **ITP 18.2, ITP 35.1 and ITP 35.2** | The written confirmation of authorization to sign on behalf of the Proposer shall consist of: ***[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the*** *Proposal****].*** | | |
| **ITP 20.1** | For **Proposal submission purposes** only, the Purchaser’s address is : ***[This address may be the same as or different from that specified under provision ITP 8.1 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 Code: : [***insert postal (ZIP) code, if applicable***]  Country: [***insert name of country***]  **The deadline for Proposal submission is:**  Date: ***[insert day, month, and year e.g. 15 June, 2016]***    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 Request for Proposals, unless subsequently amended pursuant to ITP 20.2*]**  Street Address:  Floor/ Room number:  City:  Country:  Date:  Time: | | |
| **ITP 20.1 and ITP 36.1** | Proposers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[insert “shall” or “shall not”]*** have the option of submitting their Proposals electronically.  **[*The following provision should be included and the required corresponding information inserted only if Proposers have the option of submitting their Proposals electronically. Otherwise omit.]***  The electronic Proposal submission procedures shall be: ***[insert a description of the electronic Proposal submission procedures.]*** | | |
| **`ITP 23.1** | The Proposal 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, 2016]***    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 Proposals in ITP 20.1]*** | | |
| **ITP 23.1 and ITP 40.1** | ***[The following provision should be included and the required corresponding information inserted only if Proposers have the option of submitting their Proposals electronically. Otherwise omit.]***  The electronic Proposal opening procedures shall be: ***[insert a description of the electronic Proposal opening procedures.]*** | | |
| **ITP 27.4** | [***Add the following if the Purchaser will carry out tests, to determine that the performance or functionality of the Information System offered meets those stated in the Technical Requirements***]  As part of the first stage clarification process, the Information System (or components/parts of it) offered by the Proposer may be subjected to the following tests and performance benchmarks*: [specify: measures that will be used in the evaluation of Proposals, such as demonstration tests, performance benchmarks, documentation reviews, reference site visits, etc., and who will carry them out and how they will be conducted]*.  ***[Note: For demonstration or benchmark tests, specify full testing details and success criteria (alternatively, reference detailed discussion of testing in the Technical Requirements).]*** | | |
| **ITP 29.2 (e)** | ‘The Proposer shall submit with its Proposal the following additional documents:  ***[list any additional document not already listed in ITP 29.2 that must be submitted with the Second Stage Technical Proposal]’*** | | |
| **ITP 29.4 (d)** | ‘The Proposer shall submit with its Proposal the following additional documents:  ***[list any additional document not already listed in ITP 29.4 that must be submitted with the Second Stage Financial Proposal]’*** | | |
| **ITP 31.3** | The Proposer *[insert “must” or “must not”]* Propose Recurrent Cost Items | | |
| **ITP 31.3 (a)** | The Proposer *[insert “must” or “must not”]* propose for contracts of Recurrent Cost Items not included in the main Contract. | | |
| **ITP 31.6** | The Incoterms edition is: ***[insert relevant edition].*** | | |
| **ITP 31.6(a) and (c)** | Named place of destinationis:*\_\_* **[*insert named Place of destination as per Incoterm used]*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Named place of final destination (or Project site) is:\_\_\_\_\_\_\_\_\_ *[insert name of location where the IS are to be actually Installed]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **ITP 31.9** | The prices quoted by the Proposer ***[insert “shall “or “shall not”] \_\_\_\_\_\_\_\_\_\_\_*** be subject to adjustment during the performance of the Contract. | | |
| **ITP 32.1** | The Proposer **[*insert “is” or “is not”’*] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**required to quote in the currency of the Purchaser’s Country the portion of the Proposal price that corresponds to expenditures incurred in that currency. | | |
| **ITP 33** | ***[If a Proposal Security shall be required, a Proposal-Securing Declaration shall not be required, and vice versa.]***  A *Proposal Security* ***[insert “shall be” or “shall not be”*]** required.  A Proposal-Securing Declaration **[*insert “shall be” or “shall not be*”]** required.  If a Proposal Security shall be required, the amount and currency of the Proposal Security shall be  **[*If a Proposal Security is required, insert amount and currency of the Proposal Security. Otherwise insert “Not Applicable”.]******[In case of lots, please insert amount and currency of the Proposal Security for each lot]***  ***Note: Proposal Security is required for each lot as per amounts indicated against each lot. Proposers have the option of submitting one Proposal Security for all lots (for the combined total amount of all lots) for which Proposals have been submitted, however if the amount of Proposal Security is less than the total required amount, the Purchaser will determine for which lot or lots the Proposal Security amount shall be applied.]***  **[*The following provision should be included and the required corresponding information inserted only if a Proposal security is not required under provision ITP 33.1 and the Purchaser wishes to declare the Proposer ineligible for a period of time should the Proposer perform the actions mentioned in provision ITP 33.9. Otherwise omit.]***  If the Proposer performs any of the actions prescribed in subparagraphs (a) or (b) of this provision, the Borrower will declare the Proposer ineligible to be awarded contracts by the Purchaser for a period of \_\_\_\_\_\_ years. [***insert period of time]*** | | |
| **ITP 33.3 (d)** | Other types of acceptable securities:  ***[Insert names of other acceptable securities. Insert “None” if no Proposal Security is required under provision ITP 33.1 or if Proposal Security is required but no other forms of Proposal securities besides those listed in ITP 33.3 (a) through (c) are acceptable*.]** | | |
| **ITP 33.9** | If the Proposer performs any of the actions prescribed in ITP 33.9 (a) or (b), the Borrower will declare the Proposer ineligible to be awarded contracts by the Purchaser for a period of ***[insert number of years]***\_\_\_\_\_ years. | | |
| **ITP 34.1** | The Proposal validity period shall be \_\_\_\_\_\_\_\_***[insert the number of days]*** days. | | |
| **ITP 34.3** | The Proposal 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.]*** | | |
| **ITP 44.1** | ***[Specify the technical features to be evaluated, and the respective scores]*** | | |
| **ITP 46.1** | The Letter of Proposal and Price Schedules shallbe initialed by ***[insert number]*** representatives of the Purchaser conducting Proposal opening*.* ***[Insert procedure: Example: Each Proposal shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Purchaser, etc.]*** | | |
| **ITP 49.1** | The currency(ies) of the Proposal shall be converted into a single currency as follows: *[Insert name of currency]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The currency that shall be used for Proposal evaluation and comparison purposes to convert at the selling exchange rate all Proposal 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, i.e. 15 June, 2016 not earlier than 28 days prior to the deadline for submission of the Proposals, nor later than the original date for the expiry of Proposal validity].*** | | |
| **ITP 51.3** | Proposals for Subsystems, lots, or slices of the overall Information System [specify: will / will *not]* be accepted.  Discount that are conditional on the award of more than one Subsystem, lot, or slice shall not be considered for proposal evaluation.  *[Note: Keeping a single Proposal package obviously simplifies the evaluation and maintains clearer overall system implementation and warranty responsibilities. However, there may well be practical reasons to break a specific procurement package into parts that can be Proposal individually. If, therefore, Proposals will be accepted for one or more individual Subsystems, lots, or slices of the total Information System, include here the title of each Subsystem, lot, or slice for which Proposals can be submitted, as well as proper cross references to the Technical Requirements where a description of each Subsystem, lot, or slice can be found. Any other criterion that may affect award of more than one Subsystem, lot, or slice should also be specified here.* *Discounts for the award of multiple Subsystems, lots, or slices should be avoided when the evaluation is carried out taking into account technical factors, because otherwise the difficulty in establishing Proposal rankings for the individual lot, slice, or Subsystem awards may become unmanageable]* | | |
| **ITP 54.1** | The weight to be given for cost X is: \_\_\_\_\_\_\_\_ *[indicate weight for cost such that weight for cost plus weight for total technical score is 1(one).]*  *[The relative weight to be assigned to cost should generally not be less than 70 %, but may be set as low as 50% if justified to achieve value for money].*  Interest Rate (I) for net present value calculations of recurrent costs (if any) is \_\_\_ ***[insert interest rate]*** percent per annum. | | |
| **ITP 55.1** | BAFO ( “applies” / “does not apply”)  If BAFO applies, the procedure will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **ITP 57.1** | Negotiation ( “applies” / “does not apply”)  If negotiation applies, the procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **ITP 59.1** | The Standstill Period is\_\_\_\_\_\_\_\_ Business Days *[note: the minimum number of Business Days is ten (10)]* from the date the Purchaser has transmitted to all Proposers that submitted Proposals, the Notification of its Intention to Award the Contract to the successful Proposer.  [*Note: in the event that an emergency situation recognized by the Bank, state ‘not applicable’.*] | | |
| **ITP 66.1** | The proposed Adjudicator is: *[*insert: name and other identifying information “as per the résumé attached to this PDS”, or, exceptionally, state “There will be no Adjudicator under this Contract.”]  ***[Note: For the adjudication system to achieve its purpose (the quick and effective resolution of potential disputes), the Adjudicator should be a technical expert in the type of System covered by the Contract, with actual experience in Information System contract implementation. He/she should ideally, though not necessarily, come from a country other than that of the Purchaser, to avoid any appearance of a conflict of interest. However, it is preferable to propose an Adjudicator from the Purchaser’s Country than to consider no adjudication.***  ***Normally, there should be an Adjudicator in the contract. The option of having no Adjudicator should be viewed as an exception, to be used only in relatively straightforward and short - about less than a year - contracts with little or no application software development or adaptation. ]***  The proposed hourly fee is [insert: amount and currency].  ***[Note: In addition to a fee for actual hours spent studying a case submitted for advice, an Adjudicator would expect to be reimbursed for all dispute-related telephone, fax, and other communications costs, as well as all costs associated with any trips to the site(s), if any.]*** | | |

|  |
| --- |
| Section III - Evaluation and Qualification Criteria |

This Section contains all the criteria that the Purchaser shall use to evaluate Proposals and qualify Proposers. The Proposer shall provide all the information requested in the forms included in Section IV, Proposal Forms.

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[1. Combined Evaluation (ITP 54.1) 61](#_Toc454990721)

[2. Evaluation of Technical Part (ITP 44) 61](#_Toc454990722)

[3. Evaluation of Financial Part (ITP 51.1 f) 63](#_Toc454990723)

[4. Qualification 64](#_Toc454990724)

1. Combined Evaluation (ITP 54.1)

The Purchaser will evaluate and compare the Proposals that have been determined to be substantially responsive, pursuant to ITP 43.

If indicated by the PDS, the Purchaser’s evaluation of responsive Proposals will take into account technical factors, in addition to cost factors.

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

|  |
| --- |
| where  *C* = Evaluated Proposal Cost  *C low* = the lowest of all Evaluated Cost among responsive Proposals  *T* = the total Technical Score awarded to the Proposal  *Thigh* = the Technical Score achieved by the Proposal that was scored best among all responsive Proposals  *X* = weight for the Cost as specified in the PDS  The Proposal with the best evaluated Proposal Score (B) among responsive Proposals shall be the Most Advantageous Proposal provided the Proposer is qualified to perform the Contract. |

1. Evaluation of Technical Part (ITP 44)

|  |
| --- |
| The total technical points assigned to each Proposal in the Evaluated Proposal Formula will be determined by adding and weighting the scores assigned by an evaluation committee to technical features of the Proposal in accordance with the criteria set forth below.  (a) The technical features to be evaluated are generally defined below and specifically identified **in the PDS 44.1**:   1. to which extent that the performance, capacity, or functionality features meet or exceed the levels specified in the performance / functional requirements and/or influence the life-cycle cost and effectiveness of the Information System. 2. usability features, such as ease of use, ease of administration, or ease of expansion, which influence the life-cycle cost and effectiveness of the Information System. 3. quality of the Proposer’s Preliminary Project Plan as evidenced by the thoroughness, reasonableness, and responsiveness of: (a) the task and resource schedules, both general and specific, and (b) the proposed arrangements for management and coordination, training, quality assurance, technical support, logistics, problem resolution, and transfer of knowledge, and other such activities as specified by the Purchaser or proposed by the Proposer based on the Proposer’s experience. 4. Any sustainable procurement requirement if specified in Section VII- Requirements of the Information System.   (b) Feature scores will be grouped into a small number of evaluation categories, generally defined below and specifically identified in the PDS, namely:  (i) The technical features that reflect how well the Information System meets the Purchaser’s Business Requirements (including quality assurance and risk-containment measures associated with the implementation of the Information System).  (ii) The technical features that reflect how well the Information System meets the System’s Functional Performance Standards.  (iii) The technical features that reflect how well the Information System meets the General Technical Requirements for hardware, network and communications, Software, and Services.  (c) As specified **in the PDS**, each category will be given a weight and within each category each feature may also be given a weight.  (d) During the evaluation process, the evaluation committee will assign each feature a whole number score from 0 to 4, where 0 means that the feature is absent, and 1 to 4 either represent predefined values for the features amenable to an objective way of rating (as is the case for, e.g., extra memory, or extra mass storage capacity, etc., if these extras would be conducive for the utility of the system), or if the feature represents a functionality (e.g., of a software package) or a quality improving the prospects for a successful implementation (such as the strengths of the proposed project staff, the methodology, the elaboration of the project plan, etc., in the Proposal), the scoring will be 1 for the feature being present but showing deficiencies; 2 for meeting the requirements; 3 for marginally exceeding the requirements; and 4 for significantly exceeding the requirements.  (e) The score for each feature (i) within a category (j) will be combined with the scores of features in the same category as a weighted sum to form the Category Technical Score using the following formula:    where:  *tji* = the technical score for feature “i” in category “j”  *wji* = the weight of feature “i” in category “j”  *k* = the number of scored features in category “j”  and  (f) The Category Technical Scores will be combined in a weighted sum to form the total Technical Proposal Score using the following formula:    where:  *Sj* = the Category Technical Score of category “j”  *Wj* = the weight of category “j” as specified in the PDS  *n* = the number of categories  and |

1. Evaluation of Financial Part (ITP 51.1 f)

The following factors and methods will apply:

**(a)** **Time Schedule**:

Time to complete the Information System from the effective date specified in Article 3 of the Contract Agreement for determining time for completion of pre-commissioning activities is: \_\_\_\_\_. No credit will be given for earlier completion.

**or**

Time to complete the Information System from the effective date specified in Article 3 of the Contract Agreement for determining time for completion of pre-commissioning activities shall be between *\_\_\_\_\_\_\_\_\_* minimum and *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* maximum. The adjustment rate in the event of completion beyond the minimum period shall be *\_\_\_\_\_\_\_\_\_\_\_\_\_* for each week of delay from that minimum period. No credit will be given for completion earlier than the minimum designated period. Proposals offering a completion date beyond the maximum designated period shall be rejected.

**(b) Recurrent Costs**

Since the operation and maintenance of the system being procured form a major part of the implementation, the resulting recurrent costs will be evaluated according to the principles given hereafter, including the cost of recurrent cost items for the initial period of operation stated below, based on prices furnished by each Proposer in Price Schedule Nos. 3.3 and 3.5.

Recurrent cost items for post- warranty service period if subject to evaluation shall be included in the main contract or a separate contract signed together with the main contract.

Such costs shall be added to the Proposal price for evaluation.

Option 1: The recurrent costs factors for calculation of the implementation schedule are:

(i) number of years for implementation

(ii) hardware maintenance

(iii) software licenses and updates

(iv) technical services

(v) telecommunication services, and

(vi) other services (if any).

The Recurrent Costs (R) are reduced to net present value and determined using the following formula:



where

*N* = number of years of the Warranty Period, defined in SCC Clause 29.4

*M* = number of years of the Post-Warranty Services Period, as defined in SCC Clause 1.1.(e) (xii)

*x* = an index number 1, 2, 3, ... N + M representing each year of the combined Warranty Service and Post-Warranty Service Periods.

*Rx* = total Recurrent Costs for year “*x*,” as recorded in the Recurrent Cost Sub-Table.

*I* = discount rate to be used for the Net Present Value calculation, as **specified in the PDS 54.1**

**or** Option 2:

Reference to the methodology specified in the Specification or elsewhere in the RFP document

**(c) Specific additional criteria**

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

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Qualification

**2.1 Update of Information**

The Proposer and any subcontractors shall meet or continue to meet the criteria used at the time of prequalification.

**2.2 Financial Resources**

Using the relevant Form, No FIN 3.3 in Section IV, Proposal Forms, the Proposer must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet:

(i) the following cash-flow requirement:

and

(ii) the overall cash flow requirements for this contract and its current supply and services’ commitment.

**2.3 Personnel**

The Proposer must demonstrate that it will have the personnel for the key positions that meet the following requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Overall**  **Experience (years)** | **Relevant Experience**  **(years)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

The Proposer shall provide details of the proposed personnel and their experience records in the relevant Information Forms included in Section IV, Proposal Forms.

**2.4** **Subcontractors/vendors/manufacturers**

Subcontractors/vendors/manufacturers for major items of supply or services identified in the Initial Selection document must meet orcontinue to meet the minimum criteria specified therein for each item.

Subcontractors for the following additional major items of supply or services must meet the following minimum criteria, herein listed for that item:

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Description of Item** | **Minimum Criteria to be met** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| … |  |  |

Failure to comply with this requirement will result in the rejection of the subcontractor.

In the case of a Proposer who offers to supply and install major items of supply under the contract that the Proposer did not manufacture or otherwise produce, the Proposer shall provide the manufacturer’s authorization, using the form provided in Section IV, showing that the Proposer has been duly authorized by the manufacturer or producer of the related sub system or component to supply and/or install that item in the Purchaser’s Country. The Proposer is responsible for ensuring that the manufacturer or producer complies with the requirements of ITP 4 and 5 and meets the minimum criteria listed above for that item.

|  |
| --- |
| Section IV - Proposal Forms |

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1.1 Proposal Submission Form – First Stage Technical Proposal

Date: *[Proposer insert:* ***date of Proposal]***

Loan/Credit No.: *[Purchaser insert:* ***number****]*

RFP: *[Purchaser insert:* ***RFP name and number****]*

Contract: *[Purchaser insert:* ***name of Contract****]*

To: *[Purchaser insert:* ***name and address of Purchaser****]*

Dear Sir or Madam:

Having examined the request for proposal document, including Addenda Nos. *[ insert* ***numbers****]*, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply, install, achieve Operational Acceptance of, and support the Information System under the above-named Contract in full conformity with the said request for proposal document.

We confirm that if you invite us to attend a Clarification Meeting(s) for the purpose of reviewing our First Stage Proposal at a place and date of your choice, we will endeavor to attend this/these meeting(s) at our own cost, and will duly note the amendments and additions to, and omissions from, our First Stage Proposal that you may require. We accept that we alone carry any risk for failing to reach clarification of our Proposal in case this failure is due to our inability to attend duly scheduled Clarification Meeting(s).

We undertake, upon receiving your written invitation, to proceed with the preparation of our Second Stage Proposal, updating the First Stage Proposal in accordance with the requirements, if any, specified in (a), the memorandum, specific for our First Stage Proposal, titled “Changes Required Pursuant to First Stage Evaluation” and any updates to this memorandum, and (b), Addenda to the Request for proposal document issued together or after the invitation for the second stage. The Second Stage Proposal will also include our commercial Proposal in accordance with the requirements of the RFP documents for Second Stage Proposals, for performing the Information System in accordance with our updated technical Proposal.

*[As appropriate, include or delete the following paragraph]*

We accept the appointment of *[Purchaser insert:* ***name of proposed Adjudicator*** *from the Proposal Data Sheet]*as the Adjudicator.

*[And delete the following paragraph, or, as appropriate, delete the above and include the following, or, if no Adjudicator is stated in the Proposal Data Sheet, delete both the above and the following]*

We do not accept the appointment of *[Purchaser insert:* ***name of proposed Adjudicator*** *from the Proposal Data Sheet]*as the Adjudicator, and we propose instead that *[insert:* ***name****]* be appointed as Adjudicator, whose résumé and hourly fees are attached.

We hereby certify that the Software offered in this Proposal and to be supplied under the Contract (i) either is owned by us, or (ii) if not owned by us, is covered by a valid license from the proprietor of the Software.

We hereby certify that meet the eligibility requirements and have no conflict of interest in accordance with ITP 4.

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;

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.

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 ITP 4.6*];

We agree to abide by this First Stage Proposal, which, in accordance with ITP Clauses 13, consists of this letter (First Stage Proposal Form) and the enclosures listed below. Together with the above written undertakings, the Proposal shall remain binding on us. We understand that we may withdraw our Proposal, or any alternative Proposal included in it, at any time by so notifying you in writing. However, we accept that if invited to the second stage, once we have submitted a Second Stage Proposal, this Proposal (and the parts of the First Stage Proposals it includes and updates) can only be withdrawn before the deadline for submission of Second Stage Proposals, and only by the formal Second Stage Proposal withdrawal procedure stipulated in the RFP documents.

**Name of the Proposer**: \*[*insert complete name of person signing the Proposal*]

**Name of the person duly authorized to sign the Proposal on behalf of the Proposer**: \*\* [*insert complete name of person duly authorized to sign the Proposal*]

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

**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*]

ENCLOSURES:

Signature Authorization *[plus, in the case of a Joint Venture Proposer, list all other authorizations pursuant to ITP Clause 4.1]*

Attachment 1 Proposer’s Eligibility

Attachment 2 Updated Proposers Proposer’s Qualifications (including Manufacturer’s Authorizations and Subcontractor Agreements if and as required)

Attachment 3 Proposed Subcontractors

Attachment 4 Intellectual Property (Software and Materials Lists)

Attachment 5 Conformity of the Information System to the RFP documents

Attachment 6 Deviations

Attachment 7 Alternative Proposals

*[List any further attachments or other enclosures]*

**Proposal Table of Contents and Checklist**

**Note:** Proposers should expand and (if appropriate) modify and complete the following table. The purpose of the table is to provide the Proposer with a summary checklist of items that must be included in the First Stage Proposal, as described in ITP Clauses 13. It also provides a summary page reference scheme to ease and speed the Purchaser’s Proposal evaluation process.

|  |  |  |
| --- | --- | --- |
| item | present: y/n | page no. |
| First Stage Technical-Only Proposal Submission Form |  |  |
| Signature Authorization (for Joint Ventures additionally including the authorizations listed in ITP Clause 6.2) |  |  |
| Attachment 1: Proposer’s Eligibility |  |  |
| Attachment 2: Proposer’s Qualifications (any updates) |  |  |
| Manufacturer’s Authorizations |  |  |
| Subcontractor’s Agreements |  |  |
| Attachment 3: Proposed Subcontractors |  |  |
| Attachment 4: Intellectual Property |  |  |
| Attachment 5: Conformity of the Information System to the RFP documents |  |  |
| Attachment 6: Deviations |  |  |
|  |  |  |

2.1 Proposal Submission Form - Second Stage -Technical Part

*INSTRUCTIONS TO PROPOSERS*

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

**Date of this Proposal submission**: [*insert date (as day, month and year) of Proposal submission*]

**RFP No.:** [*insert number of RFP process*]

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

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

To: *[Purchaser insert:* ***name and address of Purchaser****]*

Dear Sir or Madam:

We, the undersigned Proposer, hereby submit our Proposal, in two parts, namely:

1. the Technical Part, and
2. the Financial Part.

Having examined the RFP documents, the Addenda issued during the first stage, Addenda Nos. *[ insert:* ***numbers****]* issued with or after the Request for Proposals – Second Stage, the receipt of which is hereby acknowledged, as well as the requirements listed in the memorandum titled “Changes Required Pursuant to First Stage Evaluation” specific to our First Stage Proposal, and any updates to this memorandum, we, the undersigned, offer to supply, install, achieve Operational Acceptance of, and support the Information System under the above-named Contract in full conformity with the said RFP documents, Addenda and memorandum.

We undertake, if our Proposal is accepted, to commence work on the Information System and achieve Installation and Operational Acceptance within the respective times stated in the RFP documents.

*[As appropriate, include or delete the following paragraph]*

We accept the appointment of *[Purchaser insert:* ***name of proposed Adjudicator*** *from the Proposal Data Sheet]*as the Adjudicator.

*[And delete the following paragraph, or, as appropriate, delete the above and include the following, or, if no Adjudicator is stated in the Proposal Data Sheet, delete both the above and the following]*

We do not accept the appointment of *[Purchaser insert:* ***name of proposed Adjudicator*** *from the Proposal Data Sheet]*as the Adjudicator, and we propose instead that *[insert:* ***name****]* be appointed as Adjudicator, whose résumé and hourly fees are attached.

We hereby certify that the Software offered in this Proposal and to be supplied under the Contract (i) either is owned by us, or (ii) if not owned by us, is covered by a valid license from the proprietor of the Software.

We hereby certify that meet the eligibility requirements and have no conflict of interest in accordance with ITP 4.

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;

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.

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 ITP 4.6*];

We agree to abide by this Proposal, which, in accordance with ITP 29 and 30, consists of this letter (Second Stage Technical Part) and the enclosures listed below, for a period of *[ insert:* ***number from Request for Proposals -- Second Stage****]*days from the date fixed for submission of Proposals as stipulated in the Request for Proposals -- Second Stage or subsequent Addenda to the RFP documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

**Name of the Proposer**: \*[*insert complete name of person signing the Proposal*]

**Name of the person duly authorized to sign the Proposal on behalf of the Proposer**: \*\* [*insert complete name of person duly authorized to sign the Proposal*]

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

**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 Proposal submitted by a Joint Venture specify the name of the Joint Venture as Proposer.

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

ENCLOSURES:

Signature Authorization *[plus, in the case of a Joint Venture Proposer, list all other authorizations pursuant to ITP Clause 4.1]*

Attachment 1 Proposer’s Eligibility

Attachment 2 Any update to the proposers Qualifications (including Manufacturer’s Authorizations and Subcontractor Agreements if and as required)

Attachment 3 Proposed Subcontractors

Attachment 4 Intellectual Property (Software and Materials Lists)

Attachment 5 Conformity of the Information System to the RFP documents

*[If appropriate, specify further attachments or other enclosures]*

2.2 Proposal Submission Form - Second Stage -Financial Part

*INSTRUCTIONS TO PROPOSERS*

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

**Date of this Proposal submission**: [*insert date (as day, month and year) of Proposal submission*]

**RFP No.:** [*insert number of RFP process*]

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

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

To: *[Purchaser insert:* ***name and address of Purchaser****]*

Dear Sir or Madam:

We, the undersigned Proposer, hereby submit the second part of our Proposal, the Financial Part

Having examined the RFP documents, the Addenda issued during the first stage, Addenda Nos. *[ insert:* ***numbers****]* issued with or after the Request for Proposals – Second Stage, the receipt of which is hereby acknowledged, as well as the requirements listed in the memorandum titled “Changes Required Pursuant to First Stage Evaluation” specific to our First Stage Proposal, and any updates to this memorandum, we, the undersigned, offer to supply, install, achieve Operational Acceptance of, and support the Information System under the above-named Contract in full conformity with the said RFP documents, Addenda and memorandum for the total sum of:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *[ insert:* ***amount of local currency in words****]* | (*[ insert:*  ***amount of local currency in figures from corresponding Grand Total entry of the Grand Summary Cost Tabl****e ]*) |
|  | plus | [*insert:* ***amount of foreign currency A in words****]* | (*[ insert:* ***amount of foreign currency A in figures from corresponding Grand Total entry of the Grand Summary Cost Table****])* |
|  | *[ as appropriate, add the following ]* | | |
|  | plus | *[ insert:* ***amount of foreign currency B in words****]* | (*[ insert:* ***amount of foreign currency B in figures from corresponding Grand Total entry of the Grand Summary Cost Table****]*) |
|  | plus | *[ insert:* ***amount of foreign currency C in words****]* | ([*insert:*  ***amount of foreign currency C in figures from corresponding Grand Total entry of the Grand Summary Cost Table****]*) |

Or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and made part of this Proposal.

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*];

If our Proposal is accepted, we undertake to provide an advance payment security and a performance security in the form, in the amounts, and within the times specified in the RFP documents.

We agree to abide by this Proposal, which, in accordance with ITP Clauses 28 and 29, consists of this letter (Second Stage Proposal Form) and the enclosures listed below, for a period of *[ insert:* ***number from Request for Proposals -- Second Stage****]*days from the date fixed for submission of Proposals as stipulated in the Request for Proposals -- Second Stage or subsequent Addenda to the RFP documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

**Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the RFP 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.”)

Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

**Name of the Proposer**:\*[*insert complete name of the Proposer*]

**Name of the person duly authorized to sign the Proposal on behalf of the Proposer**: \*\* [*insert complete name of person duly authorized to sign the Proposal*]

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

**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 Proposal submitted by a Joint Venture specify the name of the Joint Venture as Proposer.

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

ENCLOSURES:

Signature Authorization *[plus, in the case of a Joint Venture Proposer, list all other authorizations pursuant to ITP Clause 4.1]*

Proposal-Securing Declaration or Proposal-Security (if and as required)

Price Schedules

*[If appropriate, specify further attachments or other enclosures]*

**Second Stage Proposal Table of Contents and Checklist**

**Note:** Proposers should expand and (if appropriate) modify and complete the following table. The purpose of the table is to provide the Proposer with a summary checklist of items that must be included in the Second Stage Proposal as described in ITP Clause 28 and 29, in order for the Proposal to be considered for Contract award. The table also provides a summary page reference scheme to ease and speed the Purchaser’s Proposal evaluation process.

|  |  |  |
| --- | --- | --- |
| Item | present: y/n | page no. |
| Second Stage Combined Technical and Financial Proposal Submission Form |  |  |
| Signature Authorization (for Joint Ventures additionally including the authorizations listed in ITP Clause 6.2) |  |  |
| Proposal-Securing Declaration or Proposal-Security (if and as required) |  |  |
| Price Schedules |  |  |
| Attachment 1: Proposer’s Eligibility |  |  |
| Attachment 2: Proposer’s Qualifications |  |  |
| Manufacturer’s Authorizations |  |  |
| Subcontractor’s Agreements |  |  |
| Attachment 3: Proposed Subcontractors |  |  |
| Attachment 4: Intellectual Property |  |  |
| Attachment 5: Conformity of the Information System to the RFP documents |  |  |
|  |  |  |

3.1Price Schedule Forms

## Notes to Proposers on working with the Price Schedules

**General**

1. The Price Schedules are divided into separate Schedules as follows:

3.1 Grand Summary Cost Table

3.2 Supply and Installation Cost Summary Table

3.3 Recurrent Cost Summary Table

3.4 Supply and Installation Cost Sub-Table(s)

3.5 Recurrent Cost Sub-Tables(s)

3.6 Country of Origin Code Table

*[Insert:* ***any other Schedules as appropriate****]*

2. The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Proposers shall have read the Technical Requirements and other sections of these RFP documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.

3. If Proposers are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Proposers in the RFP documents prior to submitting their Proposal.

**Pricing**

4. Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Proposer. As specified in the Proposal Data Sheet, prices shall be fixed and firm for the duration of the Contract.

5. Proposal prices shall be quoted in the manner indicated and in the currencies specified in ITP 31 and ITP 32. Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these RFP documents.

6. Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITP 32, no more than three foreign currencies may be used.

3.1  Grand Summary Cost Table

|  |  | ***[****insert****: Local Currency ] Price*** | ***[****insert****: Foreign Currency A ]  Price*** | ***[****insert****: Foreign Currency B ]  Price*** | ***[****insert****: Foreign Currency C ]  Price*** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 1. | Supply and Installation Costs (from Supply and Installation Cost Summary Table) |  |  |  |  |
|  |  |  |  |  |  |
| 2. | Recurrent Costs (from Recurrent Cost Summary Table) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 4. | Grand Totals (to Proposal Submission Form) |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Proposer: |  |  |
|  |  |  |
| Authorized Signature of Proposer: |  |  |

3.2  Supply and Installation Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITP 31 and 32.

[as necessary for supply, installation, and achieving Operational Acceptance of the System, specify items in the Table below, modifying, deleting, or expanding the sample line items and sample table entries as needed.]

|  |  |  | **Supply & Installation Prices** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Locally supplied items** | **Items supplied from outside the Purchaser’s Country** | | | |
| **Line Item No.** | **Subsystem / Item** | **Supply and Installation Cost Sub-Table No.** | ***[****insert****: Local Currency ]*** Price | ***[****insert****: Local Currency ]*** Price | ***[****insert****: Foreign Currency A]*** Price | ***[****insert****: Foreign Currency B]*** Price | ***[****insert****: Foreign Currency C]*** Price |
|  |  |  |  |  |  |  |  |
| 0 | Project Plan | - - | - - | - - | - - | - - | - - |
| 1 | Subsystem 1 |  |  |  |  |  |  |
| 2 | Subsystem 2 |  |  |  |  |  |  |
| 3 | Subsystem n |  |  |  |  |  |  |
|  | etc. |  |  |  |  |  |  |
| SUBTOTALS | | | |  |  |  |  |
| TOTAL (To Grand Summary Table) | | | |  |  |  |  |

**Note:** - - indicates not applicable.

Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Proposer: |  |  |
|  |  |  |
| Authorized Signature of Proposer: |  |  |
|  |  |  |

3.3  Recurrent Cost Summary Table

[as necessary for supply, installation, and achieving Operational Acceptance of the System, specify items in the Table below, modifying, deleting, or expanding the sample line items and sample table entries as needed.]

Costs MUST reflect prices and rates quoted in accordance with ITP 31 and 32.

| **Line Item No.** | **Subsystem / Item** | **Recurrent Cost Sub-Table No.** | ***[****insert****: Local Currency ] Price*** | ***[****insert****: Foreign Currency A ] Price*** | ***[****insert****: Foreign Currency B ] Price*** | ***[****insert****: Foreign Currency C ] Price*** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| y | Recurrent Cost Items |  |  |  |  |  |
| y.1 | \_\_\_\_ | y.1 |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Subtotals (to Grand Summary Table) | |  |  |  |  |

**Note:** Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Subsystem or line item in this summary table.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Proposer: |  |  |
|  |  |  |
| Authorized Signature of Proposer: |  |  |

3.4  Supply and Installation Cost Sub-Table *[insert: identifying number]*

System or Subsystem number: [if a multi-lot procurement, insert: Subsystem number; otherwise state “entire System procurement”]

Line item number: *[specify:* ***relevant line item number from the Supply and Installation Cost Summary Table*** *(e.g., 1.1)]*

[as necessary for supply, installation, and achieving Operational Acceptance of the System, specify items in the Table below, modifying, deleting, or expanding the sample line items and sample table entries as needed.]

Prices, rates, and subtotals MUST be quoted in accordance with ITP 31 and 32.

|  |  |  |  | **Unit Prices / Rates** | | | | | **Total Prices** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Supplied Locally** | **Supplied from outside the Purchaser’s Country** | | | | **Supplied Locally** | **Supplied from outside the Purchaser’s Country** | | | |
| **Compo­nent  No.** | **Component Description** | **Country of Origin Code** | **Quan­tity** | ***[*** *insert:* ***local currency]*** | ***[*** *insert:* ***local currency]*** | ***[*** *insert:* ***foreign currency A ]*** | ***[*** *insert* ***foreign currency B ]*** | ***[*** *insert:* ***foreign currency C ]*** | ***[*** *insert:* ***local currency]*** | ***[*** *insert:* ***local currency]*** | ***[*** *insert:* ***foreign currency A ]*** | ***[*** *insert:* ***foreign currency B ]*** | ***[*** *insert:* ***foreign currency C ]*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| X.1 | \_\_\_\_ | - - | - - | - - | - - | - - | - - | - - |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotals (to *[ insert:* ***line item***] of Supply and Installation Cost Summary Table) | | | | | | | | |  |  |  |  |  |

**Note:** - - indicates not applicable.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Proposer: |  |  |
|  |  |  |
| Authorized Signature of Proposer: |  |  |

3.5 Recurrent Cost Sub-Table [*insert: identifying number]*

Lot number: [if a multi-lot procurement, insert: lot number, otherwise state “single lot procurement”]

Line item number**:** *[specify:* ***relevant line item number from the Recurrent Cost Summary Table******–*** *(e.g., y.1)]*

Currency: *[specify:* ***the currency of the Recurrent Costs in which the costs expressed in this Sub-Table are expressed****]*

[as necessary for operation of the System, specify: the detailed components and quantities in the Sub-Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the Sub-Table as needed to cover each and every line item in the Recurrent Cost Summary Table that requires elaboration. ]

Costs MUST reflect prices and rates quoted in accordance with ITP 31 and 32.

|  |  | Maximum all-inclusive costs (for costs in *[ insert:* ***currency****]*) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Component  No. | Component | Y1 | Y2 | Y3 | Y4 | ... | Yn | Sub-total for *[ insert:* ***currency****]* |
| 1. | Hardware Maintenance | Incl. in Warranty | Incl. in Warranty | Incl. in Warranty |  |  |  |  |
| 2. | Software Licenses & Updates | Incl. in Warranty |  |  |  |  |  |  |
| 2.1 | System and General-Purpose Software | Incl. in Warranty |  |  |  |  |  |  |
| 2.2 | Application, Standard and Custom Software | Incl. in Warranty |  |  |  |  |  |  |
| 3. | Technical Services |  |  |  |  |  |  |  |
| 3.1 | Sr. Systems Analyst |  |  |  |  |  |  |  |
| 3.2 | Sr. Programmer |  |  |  |  |  |  |  |
| 3.3 | Sr. Network Specialist, ….. etc. |  |  |  |  |  |  |  |
| 4. | Telecommunications costs [to be detailed] |  |  |  |  |  |  |  |
| 5. | [Identify other recurrent costs as may apply] |  |  |  |  |  |  |  |
|  | Annual Subtotals: |  |  |  |  |  |  | - - |
| Cumulative Subtotal (to *[ insert:* ***currency***] entry for *[ insert:* ***line item*** *]* in the Recurrent Cost Summary Table) | | | | | | | |  |

|  |  |  |
| --- | --- | --- |
| Name of Proposer: |  |  |
|  |  |  |
| Authorized Signature of Proposer: |  |  |
|  |  |  |

Country of Origin Code Table

| Country of Origin | Country Code |  | Country of Origin | Country Code |  | Country of Origin | Country Code |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**Form CCC**

Summary Sheet: Current Contract Commitments / Work in Progress

|  |
| --- |
| Name of Proposer or partner of a Joint Venture |

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

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

**Form FIN 3.3**

Financial Resources

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

|  |  |
| --- | --- |
| **Source of financing** | **Amount (US$ equivalent)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

Personnel Capabilities

|  |
| --- |
| Name of Proposer or partner of a Joint Venture |

|  |  |
| --- | --- |
| 1. | Title of position |
|  | Name of prime candidate |
|  |  |
| 2. | Title of position |
|  | Name of prime candidate |
|  |  |
| 3. | Title of position |
|  | Name of prime candidate |
|  |  |
| 4. | Title of position |
|  | Name of prime candidate |
|  |  |

Candidate Summary

|  |
| --- |
| Name of Proposer or partner of a Joint Venture |

|  |  |  |
| --- | --- | --- |
| Position | | Candidate  Prime Alternate |
| Candidate information | Name of candidate | Date of birth |
|  | Professional qualifications | |
|  |  | |
| Present employment | Name of Purchaser | |
|  | Address of Purchaser | |
|  |  | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | Telex |
|  | Job title of candidate | Years with present Purchaser |

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| From | To | Company/Project/ Position/Relevant technical and management experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Technical Capabilities

|  |
| --- |
| Name of Proposer or partner of a Joint Venture |

The Proposer shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Proposer should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Proposer proposes to utilize in the execution of the Contract or Contracts.

Manufacturer’s Authorization

**Note**: This authorization should be written on the letterhead of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Invitation for Proposals Title and No.: *[Purchaser insert:* ***RFP Title and Number****]*

To: *[Purchaser insert:* ***Purchaser’s Officer to receive the Manufacture’s Authorization****]*

WHEREAS *[ insert:* ***Name of Manufacturer*** *]* who are official producers of *[ insert:* ***items of supply by Manufacturer*** *]* and having production facilities at *[ insert:* ***address of Manufacturer*** *]* do hereby authorize *[ insert:* ***name of Proposer or Joint Venture*** *]* located at *[ insert:* ***address of Proposer or Joint Venture*** *]* (hereinafter, the “Proposer”) to submit a Proposal and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the RFP results in a Contract between you and the Proposer, the above-listed products will come with our full standard warranty.

Name *[insert:* ***Name of Officer****]* In the capacity of *[insert:* ***Title of Officer]***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of: *[insert:* ***Name of Manufacturer****]*

Dated this *[ insert:* ***ordinal****]* day of *[ insert:* ***month****]*, *[ insert:* ***year****]*.

*[add Corporate Seal (where appropriate)]*

Subcontractor’s Agreement

**Note**: This agreement should be written on the letterhead of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.

Invitation for Proposals Title and No.: *[Purchaser insert:* ***RFP Title and Number****]*

To: *[Purchaser insert:* ***Purchaser’s Officer to receive the Subcontractor’s Agreement]***

WHEREAS *[ insert:* ***Name of Subcontractor*** *],* having head offices at *[ insert:* ***address of Subcontractor*** *],* have been informed by *[ insert:* ***name of Proposer or Joint Venture*** *]* located at *[ insert:* ***address of Proposer or Joint Venture*** *]* (hereinafter, the “Proposer”) that it will submit a Proposal in which *[ insert:* ***Name of Subcontractor*** *]* will provide *[ insert:* ***items of supply or services provided by the Subcontractor*** *].*  We hereby commit to provide the above named items, in the instance that the Proposer is awarded the Contract.

Name *[insert:* ***Name of Officer****]* In the capacity of *[insert:* ***Title of Officer]***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of: *[insert:* ***Name of Subcontractor****]*

Dated this *[ insert:* ***ordinal****]* day of *[ insert:* ***month****]*, *[ insert:* ***year****]*.

*[Add Corporate Seal (where appropriate)]*

List of Proposed Subcontractors

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Proposed Subcontractor | Place of Registration & Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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Intellectual Property Forms

## Notes to Proposers on working with the Intellectual Property Forms

In accordance with ITP 13.1 (iv), Proposers must submit, as part of their Proposals, lists of all the Software included in the Proposal assigned to one of the following categories: (A) System, General-Purpose, or Application Software; or (B) Standard or Custom Software. Proposers must also submit a list of all Custom Materials. These categorizations are needed to support the Intellectual Property in the GCC and SCC.

Software List

|  | (select one per item) | | | (select one per item) | |
| --- | --- | --- | --- | --- | --- |
| Software Item | System Software | General-Purpose Software | Application Software | Standard Software | Custom Software |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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List of Custom Materials

|  |
| --- |
| Custom Materials |
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Conformance of Information System Materials

Format of the Technical Proposal

In accordance with ITP 16.2 and 29.2, the documentary evidence of conformity of the Information System to the RFP documents includes (but is not restricted to):

(a). The Proposer’s Preliminary Project Plan, including, but not restricted, to the topics specified in the PDS for ITP 16.2 and 29.2. The Preliminary Project Plan should also state the Proposer’s assessment of the major responsibilities of the Purchaser and any other involved third parties in System supply and installation, as well as the Proposer’s proposed means for coordinating activities by each of the involved parties to avoid delays or interference.

(b). A written confirmation by the Proposer that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Technical Requirements.

(c). Item-by-Item commentary on the Business and/or Functional requirements demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Business and/or Functional requirements.

In demonstrating the responsiveness of its proposed solution, the Proposer must use the responsiveness checklist (Format). Failure to do so increases significantly the risk that the Proposer’s Technical Proposal will be declared technically non-responsive. Among other things, the checklist should contain explicit cross-references to the relevant pages in supporting materials included the Proposer’s Technical Proposal.

**Note**: The Proposer’s response must provide clear evidence for the evaluation team to assess the credibility of the response. The Proposer should indicate that – and to the greatest extent practical – how the Proposer would comply with the requirements if awarded the contract.

Responsiveness Checklist (Format)

|  |  |
| --- | --- |
| Tech.  Require.  No. \_ | Business / Functional Requirement:  *[ insert:* ***abbreviated description of Requirement****]* |
| Proposer’s technical reasons supporting proposed solution: | |
| Proposer’s cross references to supporting information in Technical Proposal: | |

**Form of Proposal 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]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RFP No.:** *[Purchaser to insert reference number for the Invitation for Proposals]*

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

**Date:** \_\_\_\_\_ *[Insert date of issue]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL GUARANTEE No.:** \_ *[Insert guarantee reference number]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_ *[insert name of the Proposer, 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 the Beneficiary its Proposal \_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Proposal”) for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under Request for Proposals No. \_\_\_\_\_\_\_\_\_\_\_ (“the RFP”).

Furthermore, we understand that, according to the Beneficiary’s, Proposals must be supported by a Proposal 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 the demand, stating that either the Applicant:

(a) has withdrawn its Proposal during the period of Proposal validity set forth in the Applicant’s Letter of Proposal (“the Proposal Validity Period”), or any extension thereof provided by the Applicant; or

(b) having been notified of the acceptance of its Proposal by the Beneficiary during the period of Proposal validity or any extension thereof provided by the Applicant has failed to: (i) execute the Contract Agreement, if required, or (ii) furnish the performance security, in accordance with the Instructions to Proposers (“ITP”) of the Beneficiary’s RFP document.

This guarantee will expire: (a) if the Applicant is the successful Proposer, 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 Proposer, upon the earlier of (i) our receipt of a copy of the Beneficiary’s notification to the Applicant of the results of the RFP process; or (ii) twenty-eight days after the expiration of the Proposer’s Proposal Validity Period.

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

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[signature(s)]*

Form of Proposal Security (Proposal Bond)

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

BY THIS BOND *\_\_\_\_\_\_\_\_\_\_\_\_\_* as Principal (hereinafter called “the Principal”), and *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* **authorized to transact business in** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* as Obligee (hereinafter called “the Purchaser”) in the sum of *\_\_\_\_\_\_\_\_\_\_\_\_*[[11]](#footnote-12) (*\_\_\_\_\_\_\_\_\_\_*), 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 Proposal to the Purchaser dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the supply of *\_\_\_[name of Contract]* *\_\_\_\_\_\_\_\_\_\_* (hereinafter called the “Proposal”).

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

1. Has withdrawn its Proposal during the period of Proposal validity set forth in the Principal’s Letter of of Proposal (the Proposal Validity Period), or any extension provided by the Principal; or
2. having been notified of the acceptance of its Proposal by the Purchaser during the Proposal Validity Period or any extension thereto provided by the Applicant has failed to; (i) execute the Contract Agreement, or (ii) furnish the Performance Security in accordance with the Instructions to Proposers (“ITP”) of the Purchaser’s RFP 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 Proposal Validity Period set forth in the Principal’s Letter of Proposal or extended 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 Proposal-Securing Declaration

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

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

Proposal No.: *[number of RFP process]*

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

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

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

We accept that we will automatically be suspended from being eligible for submitting proposals/bidding 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 Proposal conditions, because we:

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

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

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

Name of the Proposer**\***

Name of the person duly authorized to sign the Proposal on behalf of the Proposer**\*\*** \_\_\_\_\_\_\_

Title of the person signing the Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

\*\*: Person signing the Proposal shall have the power of attorney given by the Proposer attached to the Proposal

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

Section V - Eligible Countries

**Eligibility for the Provision of Information System**

In reference to ITP 4.8 and 5.1, for the information of the Proposers, at the present time firms and information systems from the following countries are excluded from this RFP process:

Under ITP 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 ITP 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, 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;[[12]](#footnote-13) (ii) to be a nominated[[13]](#footnote-14) 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, consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect[[14]](#footnote-15) all accounts, records and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.

PART 2 – Purchaser’s Requirements

Section VII. Requirements of the Information System

**(including Business and/or Functional Requirements, Implementation Schedule, System Inventory Tables, Background and Informational Materials)**

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[Implementation Schedule 121](#_Toc454987370)

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[Background and Informational Materials 133](#_Toc454987372)

## *Notes on preparing the Requirements of the Information System*

*The Requirements of the Information System comprise four significant and closely related subsections:*

* *Technical Requirements*
* *Implementation Schedule*
* *System Inventory Tables*
* *Background and Informational Materials*

*Each subsection is presented and discussed separately*

Business and/or Functional Requirements

## *Notes on preparing the Business and/or Functional Requirements*

*To the greatest extent possible, the Technical Requirements should be expressed in terms of the Purchaser’s business activities, rather than a technological design. This leaves it up to the market to determine what specific Information Technologies can best satisfy these business needs. This is particularly relevant where the Information System will embody complex business logic in the form of application software.*

*Even in the case of a relatively straight-forward Information System, where the business needs can be clearly linked to technological and methodological requirements known in advance of any procurement, the requirements must still be vendor-neutral and admit the widest possible range of technical responses.*

*A specification of a required level of standard performance benchmark test is more appropriate, allowing different technical approaches to achieving the Purchaser’s functional and performance objectives. In general, the Purchaser should try to use widely accepted direct measures of performance and functionality whenever possible and carefully review specifications for those that might dictate technical architectures*

*Where national standards or codes of practice are specified, the Purchaser should include a statement that other national or international standards “that are substantially equivalent” will also be acceptable.*

*It is important that the Business and/or Functional Requirements clearly identify which are mandatory features (for which a proposal’s nonconformance might require rejection for non-responsiveness) and which are preferable features that can be included or excluded from a Proposal at the Proposer’s option.*

*Any sustainable procurement technical requirements shall be clearly specified. Please refer to the Bank’s Procurement Regulations for IPF Borrowers and Sustainable procurement guidance notes/tool kit for further information. The sustainable procurement requirements may be specified to enable evaluation of such a requirement on a pass/fail basis and/or rated criteria (point system), as appropriate.*

*The following presents a sample outline format for the Business, Functional, or performance Requirements Section. This can and should be adapted to meet the Purchaser’s needs for the specific Information System to be procured.*

**Technical Requirements**

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***Note:******The following is only a sample outline. Entries should be modified, extended, and/or deleted, as appropriate for the particular System to be supplied and installed.***

A. Acronyms Used in The Technical Requirements

0.1 Acronym Table

**Note**: Compile a table of organizational and technical acronyms used in the Requirements. This can be done, for example, by extending the following table.

|  | Term | Explanation |
| --- | --- | --- |
|  |  |  |
|  | bps | bits per second |
|  | cps | characters per second |
|  | DBMS | Database Management System |
|  | DOS | Disk Operating System |
|  | dpi | dots per inch |
|  | Ethernet | IEEE 802.3 Standard LAN protocol |
|  | GB | gigabyte |
|  | Hz | Hertz (cycles per second) |
|  | IEEE | Institute of Electrical and Electronics Engineers |
|  | ISO | International Standards Organization |
|  | KB | kilobyte |
|  | kVA | Kilovolt ampere |
|  | LAN | Local area network |
|  | lpi | lines per inch |
|  | lpm | lines per minute |
|  | MB | megabyte |
|  | MTBF | Mean time between failures |
|  | NIC | Network interface card |
|  | NOS | Network operating system |
|  | ODBC | Open Database Connectivity |
|  | OLE | Object Linking and Embedding |
|  | OS | Operating system |
|  | PCL | Printer Command Language |
|  | ppm | pages per minute |
|  | PS | PostScript -- Adobe page description language |
|  | RAID | Redundant array of inexpensive disks |
|  | RAM | Random access memory |
|  | RISC | Reduced instruction-set computer |
|  | SCSI | Small Computer System Interface |
|  | SNMP | Simple Network Management Protocol |
|  | SQL | Structured Query Language |
|  | TCP/IP | Transmission Control Protocol / Internet Protocol |
|  | V | Volt |
|  | WLAN | Wireless LAN |

B. Functional, Architectural, Performance and General Technical Requirements

1.1 Legal and Regulatory Requirements to be met by the Information System

1.1.1 The Information System MUST comply with the following laws and regulations:

1.1.1.1 [ as appropriate, summarize: **each relevant legal code and regulations that govern the business processes and procedures that will be automated with the Information System**; ]

1.1.1.2 …

**Note: If appropriate, prepare a subsection with the relevant legal codes and regulations to be included in the Background and Informational Materials and reference these materials.**

1.2 Business Function Requirements to be met by the Information System

1.2.1 The Information System MUST support the following business functions

1.2.1.1 [ describe, at the appropriate level of detail for the Information System being supplied and installed: **each specific business processes and procedures that will be automated by the Information System**. ]

1.2.1.2 …

Note: These business process descriptions may be textual as well as presented in a formal system analysis formats (e.g., process model and data model, use-case model, entity-relation diagrams, swim-lane diagrams, etc.)

As appropriate, prepare a subsection for the Background and Informational Materials with samples of existing standardized reports, data entry forms, data formats, data coding schemes, etc. which the Information System will need to implement; reference these materials.

1.3 Architectural Requirements to be met by the Information System

1.3.1 The Information System MUST be supplied and configured to implement the following architecture.

1.3.1.2 Software Architecture: *[ specify:* ***features (use diagrams as appropriate)*** *]*.

1.3.1.2 Hardware Architecture: *[ specify:* ***features (use diagrams as appropriate)*** *]*.

1.4 Systems Administration and Management Functions Required to be met by the Information System

1.4.1 The Information System MUST provide for the following management, administration, and security features at the overall System level in an integrated fashion.

1.4.1.2 Installation, Configuration and Change Management: *[ specify:* ***features*** *]*.

1.4.1.3 Operational Monitoring, Diagnostics, Troubleshooting: *[ specify:* ***features*** *]*.

1.4.1.4 User Administration and Access Control; User and Usage Monitoring and Audit Trails: *[ specify:* ***features*** *]*

1.4.1.5 System and Information Security and Security Policies: *[ specify:* ***features*** *]*

1.4.1.6 Back-up and Disaster-Recovery: *[ specify:* ***features*** *]*

1.4.1.7 …

1.5 Performance Requirements of the Information System

1.5.1 The Information System MUST reach the following performance levels.

1.5.1.1 [ describe, at the appropriate level of detail for the particular Information System being supplied and installed: **each relevant throughput and/or response times for specific business processes and procedures automated by the System**; also describe: in business process terms, **the relevant conditions under which the System must achieve these performance standards** (e.g., the number of concurrent users, type of transactions, type and quantity of business data that the System must process in achieving these performance standards, etc.)  ]

1.5.1.2 …

Note: Whenever feasible, business functions should be stated and used as the basis for performance specifications. Relying solely on technological requirements can inadvertently restrict competition.

3.0 General Technical Requirements

3.0.1 Language Support: All information technologies must provide support for the [ insert: **either national or business language(s) of the end-user(s)** ]. Specifically, all display technologies and software must support the ISO [ insert: **character set number** ] character set and perform sorting according to [ insert: **appropriate standard method** ].

3.0.2 Electrical Power: All active (powered) equipment must operate on *[ specify:* ***voltage range and frequency range****, e.g., 220v +/- 20v, 50Hz +/- 2Hz ].* All active equipment must include power plugs standard in [ insert: Purchaser’s Country ].

3.0.3 Environmental: Unless otherwise specified, all equipment must operate in environments of [ specify, **temperature, humidity, and dust conditions**, e.g., 10-30 degrees centigrade, 20-80 percent relative humidity, and 0-40 grams per cubic meter of dust ].

3.0.4 Safety:

3.0.4.1 Unless otherwise specified, all equipment must operate at noise levels no greater than [ insert: **maximum number**, e.g., 55 ] decibels.

3.0.4.2 All electronic equipment that emits electromagnetic energy must be certified as meeting [ insert: **emission standard**, e.g., US FCC class B or EN 55022 and EN 50082-1 ], or equivalent, emission standards.

C. Service Specifications – Supply & Install Items

2.1 System Analysis, Design and Customization/Development

2.1.1 The Supplier MUST perform the following Analysis and Design activities using a formal system analysis/development methodology with the following key activities and design deliverables.

2.1.1.1 Detailed Analysis: [ for example, specify: **System Design Document; System Requirements Specification; Interface Requirements Specification); Software/System Test Descriptions; Software/System Test Plan**, etc. ]

2.1.1.2 Physical Design: [ for example, specify: **Software Design Description; Interface Design Document; Database Design Document**; etc. ]

2.1.1.3 Integrated System: [ for example, specify: **User’s Manual; Operations Manual; Source Code; CASE Files;** etc**. ]**

2.2 Software Customization / Development

2.1.1 The Supplier MUST perform Software Customization / Development using a formal software development methodology with the following characteristics and/or with the following technologies and/or tools.

2.1.1.1 [ for example, describe: **Software Development Method** (e.g., Cascade, Rapid Application Development; **and/or Open Standards** (e.g., Java, XML, etc.); **and/or CASE tools**, etc. ]

2.3 System Integration (to other existing systems)

2.3.1 The Supplier MUST perform the following Integration Services [ for example, describe: **existing information systems** (as appropriate, reference the relevant subsection of the Background and Informational Materials Section containing any detailed description of existing systems); and specify: **technical and functional level of integration with the Information System**. ]

2.4 Training and Training Materials

2.4.1 The Supplier MUST provide the following Training Services and Materials.

2.4.1.1 User: [ for example, specify: **minimum curricula, modes of training, modes of testing, and training materials for: the introduction to computers, the operation of the relevant equipment incorporated in the System, as well as the operation of the Software applications incorporated in the System;** as appropriate, reference the relevant subsection in the Background and Informational Material Section containing any detailed information regarding the available training facilities; etc. ]

2.4.1.2 Technical: [ for example, specify: **minimum curricula, modes of training, modes of testing (e.g., certification levels), training materials and training locations for: the key technology and methodology components of the Information System**; etc. ]

2.4.1.3 Management: [ for example, specify: **minimum curricula, modes of training, modes of testing, training materials and training locations for: the familiarization with the functionality, technology and methodology components of the Information System, corporate management of information systems**; etc. ]

2.5 Data Conversion and Migration

2.5.1 The Supplier MUST provide services and tools to perform the following Data Conversion and Migration Services: [ for example, specify: **volume of data; type, structure, and media of data; timing of conversion; quality assurance and validation methods**; etc. ]

2.6 Documentation Requirements

2.6.1 The Supplier MUST prepare and provide the following documentation.

2.6.1.1 End-User documents: [ for example, specify: **type(s) of end-user documents; language; content; formats; quality control and revision management; medium; reproduction and distribution methods**; etc. ]

2.6.1.2 Technical documents: [ for example, specify: **type(s) of technical documents; language; content; formats; quality control and revision management; medium;, reproduction and distribution methods**; etc. ]

2.7 Requirements of the Supplier’s Technical Team

2.7.1 The Supplier MUST maintain a technical team of the following roles and skill levels during the Supply and Installation Activities under the Contract:

2.7.1.1 Project Team Leader: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.2 *[ specify:* ***Business Area****]* Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.3 System Analyst: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.4 Database Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.5 Programming Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.6 System Administration / Security Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.7 Computer Hardware Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.**7.1**.8 Network and Communications Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.9 Training Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.10 Documentation Specialist: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

2.7.1.11 …

2.8 Telecommunications Services (Supplier-provided)

2.8.1 The Supplier MUST provide the following Telecommunications Services [ for example, describe: **capacities, performance, protocols, locations, etc.**  ]

E. Testing and Quality Assurance Requirements

4.1 Inspections

4.1.1 Factory Inspections: [ if any, specify:  **the items, criteria, and methods to be employed by the Purchaser, or its agent, during factory inspections of the Information Technologies and other Goods prior to their shipment to the site(s)**. ]

4.1.2 Inspections following delivery: [ if any, specify:  **the items, criteria, and methods to be employed by the Purchaser, or its agent, upon delivery and unpacking of the Information Technologies and other Goods to the Site(s)**. ]

4.2 Pre-commissioning Tests

4.2.0 In addition to the Supplier’s standard check-out and set-up tests, the Supplier (with the assistance of the Purchaser) must perform the following tests on the System and its Subsystems before Installation will be deemed to have occurred and the Purchaser will issue the Installation Certificate(s) (pursuant to GCC Clause 26 and related SCC clauses).

4.2.1 [ specify: Subsystem 1 (as defined in the Site Table[s] attached to the Implementation Schedule) specify:  **tests, test conditions, success criteria**, etc. ]

4.2.2 [ specify: Subsystem 2 (as defined in the Site Table{s}) specify:  **tests, test conditions, success criteria**, etc. ]

4.2.n The Entire System: Pre-commissioning Tests for the entire System are: [ specify: **tests, test conditions, success criteria**, etc. ]

4.3 Operational Acceptance Tests

4.3.0 Pursuant to GCC Clause 27 and related SCC clauses, the Purchaser (with the assistance of the Supplier) will perform the following tests on the System and its Subsystems following Installation to determine whether the System and the Subsystems meet all the requirements mandated for Operational Acceptance.

4.3.1 [ specify: Subsystem 1 (as defined in the Implementation Schedule) specify: **tests, test conditions, success criteria**, etc. ]

4.3.2 [ specify: Subsystem 2 (as defined in the Implementation Schedule) specify: **tests, test conditions, success criteria**, etc. ]

4.3.n The Entire System: Pre-commissioning Tests for the entire System are: [ specify: **tests, test conditions, success criteria**, etc. ]

**Note:** The complexity of the Operational Acceptance Testing needed will vary in accordance with the complexity of the System being procured. For simpler Information Systems Operational Acceptance Testing may simply consist of requiring a specified period of trouble-free System or Subsystem operation under normal operating conditions. For more complex Systems, Operational Acceptance testing will require extensive, clearly defined tests under either production or mock-production conditions.

F. Service Specifications – Recurrent Cost Items

5.1 Warranty Defect Repair

5.1.1 The Supplier MUST provide the following services under the Contract or, as appropriate under separate contracts (as specified in the RFP documents).

5.1.1.1 Warranty Defect Repair Service: [ for example, specify: **coverage period; response time and problem-resolution performance standards; modes of service, such as on-site, on-call, or return to warehouse**; etc. (indicate how these may vary among hardware, software, network technologies, etc.) ]

5.1.1.2 ...

5.2 Technical Support

5.2.1 The Supplier MUST provide the following services under the Contract or, as appropriate under separate contracts (as specified in the RFP documents).

5.2.1.2 User support / hot line: [ for example, specify: **coverage period; response time and problem resolution performance standards**; etc. ]

5.2.1.3 Technical Assistance: [ for example, specify: **categories of technical staff required; anticipated tasks and objectives; response-time performance standards**; etc. (indicate how these may vary among hardware, software, network technologies, etc.) ]

5.2.1.4 Post-Warranty Maintenance Services: [ for example, specify: **coverage period; response time and problem-resolution performance standards; modes of service, such as on-site, on-call, or return to warehouse**; etc. (indicate how these may vary among hardware, software, network technologies, etc.) ]

5.2.1.5 …

5.3 Requirements of the Supplier’s Technical Team

5.3.1 The Supplier MUST provide a technical team to cover the Purchaser’s anticipated Post-Operational Acceptance Technical Assistance Activities Requirements (e.g., modification of the Information System to comply with changing legislation and regulations) with the roles and skill levels that are specified below. The minimum expected quantities of inputs by the Supplier’s technical support team are specified in the relevant System Inventory Tables for Recurrent Cost Items.

5.3.1.1 System Analyst: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

5.3.1.2 Database Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *]*

5.3.1.3 Programming Expert: [ for example, specify: **education/certifications, years experience in, demonstrated successful experience in ,**; etc. *].*

5.3.1.4 …

*Note: The Technical Assistance Team specification may be used to develop Proposal prices for technical support Recurrent Costs. These may be included in the main Contract or be subject to separate contracts. In either regard, to obtain meaningful and comparable Proposal prices, the Purchaser will need to specify the roles of the technical support team members in this section and indicate the quantities of the corresponding inputs in the Systems Inventory Tables for Recurrent Cost items.*

Implementation Schedule

## Notes on preparing the Implementation Schedule

The Implementation Schedule summarize when and where Installation, and Operational Acceptance should take place for all Subsystems and/or major components of the System, and for the overall System itself – as well as any other major Contract milestones.

Note: The delivery date is not presented in the Implementation Schedule. Under Incoterms 2010 for CIP, Delivery refers to the date when the Supplier delivers the goods to the first carrier at the port of embarkation, not to the arrival of the goods at the destination site. Delivery (shipment) date therefore varies according to the country of origin of the goods and the Supplier's chosen method of transport.

The target dates need to be realistic and achievable in light of the capacity of both the average Supplier and the Purchaser to carry out their respective contract obligations. Also, the Purchaser must take care to ensure that the dates specified in the Schedule are consistent with any specified elsewhere in the RFP document, especially in the GCC/SCC (e.g., and/or times specified for the submission and acceptance of the Agreed Project Plan).

The work breakdown structure (deliverables) in the Implementation Schedule should be sufficiently detailed to facilitate careful management of the Contract – but not so detailed that it unnecessarily constrains Proposers from organizing the proposed work in the most efficient and effective manner.

To facilitate the RFP and the contract management processes, the Implementation Schedule, the System Inventory Tables and Price Schedules should be closely linked. In particular, the Implementation Schedule defines the major deliverable Subsystems. For each Subsystem there should be a corresponding System Inventory Table or Tables. These System Inventory Tables catalog the specific items (inputs) comprising the Subsystem, as well as the quantities of each item required (for the supply and install cost items as well as the recurrent cost items). For each System Inventory Table there should be a corresponding Price Schedule that closely mirrors the System Inventory Table. Careful development of these materials will greatly improve the changes of obtaining complete and comparable Proposals (and ease the Proposal evaluation process) as well as improving the likelihood that the Purchaser’s and Supplier’s interactions during contract execution are closely orchestrated (thus easing the burden of contract management and improving the likelihood of successful implementation of the Information System).

The sample tables comprise:

(a) an Implementation Schedule Table;

(b) a Site Table(s); and

(c) a Table of Holidays and other Non-Working Days.

The Purchaser should modify these tables, as required, to suit the particulars of the System (and Subsystems) to be supplied and installed. The sample text in the tables is illustrative only and should be modified or deleted as appropriate.

The timings stated in the Implementation Schedule should be specified in weeks from Contract Effectiveness. This will ease the maintenance of the RFP documents during the preparation and RFP processes.

Where appropriate, the Implementation Schedule should indicate the deliverables against which Liquidated Damages may be applied in the event of implementation delays arising from the actions of the Supplier (as governed by the SCC and GCC 28). These milestones should be kept to the essential minimum needed by the Purchaser to ensure contract discipline by the Supplier – but not so many that they unnecessarily strain the Purchaser-Supplier relationship upon which the successful implementation of the Information System will invariably depend.

The Site Table(s) catalog the physical location of the site(s) where the System is to be supplied, installed, and operated. The site(s) may consist of a number of branch offices in remote regions, different departments or offices in the same city, or a combination of these. The Purchaser must specify this information in sufficient detail so that Proposers can accurately estimate costs related to:

(a) Delivery and insurance;

(b) Installation, including cabling and inter-building communications, etc.;

(c) Perform support services, such as warranty defect repair, maintenance, and other technical support services; and

(d) Other related Service obligations the successful Proposer will have to perform under the Contract, including related travel and subsistence costs.

This information will also help Proposers identify which site(s) may warrant a site visit during the period they are preparing their Proposals. If the System presents complex installation challenges, site layout drawings should be included in the Background and Informational Materials Section.

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[B. Site Table(s) 125](#_Toc252363425)

[C. Table of Holidays and Other Non-Working Days 126](#_Toc252363426)

A. Implementation Schedule Table

[ Specify **desired installation and acceptance dates for all items in Schedule below, modifying the sample line items and sample table entries as needed.** ]

| Line Item No. | Subsystem / Item | Configuration Table No. | Site / Site Code | Delivery (Proposer to specify in the Preliminary Project Plan) | Installation (weeks from Effective Date) | Acceptance (weeks from Effective Date) | Liquidated Damages Milestone |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| 0 | Project Plan | - - | - - |  | - - | W\_ | no |
|  |  |  |  |  |  |  |  |
| 1 | Subsystem 1 | 1 | \_\_\_ |  | - - | - - | - - |
| : | etc. |  |  |  |  |  |  |
| x | Operational Acceptance of the System as an integrated whole | - - | all sites |  | - - | W\_\_ | yes |
|  |  |  |  |  |  |  |  |
| y | Recurrent Cost Items – | y | - - |  |  |  |  |
| z | etc. |  |  |  |  |  |  |

**Note:** Refer to the System Inventory Table(s) for the specific items and components that constitute the Subsystems or item. Refer to the Site Table(s) below for details regarding the site and the site code.

- - indicates not applicable. “ indicates repetition of table entry above.

B. Site Table(s)

[ specify: **the detailed information regarding the site(s) at which the System is to be operated** ]

| Site Code | Site | City / Town / Region | Primary Street Address | Drawing Reference No. (if any) |
| --- | --- | --- | --- | --- |
| HQ | Headquarters |  |  |  |
|  |  |  |  |  |
| R1 | Region 1 |  |  |  |
| R1.1 | Region 1 Head Office |  |  |  |
| R1.2 | ABC Branch Office |  |  |  |
| R1.3 | DEF Branch Office |  |  |  |
|  |  |  |  |  |

C. Table of Holidays and Other Non-Working Days

[ specify: **the days for each month for each year that are non-working days, due to Holidays or other business reasons (other than weekends).** ]

| Month | 20xy | 20xy+1 | 20xy+2 | .... |  |  | ... | 20zz |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |

System Inventory Tables

## Notes on preparing the System Inventory Tables

The System Inventory Tables detail:

1. for each Subsystem (Deliverable) indicated in the Implementation Schedule, the Information Technologies, Materials, and other Goods and Services that comprise the System to be supplied and/or performed by the Supplier;
2. the quantities of such Information Technologies, Materials, and other Goods and Services;
3. the sites and the location of each on a specific site (e.g., building, floor, room, department, etc.)
4. the cross references to the relevant section of the Technical Requirements where that item is described in greater detail

The Proposer should modify these tables, as required, to suit the particulars of the System (and Subsystems) to be supplied and installed. **The sample text provided for various sections of the tables is illustrative only and should be modified or deleted as appropriate.**

There are two sample formats given for the System Inventory Tables: one for the Supply and Installation cost items and the second for recurrent cost items needed (if any).

## Table of Contents: System Inventory Tables

[System Inventory Table (Supply and Installation Cost Items)  *[ insert: identifying number ]* 122](#_Toc454547794)

[System Inventory Table (Recurrent Cost Items) *[ insert: identifying number ] –* 123](#_Toc454547795)

System Inventory Table (Supply and Installation Cost Items)  *[ insert: identifying number ]*

Line item number: [ specify: relevant line item number from the Implementation Schedule (e.g., 1.1) ]

[ as necessary for the supply and installation of the System, specify: **the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed.** Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration. ]

| Component  No. | Component | Relevant Technical Specifications  No. | Additional Site Information (e.g., building, floor, department, etc.) | Quantity |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 1. | Subsystem 1 |  | - - | - - |
| 1.1 | \_\_\_\_\_\_\_\_\_ |  |  | - - |
| : |  |  |  |  |
| 2. | Subsystem 2 |  |  | - - |
| 2.1 | \_\_\_\_\_\_\_\_\_\_\_ |  |  | - - |
| : |  |  |  |  |
|  |  |  |  |  |

**Note:** - - indicates not applicable. “ indicates repetition of table entry above.

System Inventory Table (Recurrent Cost Items) *[ insert: identifying number ] –*

Line item number: [ specify: **relevant line item number from the Implementation Schedule (e.g., y.1)** ]

[ as necessary, specify: **the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed.** Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration. ]

| Component  No. | Component | Relevant Technical Specifications No. | Y1 | Y2 | Y3 | Y4 | ..Yn |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Warranty Defect Repair |  | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price |  |  |
| 2. | Software/Firmware Licenses and Updates: |  | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price | all items, all sites, included in the Supply and Install Price |  |  |
| 3. | Technical Services |  |  |  |  |  |  |
| 3.1 | Sr. Systems Analyst |  | 80 days | 40 days | 20 days |  |  |
| 3.2 | Sr. Programmer |  | 20 days | 40 days | 60 days |  |  |
| 3.3 | Sr. Network Specialist, …. etc. |  | - - | 20 days | 20 days |  |  |
| 4. | Telecommunications Services |  | … | … | … | … | … |
|  | [ other recurrent services, if any] |  | … | … | … | … | … |

**Note:** - - indicates not applicable. “ indicates repetition of table entry above.

Background and Informational Materials

## Notes on Background and Informational Materials

This section of the RFP document provides a place to gather materials that the Purchaser believes will help Proposers prepare more precisely targeted technical Proposals and more precise Proposal prices.

These materials MUST NOT introduce requirements for the Information System. Rather they should assist Proposers to interpret the Technical Requirements and the General and Specific Conditions of Contract. For example, these Background and Informational Materials may describe existing information systems that the Information System to be supplied and installed under the Contract must integrate with. However, the specific requirement that the Supplier must integrate the Information System with other systems needs to be stated in the Technical Requirements. Similarly, these Background and Informational Materials may describe the legal and regulatory norms (including for example statutory report formats) that are relevant to the Information System. The Technical Requirements Section would need to spell out that the Supplier must ensure the Information System complies with the relevant legal and regulatory norms.

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**Background and Informational Materials**

**Note: The following is only a sample outline. Entries should be modified, extended, and/or deleted, as appropriate for the particular System to be supplied and installed. DO NOT introduce requirements for the System in this section.**

A. Background

0.1 The Purchaser

0.1.1 [ provide: an overview of the Agency’s legal basis, organizational role, and core objectives ]

0.1.2 [ provide: an overview of the stakeholders to the Information System

0.1.3 [ provide: an overview of the Purchaser’s project management and decision-making arrangements applicable to the System and performance of the Contract ]

0.2 The Purchaser’s Business Objectives for the Information System

0.2.1 [ provide: an overview of the current business objectives, procedures, and processes and how they will be affected by the System ]

0.2.2 [ provide: an overview of the changes in objectives, procedures, and processes to be made possible by the System ]

0.2.3 [ provide: a brief description of the expected benefits of the System ]

B. Informational Materials

0.3 The Legal, Regulatory, and Normative Context for the Information System

0.3.1 [ provide: an overview of the laws, regulations and other formal norm which will shape the Information System. ]

0.3.2 [ provide: samples of existing standardized reports, data entry forms, data formats, data coding schemes, etc. which the Information System will need to implement.  ]

0.4 Existing Information Systems / Information Technologies Relevant to the Information System

0.4.1 [ provide: an overview of the existing information systems and information technologies which will establish the technological context for the implementation of the Information System. ]

0.4.2 [ provide: an overview of the ongoing or planned information systems initiatives that will shape context for the implementation of the Information System. ]

0.5 Available Training Facilities to Support the Implementation of the Information System

0.5.1 [ provide: an overview of the Purchaser’s existing training facilities that would be available to support the implementation of the Information System. ]

0.6 Site Drawings and Site Survey Information Relevant to the Information System

0.6.1 [ provide: information of the sites at which the Information System would be implemented. ]

PART 3 – Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract

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**General Conditions of Contract**

A. Contract and Interpretation

|  |  |  |
| --- | --- | --- |
| 1. Definitions | | 1.1 In this Contract, the following terms shall be interpreted as indicated below. |
|  | | (a) contract elements  (i) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract documents referred to therein. The Contract Agreement and the Contract documents shall constitute the Contract, and the term “the Contract” shall in all such documents be construed accordingly.  (ii) “Contract documents” means the documents specified in Article 1.1 (Contract documents) of the Contract Agreement (including any amendments to these documents).  (iii) “Contract Agreement” means the agreement entered into between the Purchaser and the Supplier using the form of Contract Agreement contained in the Sample Contractual Forms Section of the RFP documents and any modifications to this form agreed to by the Purchaser and the Supplier. The date of the Contract Agreement shall be recorded in the signed form.  (iv) “GCC” means the General Conditions of Contract.  (v) “SCC” means the Special Conditions of Contract.  (vi) “Technical Requirements” means the Technical Requirements in Section VII of the RFP documents.  (vii) “Implementation Schedule” means the Implementation Schedule in Section VII of the RFP documents.  viii) “Contract Price” means the price or prices defined in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.  (ix) “Procurement Regulations” refers to the edition **specified in the SCC** of the World Bank “Procurement Regulations for IPF Borrowers”.  (x) “RFP documents” refers to the collection of documents issued by the Purchaser to instruct and inform potential suppliers of the processes for RFP, selection of the winning Proposal, and Contract formation, as well as the contractual conditions governing the relationship between the Purchaser and the Supplier. The General and Special Conditions of Contract, the Technical Requirements, and all other documents included in the RFP documents reflect the Procurement Regulations that the Purchaser is obligated to follow during procurement and administration of this Contract. |
|  | | (b) entities  (i) “Purchaser” means the entity purchasing the Information System, as **specified in the SCC.**  (ii) “Project Manager” means the person **named as such in the SCC** or otherwise appointed by the Purchaser in the manner provided in GCC Clause 18.1 (Project Manager) to perform the duties delegated by the Purchaser.  (iii) “Supplier” means the firm or Joint Venture whose Proposal to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.  (iv) “Supplier’s Representative” means any person nominated by the Supplier and named as such in the Contract Agreement or otherwise approved by the Purchaser in the manner provided in GCC Clause 18.2 (Supplier’s Representative) to perform the duties delegated by the Supplier.  (v) “Subcontractor” means any firm to whom any of the obligations of the Supplier, including preparation of any design or supply of any Information Technologies or other Goods or Services, is subcontracted directly or indirectly by the Supplier.  (vi) “Adjudicator” means the person named in Appendix 2 of the Contract Agreement, appointed by agreement between the Purchaser and the Supplier to make a decision on or to settle any dispute between the Purchaser and the Supplier referred to him or her by the parties, pursuant to GCC Clause 43.1 (Adjudication).  (vii) “The World Bank” (also called “The Bank”) means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA). |
|  | | (c) scope  (i) “Information System,” also called “the System,” means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier’s Equipment), together with the Services to be carried out by the Supplier under the Contract.  (ii) “Subsystem” means any subset of the System identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning of the entire System.  (iii) “Information Technologies” means all information processing and communications-related hardware, Software, supplies, and consumable items that the Supplier is required to supply and install under the Contract.  (iv) “Goods” means all equipment, machinery, furnishings, Materials, and other tangible items that the Supplier is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Supplier’s Equipment.  (v) “Services” means all technical, logistical, management, and any other Services to be provided by the Supplier under the Contract to supply, install, customize, integrate, and make operational the System. Such Services may include, but are not restricted to, activity management and quality assurance, design, development, customization, documentation, transportation, insurance, inspection, expediting, site preparation, installation, integration, training, data migration, Pre-commissioning, Commissioning, maintenance, and technical support.  (vi) “The Project Plan” means the document to be developed by the Supplier and approved by the Purchaser, pursuant to GCC Clause 19, based on the requirements of the Contract and the Preliminary Project Plan included in the Supplier’s Proposal. The “Agreed Project Plan” is the version of the Project Plan approved by the Purchaser, in accordance with GCC Clause 19.2. Should the Project Plan conflict with the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.  (vii) “Software” means that part of the System which are instructions that cause information processing Subsystems to perform in a specific manner or execute specific operations.  (viii) “System Software” means Software that provides the operating and management instructions for the underlying hardware and other components, and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Systems Software. Such System Software includes, but is not restricted to, micro-code embedded in hardware (i.e., “firmware”), operating systems, communications, system and network management, and utility software.  (ix) “General-Purpose Software” means Software that supports general-purpose office and software development activities and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be General- Purpose Software. Such General-Purpose Software may include, but is not restricted to, word processing, spreadsheet, generic database management, and application development software.  (x) “Application Software” means Software formulated to perform specific business or technical functions and interface with the business or technical users of the System and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Application Software.  (xi) “Standard Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Standard Software.  (xii) “Custom Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Custom Software.  (xiii) “Source Code” means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software (typically, but not exclusively, required for Custom Software).  (xiv) “Materials” means all documentation in printed or printable form and all instructional and informational aides in any form (including audio, video, and text) and on any medium, provided to the Purchaser under the Contract.  (xv) “Standard Materials” means all Materials not specified as Custom Materials.  (xvi) “Custom Materials” means Materials developed by the Supplier at the Purchaser’s expense under the Contract and identified as such in Appendix 5 of the Contract Agreement and such other Materials as the parties may agree in writing to be Custom Materials. Custom Materials includes Materials created from Standard Materials.  (xvii) “Intellectual Property Rights” means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extract or re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sublicense, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter into computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.  (xviii) “Supplier’s Equipment” means all equipment, tools, apparatus, or things of every kind required in or for installation, completion and maintenance of the System that are to be provided by the Supplier, but excluding the Information Technologies, or other items forming part of the System. |
|  | | (d) activities  (i) “Delivery” means the transfer of the Goods from the Supplier to the Purchaser in accordance with the current edition Incoterms specified in the Contract.  (ii) “Installation” means that the System or a Subsystem as specified in the Contract is ready for Commissioning as provided in GCC Clause 26 (Installation).  (iii) “Pre-commissioning” means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the Supplier in preparation for Commissioning of the System as provided in GCC Clause 26 (Installation).  (iv) “Commissioning” means operation of the System or any Subsystem by the Supplier following Installation, which operation is to be carried out by the Supplier as provided in GCC Clause 27.1 (Commissioning), for the purpose of carrying out Operational Acceptance Test(s).  (v) “Operational Acceptance Tests” means the tests specified in the Technical Requirements and Agreed Project Plan to be carried out to ascertain whether the System, or a specified Subsystem, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed Project Plan, in accordance with the provisions of GCC Clause 27.2 (Operational Acceptance Test).  (vi) “Operational Acceptance” means the acceptance by the Purchaser of the System (or any Subsystem(s) where the Contract provides for acceptance of the System in parts), in accordance with GCC Clause 27.3 (Operational Acceptance). |
|  | | (e) place and time  (i) “Purchaser’s Country” is the **country named in the SCC.**  (ii) “Supplier’s Country” is the country in which the Supplier is legally organized, as named in the Contract Agreement.  (iii) **Unless otherwise specified in the SCC** “Project Site(s)” means the place(s) in the Site Table in the Technical Requirements Section for the supply and installation of the System.  (iv) “Eligible Country” means the countries and territories eligible for participation in procurements financed by the World Bank as defined in the Procurement Regulations.  (v) “Day” means calendar day of the Gregorian Calendar.  (vi) “Week” means seven (7) consecutive Days, beginning the day of the week as is customary in the Purchaser’s Country.  (vii) “Month” means calendar month of the Gregorian Calendar.  (viii) “Year” means twelve (12) consecutive Months.  (ix) “Effective Date” means the date of fulfillment of all conditions specified in Article 3 (Effective Date for Determining Time for Achieving Operational Acceptance) of the Contract Agreement, for the purpose of determining the Delivery, Installation, and Operational Acceptance dates for the System or Subsystem(s).  (x) “Contract Period” is the time period during which this Contract governs the relations and obligations of the Purchaser and Supplier in relation to the System, as **unless otherwise specified in the SCC,** the Contract shall continue in force until the Information System and all the Services have been provided, unless the Contract is terminated earlier in accordance with the terms set out in the Contract**.**  (xi) “Defect Liability Period” (also referred to as the “Warranty Period”) means the period of validity of the warranties given by the Supplier commencing at date of the Operational Acceptance Certificate of the System or Subsystem(s), during which the Supplier is responsible for defects with respect to the System (or the relevant Subsystem[s]) as provided in GCC Clause 29 (Defect Liability).  (xii) “The Coverage Period” means the Days of the Week and the hours of those Days during which maintenance, operational, and/or technical support services (if any) must be available.  (xiii) “The Post-Warranty Services Period” means the number of years **defined in the SCC** (if any), following the expiration of the Warranty Period during which the Supplier may be obligated to provide Software licenses, maintenance, and/or technical support services for the System, either under this Contract or under separate contract(s). |
| 2. Contract Documents | | 2.1 Subject to Article 1.2 (Order of Precedence) of the Contract Agreement, all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole. |
| 3. Interpretation | | 3.1 Governing Language |
|  | | 3.1.1 **Unless otherwise specified in the SCC**, all Contract documents and related correspondence exchanged between Purchaser and Supplier shall be written in the language of these RFP documents (English)**,** and the Contract shall be construed and interpreted in accordance with that language.  3.1.2 If any of the Contract documents or related correspondence are prepared in a language other than the governing language under GCC Clause 3.1.1 above, the translation of such documents into the governing language shall prevail in matters of interpretation. The originating party, with respect to such documents shall bear the costs and risks of such translation.  3.2 Singular and Plural  The singular shall include the plural and the plural the singular, except where the context otherwise requires.  3.3 Headings  The headings and marginal notes in the GCC are included for ease of reference and shall neither constitute a part of the Contract nor affect its interpretation.  3.4 Persons  Words importing persons or parties shall include firms, corporations, and government entities.  3.5 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 the Incoterms  Incoterms means international rules for interpreting trade terms published by the International Chamber of Commerce (latest edition), 38 Cours Albert 1er, 75008 Paris, France.  3.6 Entire Agreement  The Contract constitutes the entire agreement between the Purchaser and Supplier with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.  3.7 Amendment  No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.  3.8 Independent Supplier  The Supplier shall be an independent contractor performing the Contract. The Contract does not create any agency, partnership, joint venture, or other joint relationship between the parties to the Contract.  Subject to the provisions of the Contract, the Supplier shall be solely responsible for the manner in which the Contract is performed. All employees, representatives, or Subcontractors engaged by the Supplier in connection with the performance of the Contract shall be under the complete control of the Supplier and shall not be deemed to be employees of the Purchaser, and nothing contained in the Contract or in any subcontract awarded by the Supplier shall be construed to create any contractual relationship between any such employees, representatives, or Subcontractors and the Purchaser.  3.9 Joint Venture  If the Supplier is a Joint Venture of two or more firms, all such firms shall be jointly and severally bound to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one of such firms to act as a leader with authority to bind the Joint Venture. The composition or constitution of the Joint Venture shall not be altered without the prior consent of the Purchaser.  3.10 Nonwaiver  3.10.1 Subject to GCC Clause 3.10.2 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, nor shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.  3.10.2 Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, must be 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.  3.11 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.  3.12 Country of Origin  “Origin” means the place where the Information Technologies, Materials, and other Goods for the System were produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, Software development, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The Origin of Goods and Services is distinct from the nationality of the Supplier and may be different. |
| 4. Notices | | 4.1 Unless otherwise stated in the Contract, all notices to be given under the Contract shall be in writing and shall be sent, pursuant to GCC Clause 4.3 below, by personal delivery, airmail post, special courier, facsimile, electronic mail, or other electronic means, with the following provisions. |
|  | | 4.1.1 Any notice sent by facsimile, electronic mail, or EDI shall be confirmed within two (2) days after dispatch by notice sent by airmail post or special courier, except as otherwise specified in the Contract.  4.1.2 Any notice sent by airmail post or special courier shall be deemed (in the absence of evidence of earlier receipt) to have been delivered ten (10) days after dispatch. In proving the fact of dispatch, it shall be sufficient to show that the envelope containing such notice was properly addressed, stamped, and conveyed to the postal authorities or courier service for transmission by airmail or special courier.  4.1.3 Any notice delivered personally or sent by facsimile, electronic mail, or EDI shall be deemed to have been delivered on the date of its dispatch.  4.1.4 Either party may change its postal, facsimile, electronic mail, or EDI addresses for receipt of such notices by ten (10) days’ notice to the other party in writing.  4.2 Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the Contract.  4.3 Pursuant to GCC Clause 18, notices from/to the Purchaser are normally given by, or addressed to, the Project Manager, while notices from/to the Supplier are normally given by, or addressed to, the Supplier's Representative, or in its absence its deputy if any. If there is no appointed Project Manager or Supplier's Representative (or deputy), or if their related authority is limited by the SCC for GCC Clauses 18.1 or 18.2.2, or for any other reason, the Purchaser or Supplier may give and receive notices at their fallback addresses. The address of the Project Manager and the fallback address of the Purchaser are as **specified in the SCC** or as subsequently established/amended. The address of the Supplier's Representative and the fallback address of the Supplier are as specified in Appendix 1 of the Contract Agreement or as subsequently established/amended. |
| 5. Governing Law | | 5.1 The Contract shall be governed by and interpreted in accordance with the laws of the country **specified in the SCC**.  5.2 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. |
| 6. Fraud and Corruption | | 6.1 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 the Appendix to the GCC.  6.2 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 request for proposal 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. | | |

B. Subject Matter of Contract

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| 7. Scope of the System | 7.1 Unless otherwise expressly **limited in the SCC** or Technical Requirements, the Supplier’s obligations cover the provision of all Information Technologies, Materials and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System, in accordance with the plans, procedures, specifications, drawings, codes, and any other documents specified in the Contract and the Agreed Project Plan. |
|  | 7.2 The Supplier shall, unless specifically excluded in the Contract, perform all such work and / or supply all such items and Materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Operational Acceptance of the System as if such work and / or items and Materials were expressly mentioned in the Contract.  7.3 The Supplier’s obligations (if any) to provide Goods and Services as implied by the Recurrent Cost tables of the Supplier’s Proposal, such as consumables, spare parts, and technical services (e.g., maintenance, technical assistance, and operational support), are as **specified in the SCC,** including the relevant terms, characteristics, and timings. |
| 8. Time for Commencement and Operational Acceptance | 8.1 The Supplier shall commence work on the System within the period **specified in the SCC,** and without prejudice to GCC Clause 28.2, the Supplier shall thereafter proceed with the System in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan. |
|  | 8.2 The Supplier shall achieve Operational Acceptance of the System (or Subsystem(s) where a separate time for Operational Acceptance of such Subsystem(s) is specified in the Contract) in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance). |
| 9. Supplier’s Responsibilities | 9.1 The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of information technologies, information systems, support, maintenance, training, and other related services, or in accordance with best industry practices. In particular, the Supplier shall provide and employ only technical personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand. |
|  | 9.2 The Supplier confirms that it has entered into this Contract on the basis of a proper examination of the data relating to the System provided by the Purchaser and on the basis of information that the Supplier could have obtained from a visual inspection of the site (if access to the site was available) and of other data readily available to the Supplier relating to the System as at the date twenty-eight (28) days prior to Proposal submission. The Supplier acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.  9.3 The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision-making may constitute grounds for termination pursuant to GCC Clause 41.2. |
|  | 9.4 The Supplier shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings in the Purchaser’s Country that are necessary for the performance of the Contract, including, without limitation, visas for the Supplier’s and Subcontractor’s personnel and entry permits for all imported Supplier’s Equipment. The Supplier shall acquire all other permits, approvals, and/or licenses that are not the responsibility of the Purchaser under GCC Clause 10.4 and that are necessary for the performance of the Contract.  9.5 The Supplier shall comply with all laws in force in the Purchaser’s Country. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless the Purchaser from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Subcontractors and their personnel, but without prejudice to GCC Clause 10.1. The Supplier shall not indemnify the Purchaser to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the Purchaser. |
|  | 9.6 The Supplier shall, in all dealings with its labor and the labor of its Subcontractors currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs, and all local laws and regulations pertaining to the employment of labor.  9.7 Any Information Technologies or other Goods and Services that will be incorporated in or be required for the System and other supplies shall have their Origin, as defined in GCC Clause 3.12, in a country that shall be an Eligible Country, as defined in GCC Clause 1.1 (e) (iv).  9.8 Pursuant to paragraph 2.2 e. of Appendix B 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 performance of the Contract and the submission of the Proposal, 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 6.1 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).  9.9 The Supplier shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC. |
|  | 9.10 **Unless otherwise specified in the SCC** the Supplier shall have no other Supplier responsibilities. |
| 10. Purchaser’s Responsibilities | 10.1 The Purchaser shall ensure the accuracy of all information and/or data to be supplied by the Purchaser to the Supplier, except when otherwise expressly stated in the Contract. |
|  | 10.2 The Purchaser shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach an Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision making may constitute grounds for Termination pursuant to GCC Clause 41.3.1 (b).  10.3 The Purchaser shall be responsible for acquiring and providing legal and physical possession of the site and access to it, and for providing possession of and access to all other areas reasonably required for the proper execution of the Contract.  10.4 If requested by the Supplier, the Purchaser shall use its best endeavors to assist the Supplier in obtaining in a timely and expeditious manner all permits, approvals, and/or licenses necessary for the execution of the Contract from all local, state, or national government authorities or public service undertakings that such authorities or undertakings require the Supplier or Subcontractors or the personnel of the Supplier or Subcontractors, as the case may be, to obtain.  10.5 In such cases where the responsibilities of specifying and acquiring or upgrading telecommunications and/or electric power services falls to the Supplier, as specified in the Technical Requirements, SCC, Agreed Project Plan, or other parts of the Contract, the Purchaser shall use its best endeavors to assist the Supplier in obtaining such services in a timely and expeditious manner.  10.6 The Purchaser shall be responsible for timely provision of all resources, access, and information necessary for the Installation and Operational Acceptance of the System (including, but not limited to, any required telecommunications or electric power services), as identified in the Agreed Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Supplier. Delay by the Purchaser may result in an appropriate extension of the Time for Operational Acceptance, at the Supplier’s discretion.  10.7 Unless otherwise specified in the Contract or agreed upon by the Purchaser and the Supplier, the Purchaser shall provide sufficient, properly qualified operating and technical personnel, as required by the Supplier to properly carry out Delivery, Pre-commissioning, Installation, Commissioning, and Operational Acceptance, at or before the time specified in the Implementation Schedule and the Agreed Project Plan.  10.8 The Purchaser will designate appropriate staff for the training courses to be given by the Supplier and shall make all appropriate logistical arrangements for such training as specified in the Technical Requirements, SCC, the Agreed Project Plan, or other parts of the Contract.  10.9 The Purchaser assumes primary responsibility for the Operational Acceptance Test(s) for the System, in accordance with GCC Clause 27.2, and shall be responsible for the continued operation of the System after Operational Acceptance. However, this shall not limit in any way the Supplier’s responsibilities after the date of Operational Acceptance otherwise specified in the Contract.  10.10 The Purchaser is responsible for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles, except where such responsibility is clearly assigned to the Supplier elsewhere in the Contract.  10.11 All costs and expenses involved in the performance of the obligations under this GCC Clause 10 shall be the responsibility of the Purchaser, save those to be incurred by the Supplier with respect to the performance of the Operational Acceptance Test(s), in accordance with GCC Clause 27.2.  10.12 **Unless otherwise specified in the SCC** the Purchaser shall have no other Purchaser responsibilities. |

C. Payment

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| 11. Contract Price | 11.1 The Contract Price shall be as specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement. |
|  | 11.2 The Contract Price shall be a firm lump sum not subject to any alteration, except:  (a) in the event of a Change in the System pursuant to GCC Clause 39 or to other clauses in the Contract;  (b) the price adjustment formula **specified in the SCC** (if any). **However, Unless otherwise specified in the SCC** there will NOT be a price adjustment formula**.** |
|  | 11.3 The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of the Contract Price, which shall, except as otherwise provided for in the Contract, cover all its obligations under the Contract. |
| 12. Terms of Payment | 12.1 The Supplier’s request for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the System or Subsystem(s), Delivered, Pre-commissioned, Installed, and Operationally Accepted, and by documents submitted pursuant to GCC Clause 22.5 and upon fulfillment of other obligations stipulated in the Contract.  The Contract Price shall be paid as **specified in the SCC.** |
|  | 12.2 No payment made by the Purchaser herein shall be deemed to constitute acceptance by the Purchaser of the System or any Subsystem(s).  12.3 Payments shall be made promptly by the Purchaser, but in no case later than forty five (45) days after submission of a valid invoice by the Supplier. In the event that the Purchaser fails to make any payment by its respective due date or within the period set forth in the Contract, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate(s) **specified in the SCC** for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.  12.4 Payments shall be made in the currency(ies) specified in the Contract Agreement, pursuant to GCC Clause 11. For Goods and Services supplied locally, payments shall be made **as specified in the SCC.**  12.5 **Unless otherwise specified in the SCC,** payment of the foreign currency portion of the Contract Price for Goods supplied from outside the Purchaser’s Country shall be made to the Supplier through an irrevocable letter of credit opened by an authorized bank in the Supplier’s Country and will be payable on presentation of the appropriate documents. It is agreed that the letter of credit will be subject to Article 10 of the latest revision of *Uniform Customs and Practice for Documentary Credits*, published by the International Chamber of Commerce, Paris. |
| 13. Securities | 13.1 Issuance of Securities  The Supplier shall provide the securities specified below in favor of the Purchaser at the times and in the amount, manner, and form specified below. |
|  | 13.2 Advance Payment Security  13.2.1 The Supplier shall provide within twenty-eight (28) days of the notification of Contract award an Advance Payment Security in the amount and currency of the Advance Payment specified in SCC for GCC Clause 12.1 above and valid until the System is Operationally Accepted.  13.2.2 The security shall be in the form provided in the RFP documents or in another form acceptable to the Purchaser. The amount of the security shall be reduced in proportion to the value of the System executed by and paid to the Supplier from time to time and shall automatically become null and void when the full amount of the advance payment has been recovered by the Purchaser. **Unless otherwise specified in the SCC,** the reduction in value and expiration of the Advance Payment Security are calculated as follows:  P\*a/(100-a), where “P” is the sum of all payments effected so far to the Supplier (excluding the Advance Payment), and “a” is the Advance Payment expressed as a percentage of the Contract Price pursuant to the SCC for GCC 12.1.  The security shall be returned to the Supplier immediately after its expiration. |
|  | 13.3 Performance Security  13.3.1 The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a security for the due performance of the Contract in the amount and currency **specified in the SCC.**  13.3.2 The security shall be a bank guarantee in the form provided in the Sample Contractual Forms Section of the RFP documents, or it shall be in another form acceptable to the Purchaser.  13.3.3 The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier no later than twenty-eight (28) days after its expiration.  13.3.4 Upon Operational Acceptance of the entire System, the security shall be reduced to the amount **specified in the SCC,** on the date of such Operational Acceptance, so that the reduced security would only cover the remaining warranty obligations of the Supplier. |
| 14. Taxes and Duties | 14.1 For Goods or Services supplied from 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. Any duties, such as importation or customs duties, and taxes and other levies, payable in the Purchaser’s country for the supply of Goods and Services from outside the Purchaser’s country are the responsibility of the Purchaser unless these duties or taxes have been made part of the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to, in which case the duties and taxes will be the Supplier’s responsibility. |
|  | 14.2 For Goods or Services supplied locally, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or Services to the Purchaser. The only exception are taxes or duties, such as value-added or sales tax or stamp duty as apply to, or are clearly identifiable, on the invoices and provided they apply in the Purchaser’s country, and only if these taxes, levies and/or duties are also excluded from the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to.  14.3 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.  14.4 For the purpose of the Contract, it is agreed that the Contract Price specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of Proposal submission in the Purchaser’s Country (also called “Tax” in this GCC Clause 14.4). If any Tax rates are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, its Subcontractors, or their employees in connection with performance of the Contract, an equitable adjustment to the Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be. |

D. Intellectual Property

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| 15. Copyright | 15.1 The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights. |
|  | 15.2 The Purchaser agrees to restrict use, copying, or duplication of the Standard Software and Standard Materials in accordance with GCC Clause 16, except that additional copies of Standard Materials may be made by the Purchaser for use within the scope of the project of which the System is a part, in the event that the Supplier does not deliver copies within thirty (30) days from receipt of a request for such Standard Materials.  15.3 The Purchaser’s contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred voluntarily except in accordance with the relevant license agreement or **unless otherwise specified in the SCC** to a legally constituted successor organization (e.g., a reorganization of a public entity formally authorized by the government or through a merger or acquisition of a private entity)**.**  15.4 **Unless otherwise specified in the SCC,** the Intellectual Property Rights in all Custom Software and Custom Materials specified in Appendices 4 and 5 of the Contract Agreement (if any) shall, at the date of this Contract or on creation of the rights (if later than the date of this Contract), vest in the Purchaser. The Supplier shall do and execute or arrange for the doing and executing of each necessary act, document, and thing that the Purchaser may consider necessary or desirable to perfect the right, title, and interest of the Purchaser in and to those rights. In respect of such Custom Software and Custom Materials, the Supplier shall ensure that the holder of a moral right in such an item does not assert it, and the Supplier shall, if requested to do so by the Purchaser and where permitted by applicable law, ensure that the holder of such a moral right waives it. |
|  | 15.5 **Unless otherwise specified in the SCC**, escrow arrangements shall NOT be required. |
| 16. Software License Agreements | 16.1 Except to the extent that the Intellectual Property Rights in the Software vest in the Purchaser, the Supplier hereby grants to the Purchaser license to access and use the Software, including all inventions, designs, and marks embodied in the Software. |
|  | Such license to access and use the Software shall:  (a) be:  (i) nonexclusive;  (ii) fully paid up and irrevocable (except that it shall terminate if the Contract terminates under GCC Clauses 41.1 or 41.3);  (iii) **unless otherwise specified in the SCC** valid throughout the territory of the Purchaser’s Country;  (iv) **unless otherwise specified in the SCC** subject to NO additional restrictions.  (b) permit the Software to be:  (i) used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Supplier’s Proposal), plus a backup computer(s) of the same or similar capacity, if the primary is(are) inoperative, and during a reasonable transitional period when use is being transferred between primary and backup;  (ii) used or copied for use on or transferred to a replacement computer(s), (and use on the original and replacement computer(s) may be simultaneous during a reasonable transitional period) provided that, if the Technical Requirements and/or the Supplier’s Proposal specifies a class of computer to which the license is restricted, the replacement computer(s) is(are) within that class;  (iii) if the nature of the System is such as to permit such access, accessed from other computers connected to the primary and/or backup computer(s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;  (iv) reproduced for safekeeping or backup purposes;  (v) customized, adapted, or combined with other computer software for use by the Purchaser, provided that derivative software incorporating any substantial part of the delivered, restricted Software shall be subject to same restrictions as are set forth in this Contract;  (vi) **unless otherwise specified in the SCC,** disclosed to, and reproduced for use by, support service suppliers and their subcontractors, (and the Purchaser may sublicense such persons to use and copy for use the Software) to the extent reasonably necessary to the performance of their support service contracts, subject to the same restrictions as are set forth in this Contract; and  (vii) **unless otherwise specified in the SCC** disclosed to, and reproduced for use by, NO other parties. |
|  | 16.2 The Supplier has the right to audit the Standard Software to verify compliance with the above license agreements. **Unless otherwise specified in the SCC**, the Purchaser will make available to the Supplier, within seven (7) days of a written request, accurate and up-to-date records of the number and location of copies, the number of authorized users, or any other relevant data required to demonstrate use of the Standard Software as per the license agreement. If and only if, expressly agreed in writing between the Purchaser and the Supplier, Purchaser will allow, under a pre-specified agreed procedure, the execution of embedded software functions under Supplier’s control, and unencumbered transmission of resulting information on software usage. |
| 17. Confidential Information | 17.1 **Unless otherwise specified in the SCC,** the "Receiving Party" (either the Purchaser or the Supplier) shall keep confidential and shall not, without the written consent of the other party to this Contract (“the Disclosing Party”), divulge to any third party any documents, data, or other information of a confidential nature (“Confidential Information”) connected with this Contract, and furnished directly or indirectly by the Disclosing Party prior to or during performance, or following termination, of this Contract. |
|  | 17.2 For the purposes of GCC Clause 17.1, the Supplier is also deemed to be the Receiving Party of Confidential Information generated by the Supplier itself in the course of the performance of its obligations under the Contract and relating to the businesses, finances, suppliers, employees, or other contacts of the Purchaser or the Purchaser’s use of the System.  17.3 Notwithstanding GCC Clauses 17.1 and 17.2:  (a) the Supplier may furnish to its Subcontractor Confidential Information of the Purchaser to the extent reasonably required for the Subcontractor to perform its work under the Contract; and  (b) the Purchaser may furnish Confidential Information of the Supplier: (i) to its support service suppliers and their subcontractors to the extent reasonably required for them to perform their work under their support service contracts; and (ii) to its affiliates and subsidiaries,  in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and abides by the Receiving Party’s obligations under this GCC Clause 17 as if that person were party to the Contract in place of the Receiving Party. |
|  | 17.4 The Purchaser shall not, without the Supplier’s prior written consent, use any Confidential Information received from the Supplier for any purpose other than the operation, maintenance and further development of the System. Similarly, the Supplier shall not, without the Purchaser’s prior written consent, use any Confidential Information received from the Purchaser for any purpose other than those that are required for the performance of the Contract.  17.5 The obligation of a party under GCC Clauses 17.1 through 17.4 above, however, shall not apply to that information which:  (a) now or hereafter enters the public domain through no fault of the Receiving Party;  (b) can be proven to have been possessed by the Receiving Party at the time of disclosure and that was not previously obtained, directly or indirectly, from the Disclosing Party;  (c) otherwise lawfully becomes available to the Receiving Party from a third party that has no obligation of confidentiality.  17.6 The above provisions of this GCC Clause 17 shall not in any way modify any undertaking of confidentiality given by either of the parties to this Contract prior to the date of the Contract in respect of the System or any part thereof.  17.7 **Unless otherwise specified in the SCC**, the provisions of this GCC Clause 17 shall survive the termination, for whatever reason, of the Contract for three (3) years. |

E. Supply, Installation, Testing,  
Commissioning, and Acceptance of the System

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| 18. Representatives | 18.1 Project Manager  If the Project Manager is not named in the Contract, then within fourteen (14) days of the Effective Date, the Purchaser shall appoint and notify the Supplier in writing of the name of the Project Manager. The Purchaser may from time to time appoint some other person as the Project Manager in place of the person previously so appointed and shall give a notice of the name of such other person to the Supplier without delay. No such appointment shall be made at such a time or in such a manner as to impede the progress of work on the System. Such appointment shall take effect only upon receipt of such notice by the Supplier. **Unless otherwise specified in the SCC** (if any), the Project Manager shall have the authority to represent the Purchaser on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Purchaser pursuant to GCC Clause 4. |
|  | 18.2 Supplier’s Representative  18.2.1 If the Supplier’s Representative is not named in the Contract, then within fourteen (14) days of the Effective Date, the Supplier shall appoint the Supplier’s Representative and shall request the Purchaser in writing to approve the person so appointed. The request must be accompanied by a detailed curriculum vitae for the nominee, as well as a description of any other System or non-System responsibilities the nominee would retain while performing the duties of the Supplier’s Representative. If the Purchaser does not object to the appointment within fourteen (14) days, the Supplier’s Representative shall be deemed to have been approved. If the Purchaser objects to the appointment within fourteen (14) days giving the reason therefor, then the Supplier shall appoint a replacement within fourteen (14) days of such objection in accordance with this GCC Clause 18.2.1.  18.2.2 **Unless otherwise specified in the SCC** (if any), the Supplier’s Representative shall have the authority to represent the Supplier on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Supplier pursuant to GCC Clause 4.  18.2.3 The Supplier shall not revoke the appointment of the Supplier’s Representative without the Purchaser’s prior written consent, which shall not be unreasonably withheld. If the Purchaser consents to such an action, the Supplier shall appoint another person of equal or superior qualifications as the Supplier’s Representative, pursuant to the procedure set out in GCC Clause 18.2.1.  18.2.4 The Supplier’s Representative and staff are obliged to work closely with the Purchaser’s Project Manager and staff, act within their own authority, and abide by directives issued by the Purchaser that are consistent with the terms of the Contract. The Supplier’s Representative is responsible for managing the activities of its personnel and any subcontracted personnel.  18.2.5 The Supplier’s Representative may, subject to the approval of the Purchaser (which shall not be unreasonably withheld), at any time delegate to any person any of the powers, functions, and authorities vested in him or her. Any such delegation may be revoked at any time. Any such delegation or revocation shall be subject to a prior notice signed by the Supplier’s Representative and shall specify the powers, functions, and authorities thereby delegated or revoked. No such delegation or revocation shall take effect unless and until the notice of it has been delivered.  18.2.6 Any act or exercise by any person of powers, functions and authorities so delegated to him or her in accordance with GCC Clause 18.2.5 shall be deemed to be an act or exercise by the Supplier’s Representative.  18.3 Objections and Removals  18.3.1 The Purchaser may by notice to the Supplier object to any representative or person employed by the Supplier in the execution of the Contract who, in the reasonable opinion of the Purchaser, may have behaved inappropriately, be incompetent, or be negligent. The Purchaser shall provide evidence of the same, whereupon the Supplier shall remove such person from work on the System.  18.3.2 If any representative or person employed by the Supplier is removed in accordance with GCC Clause 18.3.1, the Supplier shall, where required, promptly appoint a replacement. |
| 19. Project Plan | 19.1 In close cooperation with the Purchaser and based on the Preliminary Project Plan included in the Supplier’s Proposal, the Supplier shall develop a Project Plan encompassing the activities specified in the Contract. The contents of the Project Plan shall be as **specified in the SCC** and/or Technical Requirements. |
|  | 19.2 **Unless otherwise specified in the SCC**, within thirty (30) days from the Effective Date of the Contract, the Supplier shall present a Project Plan to the Purchaser. The Purchaser shall, within fourteen (14)days of receipt of the Project Plan, notify the Supplier of any respects in which it considers that the Project Plan does not adequately ensure that the proposed program of work, proposed methods, and/or proposed Information Technologies will satisfy the Technical Requirements and/or the SCC (in this Clause 19.2 called “non-conformities” below). The Supplier shall, within five (5) days of receipt of such notification, correct the Project Plan and resubmit to the Purchaser. The Purchaser shall, within five (5) days of resubmission of the Project Plan, notify the Supplier of any remaining non-conformities. This procedure shall be repeated as necessary until the Project Plan is free from non-conformities. When the Project Plan is free from non-conformities, the Purchaser shall provide confirmation in writing to the Supplier. This approved Project Plan (“the Agreed Project Plan”) shall be contractually binding on the Purchaser and the Supplier.  19.3 If required, the impact on the Implementation Schedule of modifications agreed during finalization of the Agreed Project Plan shall be incorporated in the Contract by amendment, in accordance with GCC Clauses 39 and 40.  19.4 The Supplier shall undertake to supply, install, test, and commission the System in accordance with the Agreed Project Plan and the Contract.  19.5 **Unless otherwise specified in the SCC**, the Supplier shall submit to the Purchaser Monthly Progress Reports summarizing:  (i) results accomplished during the prior period;  (ii) cumulative deviations to date from schedule of progress milestones as specified in the Agreed Project Plan;  (iii) corrective actions to be taken to return to planned schedule of progress; proposed revisions to planned schedule;  (iv) other issues and outstanding problems; proposed actions to be taken;  (v) resources that the Supplier expects to be provided by the Purchaser and/or actions to be taken by the Purchaser in the next reporting period;  (vi) other issues or potential problems the Supplier foresees that could impact on project progress and/or effectiveness.  19.6 The Supplier shall submit to the Purchaser other (periodic) reports **as specified in the SCC**. |
| 20. Subcontracting | 20.1 Appendix 3 (List of Approved Subcontractors) to the Contract Agreement specifies critical items of supply or services and a list of Subcontractors for each item that are considered acceptable by the Purchaser. If no Subcontractors are listed for an item, the Supplier shall prepare a list of Subcontractors it considers qualified and wishes to be added to the list for such items. The Supplier may from time to time propose additions to or deletions from any such list. The Supplier shall submit any such list or any modification to the list to the Purchaser for its approval in sufficient time so as not to impede the progress of work on the System. The Purchaser shall not withhold such approval unreasonably. Such approval by the Purchaser of a Subcontractor(s) shall not relieve the Supplier from any of its obligations, duties, or responsibilities under the Contract. |
|  | 20.2 The Supplier may, at its discretion, select and employ Subcontractors for such critical items from those Subcontractors listed pursuant to GCC Clause 20.1. If the Supplier wishes to employ a Subcontractor not so listed, or subcontract an item not so listed, it must seek the Purchaser’s prior approval under GCC Clause 20.3.  20.3 For items for which pre-approved Subcontractor lists have not been specified in Appendix 3 to the Contract Agreement, the Supplier may employ such Subcontractors as it may select, provided: (i) the Supplier notifies the Purchaser in writing at least twenty-eight (28) days prior to the proposed mobilization date for such Subcontractor; and (ii) by the end of this period either the Purchaser has granted its approval in writing or fails to respond. The Supplier shall not engage any Subcontractor to which the Purchaser has objected in writing prior to the end of the notice period. The absence of a written objection by the Purchaser during the above specified period shall constitute formal acceptance of the proposed Subcontractor. Except to the extent that it permits the deemed approval of the Purchaser of Subcontractors not listed in the Contract Agreement, nothing in this Clause, however, shall limit the rights and obligations of either the Purchaser or Supplier as they are specified in GCC Clauses 20.1 and 20.2, or in Appendix 3 of the Contract Agreement. |
| 21. Design and Engineering | 21.1 Technical Specifications and Drawings  21.1.1 The Supplier shall execute the basic and detailed design and the implementation activities necessary for successful installation of the System in compliance with the provisions of the Contract or, where not so specified, in accordance with good industry practice. |
|  | The Supplier shall be responsible for any discrepancies, errors or omissions in the specifications, drawings, and other technical documents that it has prepared, whether such specifications, drawings, and other documents have been approved by the Project Manager or not, provided that such discrepancies, errors, or omissions are not because of inaccurate information furnished in writing to the Supplier by or on behalf of the Purchaser.  21.1.2 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification of such design, drawings, specification, or other documents provided or designated by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Project Manager.  21.2 Codes and Standards  Wherever references are made in the Contract to codes and standards in accordance with which the Contract shall be executed, the edition or the revised version of such codes and standards current at the date twenty-eight (28) days prior to date of Proposal submission shall apply. During Contract execution, any changes in such codes and standards shall be applied after approval by the Purchaser and shall be treated in accordance with GCC Clause 39.3.  21.3 Approval/Review of Controlling Technical documents by the Project Manager  21.3.1 **Unless otherwise specified in the SCC**, there will NO Controlling Technical documents required. However, **if the SCC specifies** Controlling Technical documents, the Supplier shall prepare and furnish such documents for the Project Manager’s approval or review.  Any part of the System covered by or related to the documents to be approved by the Project Manager shall be executed only after the Project Manager’s approval of these documents.  GCC Clauses 21.3.2 through 21.3.7 shall apply to those documents requiring the Project Manager’s approval, but not to those furnished to the Project Manager for its review only.  21.3.2 Within fourteen (14) days after receipt by the Project Manager of any document requiring the Project Manager’s approval in accordance with GCC Clause 21.3.1, the Project Manager shall either return one copy of the document to the Supplier with its approval endorsed on the document or shall notify the Supplier in writing of its disapproval of the document and the reasons for disapproval and the modifications that the Project Manager proposes. If the Project Manager fails to take such action within the fourteen (14) days, then the document shall be deemed to have been approved by the Project Manager.  21.3.3 The Project Manager shall not disapprove any document except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.  21.3.4 If the Project Manager disapproves the document, the Supplier shall modify the document and resubmit it for the Project Manager’s approval in accordance with GCC Clause 21.3.2. If the Project Manager approves the document subject to modification(s), the Supplier shall make the required modification(s), and the document shall then be deemed to have been approved, subject to GCC Clause 21.3.5. The procedure set out in GCC Clauses 21.3.2 through 21.3.4 shall be repeated, as appropriate, until the Project Manager approves such documents.  21.3.5 If any dispute occurs between the Purchaser and the Supplier in connection with or arising out of the disapproval by the Project Manager of any document and/or any modification(s) to a document that cannot be settled between the parties within a reasonable period, then, in case the Contract Agreement includes and names an Adjudicator, such dispute may be referred to the Adjudicator for determination in accordance with GCC Clause 43.1 (Adjudicator). If such dispute is referred to an Adjudicator, the Project Manager shall give instructions as to whether and if so, how, performance of the Contract is to proceed. The Supplier shall proceed with the Contract in accordance with the Project Manager’s instructions, provided that if the Adjudicator upholds the Supplier’s view on the dispute and if the Purchaser has not given notice under GCC Clause 43.1.2, then the Supplier shall be reimbursed by the Purchaser for any additional costs incurred by reason of such instructions and shall be relieved of such responsibility or liability in connection with the dispute and the execution of the instructions as the Adjudicator shall decide, and the Time for Achieving Operational Acceptance shall be extended accordingly.  21.3.6 The Project Manager’s approval, with or without modification of the document furnished by the Supplier, shall not relieve the Supplier of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Project Manager or inaccurate information furnished in writing to the Supplier by or on behalf of the Purchaser.  21.3.7 The Supplier shall not depart from any approved document unless the Supplier has first submitted to the Project Manager an amended document and obtained the Project Manager’s approval of the document, pursuant to the provisions of this GCC Clause 21.3. If the Project Manager requests any change in any already approved document and/or in any document based on such an approved document, the provisions of GCC Clause 39 (Changes to the System) shall apply to such request. |
| 22. Procurement, Delivery, and Transport | 22.1 Subject to related Purchaser's responsibilities pursuant to GCC Clauses 10 and 14, the Supplier shall manufacture or procure and transport all the Information Technologies, Materials, and other Goods in an expeditious and orderly manner to the Project Site. |
|  | 22.2 Delivery of the Information Technologies, Materials, and other Goods shall be made by the Supplier in accordance with the Technical Requirements.  22.3 Early or partial deliveries require the explicit written consent of the Purchaser, which consent shall not be unreasonably withheld.  22.4 Transportation  22.4.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during shipment. The packing, marking, and documentation within and outside the packages shall comply strictly with the Purchaser’s instructions to the Supplier.   * + 1. The Supplier will bear responsibility for and cost of transport to the Project Sites in accordance with the terms and conditions used in the specification of prices in the Price Schedules, including the terms and conditions of the associated Incoterms.     2. **Unless otherwise specified in the SCC,** the Supplier shall be free to use transportation through carriers registered in any eligible country and to obtain insurance from any eligible source country.   22.5 **Unless otherwise specified in the SCC,** the Supplier will provide the Purchaser with shipping and other documents, as specified below:  22.5.1 For Goods supplied from outside the Purchaser’s Country:  Upon shipment, the Supplier shall notify the Purchaser and the insurance company contracted by the Supplier to provide cargo insurance by telex, cable, facsimile, electronic mail, or other electronic means with the full details of the shipment. The Supplier shall promptly send the following documents to the Purchaser by mail or courier, as appropriate, with a copy to the cargo insurance company:  (a) two copies of the Supplier’s invoice showing the description of the Goods, quantity, unit price, and total amount;  (b) usual transportation documents;  (c) insurance certificate;  (d) certificate(s) of origin; and  (e) estimated time and point of arrival in the Purchaser’s Country and at the site.  22.5.2 For Goods supplied locally (i.e., from within the Purchaser’s country):  Upon shipment, the Supplier shall notify the Purchaser by telex, cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Purchaser by mail or courier, as appropriate:  (a) two copies of the Supplier’s invoice showing the Goods’ description, quantity, unit price, and total amount;  (b) delivery note, railway receipt, or truck receipt;  (c) certificate of insurance;  (d) certificate(s) of origin; and  (e) estimated time of arrival at the site.  22.6 Customs Clearance  (a) The Purchaser will bear responsibility for, and cost of, customs clearance into the Purchaser's country in accordance the particular Incoterm(s) used for Goods supplied from outside the Purchaser’s country in the Price Schedules referred to by Article 2 of the Contract Agreement.  (b) At the request of the Purchaser, the Supplier will make available a representative or agent during the process of customs clearance in the Purchaser's country for goods supplied from outside the Purchaser's country. In the event of delays in customs clearance that are not the fault of the Supplier:  (i) the Supplier shall be entitled to an extension in the Time for Achieving Operational Acceptance, pursuant to GCC Clause 40;  (ii) the Contract Price shall be adjusted to compensate the Supplier for any additional storage charges that the Supplier may incur as a result of the delay. |
| 23. Product Upgrades | 23.1 At any point during performance of the Contract, should technological advances be introduced by the Supplier for Information Technologies originally offered by the Supplier in its Proposal and still to be delivered, the Supplier shall be obligated to offer to the Purchaser the latest versions of the available Information Technologies having equal or better performance or functionality at the same or lesser unit prices, pursuant to GCC Clause 39 (Changes to the System). |
|  | 23.2 At any point during performance of the Contract, for Information Technologies still to be delivered, the Supplier will also pass on to the Purchaser any cost reductions and additional and/or improved support and facilities that it offers to other clients of the Supplier in the Purchaser’s Country, pursuant to GCC Clause 39 (Changes to the System).  23.3 During performance of the Contract, the Supplier shall offer to the Purchaser all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Purchaser’s Country, and no later than twelve (12) months after they are released in the country of origin. In no case will the prices for these Software exceed those quoted by the Supplier in the Recurrent Costs tables in its Proposal.  23.4 **Unless otherwise specified in the SCC,** during the Warranty Period, the Supplier will provide at no additional cost to the Purchaser all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Purchaser’s country, and no later than twelve (12) months after they are released in the country of origin of the Software.  23.5 The Purchaser shall introduce all new versions, releases or updates of the Software within eighteen (18) months of receipt of a production-ready copy of the new version, release, or update, provided that the new version, release, or update does not adversely affect System operation or performance or require extensive reworking of the System. In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update. In no case shall the Supplier stop supporting or maintaining a version or release of the Software less than twenty four (24) months after the Purchaser receives a production-ready copy of a subsequent version, release, or update. The Purchaser shall use all reasonable endeavors to implement any new version, release, or update as soon as practicable, subject to the twenty-four-month-long stop date. |
| 24. Implementation, Installation, and Other Services | 24.1 The Supplier shall provide all Services specified in the Contract and Agreed Project Plan in accordance with the highest standards of professional competence and integrity. |
|  | 24.2 Prices charged by the Supplier for Services, if not included in the Contract, shall be agreed upon in advance by the parties (including, but not restricted to, any prices submitted by the Supplier in the Recurrent Cost Schedules of its Proposal) and shall not exceed the prevailing rates charged by the Supplier to other purchasers in the Purchaser’s Country for similar services. |
| 25. Inspections and Tests | 25.1 The Purchaser or its representative shall have the right to inspect and/or test any components of the System, as specified in the Technical Requirements, to confirm their good working order and/or conformity to the Contract at the point of delivery and/or at the Project Site. |
|  | 25.2 The Purchaser or its representative shall be entitled to attend any such inspections and/or tests of the components, provided that the Purchaser shall bear all costs and expenses incurred in connection with such attendance, including but not limited to all inspection agent fees, travel, and related expenses.  25.3 Should the inspected or tested components fail to conform to the Contract, the Purchaser may reject the component(s), and the Supplier shall either replace the rejected component(s), or make alterations as necessary so that it meets the Contract requirements free of cost to the Purchaser.  25.4 The Project Manager may require the Supplier to carry out any inspection and/or test not specified in the Contract, provided that the Supplier’s reasonable costs and expenses incurred in the carrying out of such inspection and/or test shall be added to the Contract Price. Further, if such inspection and/or test impedes the progress of work on the System and/or the Supplier’s performance of its other obligations under the Contract, due allowance will be made in respect of the Time for Achieving Operational Acceptance and the other obligations so affected.  25.5 If any dispute shall arise between the parties in connection with or caused by an inspection and/or with regard to any component to be incorporated in the System that cannot be settled amicably between the parties within a reasonable period of time, either party may invoke the process pursuant to GCC Clause 43 (Settlement of Disputes), starting with referral of the matter to the Adjudicator in case an Adjudicator is included and named in the Contract Agreement. |
| 26. Installation of the System | 26.1 As soon as the System, or any Subsystem, has, in the opinion of the Supplier, been delivered, Pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing in accordance with the Technical Requirements, the SCC and the Agreed Project Plan, the Supplier shall so notify the Purchaser in writing. |
|  | 26.2 The Project Manager shall, within fourteen (14) days after receipt of the Supplier’s notice under GCC Clause 26.1, either issue an Installation Certificate in the form specified in the Sample Contractual Forms Section in the RFP documents, stating that the System, or major component or Subsystem (if Acceptance by major component or Subsystem is specified pursuant to the SCC for GCC Clause 27.2.1), has achieved Installation by the date of the Supplier’s notice under GCC Clause 26.1, or notify the Supplier in writing of any defects and/or deficiencies, including, but not limited to, defects or deficiencies in the interoperability or integration of the various components and/or Subsystems making up the System. The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies that the Project Manager has notified the Supplier of. The Supplier shall then promptly carry out retesting of the System or Subsystem and, when in the Supplier’s opinion the System or Subsystem is ready for Commissioning and Operational Acceptance Testing, notify the Purchaser in writing, in accordance with GCC Clause 26.1. The procedure set out in this GCC Clause 26.2 shall be repeated, as necessary, until an Installation Certificate is issued.  26.3 If the Project Manager fails to issue the Installation Certificate and fails to inform the Supplier of any defects and/or deficiencies within fourteen (14) days after receipt of the Supplier’s notice under GCC Clause 26.1, or if the Purchaser puts the System or a Subsystem into production operation, then the System (or Subsystem) shall be deemed to have achieved successful Installation as of the date of the Supplier’s notice or repeated notice, or when the Purchaser put the System into production operation, as the case may be. |
| 27. Commissioning and Operational Acceptance | 27.1 Commissioning  27.1.1 Commissioning of the System (or Subsystem if specified pursuant to the SCC for GCC Clause 27.2.1) shall be commenced by the Supplier:  (a) immediately after the Installation Certificate is issued by the Project Manager, pursuant to GCC Clause 26.2; or  (b) as otherwise specified in the Technical Requirement or the Agreed Project Plan; or  (c) immediately after Installation is deemed to have occurred, under GCC Clause 26.3. |
|  | 27.1.2 The Purchaser shall supply the operating and technical personnel and all materials and information reasonably required to enable the Supplier to carry out its obligations with respect to Commissioning.  Production use of the System or Subsystem(s) shall not commence prior to the start of formal Operational Acceptance Testing.  27.2 Operational Acceptance Tests  27.2.1 The Operational Acceptance Tests (and repeats of such tests) shall be the primary responsibility of the Purchaser (in accordance with GCC Clause 10.9), but shall be conducted with the full cooperation of the Supplier during Commissioning of the System (or major components or Subsystem[s]), to ascertain whether the System (or major component or Subsystem[s]) conforms to the Technical Requirements and meets the standard of performance quoted in the Supplier’s Proposal, including, but not restricted to, the functional and technical performance requirements. **Unless otherwise specified in the SCC**, the Operational Acceptance Tests during Commissioning will be conducted as specified in the Technical Requirements and/or the Agreed Project Plan.  At the Purchaser’s discretion, Operational Acceptance Tests may also be performed on replacement Goods, upgrades and new version releases, and Goods that are added or field-modified after Operational Acceptance of the System.  27.2.2 If for reasons attributable to the Purchaser, the Operational Acceptance Test of the System (or Subsystem[s] or major components, pursuant to the SCC for GCC Clause 27.2.1) cannot be successfully completed within ninety (90) days from the date of Installation or any other period agreed upon in writing by the Purchaser and the Supplier, the Supplier shall be deemed to have fulfilled its obligations with respect to the technical and functional aspects of the Technical Specifications, SCC and/or the Agreed Project Plan, and GCC Clause 28.2 and 28.3 shall not apply.  27.3 Operational Acceptance  27.3.1 Subject to GCC Clause 27.4 (Partial Acceptance) below, Operational Acceptance shall occur in respect of the System, when  (a) the Operational Acceptance Tests, as specified in the Technical Requirements, and/or SCC and/or the Agreed Project Plan have been successfully completed; or  (b) the Operational Acceptance Tests have not been successfully completed or have not been carried out for reasons that are attributable to the Purchaser within the period from the date of Installation or any other agreed-upon period as specified in GCC Clause 27.2.2 above; or  (c) the Purchaser has put the System into production or use for sixty (60) consecutive days. If the System is put into production or use in this manner, the Supplier shall notify the Purchaser and document such use.  27.3.2 At any time after any of the events set out in GCC Clause 27.3.1 have occurred, the Supplier may give a notice to the Project Manager requesting the issue of an Operational Acceptance Certificate.  27.3.3 After consultation with the Purchaser, and within fourteen (14) days after receipt of the Supplier’s notice, the Project Manager shall:  (a) issue an Operational Acceptance Certificate; or  (b) notify the Supplier in writing of any defect or deficiencies or other reason for the failure of the Operational Acceptance Tests; or  (c) issue the Operational Acceptance Certificate, if the situation covered by GCC Clause 27.3.1 (b) arises.  27.3.4 The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies and/or other reasons for the failure of the Operational Acceptance Test that the Project Manager has notified the Supplier of. Once such remedies have been made by the Supplier, the Supplier shall notify the Purchaser, and the Purchaser, with the full cooperation of the Supplier, shall use all reasonable endeavors to promptly carry out retesting of the System or Subsystem. Upon the successful conclusion of the Operational Acceptance Tests, the Supplier shall notify the Purchaser of its request for Operational Acceptance Certification, in accordance with GCC Clause 27.3.3. The Purchaser shall then issue to the Supplier the Operational Acceptance Certification in accordance with GCC Clause 27.3.3 (a), or shall notify the Supplier of further defects, deficiencies, or other reasons for the failure of the Operational Acceptance Test. The procedure set out in this GCC Clause 27.3.4 shall be repeated, as necessary, until an Operational Acceptance Certificate is issued.  27.3.5 If the System or Subsystem fails to pass the Operational Acceptance Test(s) in accordance with GCC Clause 27.2, then either:  (a) the Purchaser may consider terminating the Contract, pursuant to GCC Clause 41.2.2;  or  (b) if the failure to achieve Operational Acceptance within the specified time period is a result of the failure of the Purchaser to fulfill its obligations under the Contract, then the Supplier shall be deemed to have fulfilled its obligations with respect to the relevant technical and functional aspects of the Contract, and GCC Clauses 30.3 and 30.4 shall not apply.  27.3.6 If within fourteen (14) days after receipt of the Supplier’s notice the Project Manager fails to issue the Operational Acceptance Certificate or fails to inform the Supplier in writing of the justifiable reasons why the Project Manager has not issued the Operational Acceptance Certificate, the System or Subsystem shall be deemed to have been accepted as of the date of the Supplier’s said notice.  27.4 Partial Acceptance  27.4.1 If so specified in the SCC for GCC Clause 27.2.1, Installation and Commissioning shall be carried out individually for each identified major component or Subsystem(s) of the System. In this event, the provisions in the Contract relating to Installation and Commissioning, including the Operational Acceptance Test, shall apply to each such major component or Subsystem individually, and Operational Acceptance Certificate(s) shall be issued accordingly for each such major component or Subsystem of the System, subject to the limitations contained in GCC Clause 27.4.2.  27.4.2 The issuance of Operational Acceptance Certificates for individual major components or Subsystems pursuant to GCC Clause 27.4.1 shall not relieve the Supplier of its obligation to obtain an Operational Acceptance Certificate for the System as an integrated whole (if so specified in the SCC for GCC Clauses 12.1 and 27.2.1) once all major components and Subsystems have been supplied, installed, tested, and commissioned.  27.4.3 In the case of minor components for the System that by their nature do not require Commissioning or an Operational Acceptance Test (e.g., minor fittings, furnishings or site works, etc.), the Project Manager shall issue an Operational Acceptance Certificate within fourteen (14) days after the fittings and/or furnishings have been delivered and/or installed or the site works have been completed. The Supplier shall, however, use all reasonable endeavors to promptly remedy any defects or deficiencies in such minor components detected by the Purchaser or Supplier. |

F. Guarantees and Liabilities

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| 28. Operational Acceptance Time Guarantee | 28.1 The Supplier guarantees that it shall complete the supply, Installation, Commissioning, and achieve Operational Acceptance of the System (or Subsystems, pursuant to the SCC for GCC Clause 27.2.1) within the time periods specified in the Implementation Schedule and/or the Agreed Project Plan pursuant to GCC Clause 8.2, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance). |
|  | 28.2 **Unless otherwise specified in the SCC**, if the Supplier fails to supply, install, commission, and achieve Operational Acceptance of the System (or Subsystems pursuant to the SCC for GCC Clause 27.2.1) within the time for achieving Operational Acceptance specified in the Implementation Schedule or the Agreed Project Plan, or any extension of the time for achieving Operational Acceptance previously granted under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance), the Supplier shall pay to the Purchaser liquidated damages at the rate of one half of one percent per week as a percentage of the Contract Price (exclusive of Recurrent Costs if any), or the relevant part of the Contract Price if a Subsystem has not achieved Operational Acceptance. The aggregate amount of such liquidated damages shall in no event exceed the amount of ten (10) percent of the Contract Price (exclusive of Recurrent Costs if any). Once the Maximum is reached, the Purchaser may consider termination of the Contract, pursuant to GCC Clause 41.2.2.  28.3 **Unless otherwise specified in the SCC,** liquidated damages payable under GCC Clause 28.2 shall apply only to the failure to achieve Operational Acceptance of the System (and Subsystems) as specified in the Implementation Schedule and/or Agreed Project Plan. This Clause 28.3 shall not limit, however, any other rights or remedies the Purchaser may have under the Contract for other delays.  28.4 If liquidated damages are claimed by the Purchaser for the System (or Subsystem), the Supplier shall have no further liability whatsoever to the Purchaser in respect to the Operational Acceptance time guarantee for the System (or Subsystem). However, the payment of liquidated damages shall not in any way relieve the Supplier from any of its obligations to complete the System or from any other of its obligations and liabilities under the Contract. |
| 29. Defect Liability | 29.1 The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. **Unless otherwise specified in the SCC**, there will be NO exceptions and/or limitations to this warranty with respect to Software (or categories of Software). Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract. |
|  | 29.2 The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and incorporate all recent improvements in design that materially affect the System’s or Subsystem’s ability to fulfill the Technical Requirements.  29.3 **Unless otherwise specified in the SCC,** the Supplier warrants that: (i) all Goods components to be incorporated into the System form part of the Supplier’s and/or Subcontractor’s current product lines, and (ii) they have been previously released to the market.  29.4 **Unless otherwise specified in the SCC**, the Warranty Period shall commence from the date of Operational Acceptance of the System (or of any major component or Subsystem for which separate Operational Acceptance is provided for in the Contract) and shall extend for thirty-six (36) months.  29.5 If during the Warranty Period any defect as described in GCC Clause 29.1 should be found in the design, engineering, Materials, and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Supplier, the Supplier shall promptly, in consultation and agreement with the Purchaser regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Supplier shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect. Any defective Information Technologies or other Goods that have been replaced by the Supplier shall remain the property of the Supplier.  29.6 The Supplier shall not be responsible for the repair, replacement, or making good of any defect, or of any damage to the System arising out of or resulting from any of the following causes:  (a) improper operation or maintenance of the System by the Purchaser;  (b) normal wear and tear;  (c) use of the System with items not supplied by the Supplier, unless otherwise identified in the Technical Requirements, or approved by the Supplier; or  (d) modifications made to the System by the Purchaser, or a third party, not approved by the Supplier.  29.7 The Supplier’s obligations under this GCC Clause 29 shall not apply to:  (a) any materials that are normally consumed in operation or have a normal life shorter than the Warranty Period; or  (b) any designs, specifications, or other data designed, supplied, or specified by or on behalf of the Purchaser or any matters for which the Supplier has disclaimed responsibility, in accordance with GCC Clause 21.1.2.  29.8 The Purchaser shall give the Supplier a notice promptly following the discovery of such defect, stating the nature of any such defect together with all available evidence. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect any such defect. The Purchaser shall afford the Supplier all necessary access to the System and the site to enable the Supplier to perform its obligations under this GCC Clause 29.  29.9 The Supplier may, with the consent of the Purchaser, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the site. If the repair, replacement, or making good is of such a character that it may affect the efficiency of the System, the Purchaser may give the Supplier notice requiring that tests of the defective part be made by the Supplier immediately upon completion of such remedial work, whereupon the Supplier shall carry out such tests.  If such part fails the tests, the Supplier shall carry out further repair, replacement, or making good (as the case may be) until that part of the System passes such tests. The tests shall be agreed upon by the Purchaser and the Supplier.  29.10 **Unless otherwise specified in the SCC**, the response times and repair/replacement times for Warranty Defect Repair are specified in the Technical Requirements. Nevertheless, if the Supplier fails to commence the work necessary to remedy such defect or any damage to the System caused by such defect within two weeks the Purchaser may, following notice to the Supplier, proceed to do such work or contract a third party (or parties) to do such work, and the reasonable costs incurred by the Purchaser in connection with such work shall be paid to the Purchaser by the Supplier or may be deducted by the Purchaser from any monies due the Supplier or claimed under the Performance Security.  29.11 If the System or Subsystem cannot be used by reason of such defect and/or making good of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Purchaser because of such defect and/or making good of such defect.  29.12 Items substituted for defective parts of the System during the Warranty Period shall be covered by the Defect Liability Warranty for the remainder of the Warranty Period applicable for the part replaced or three (3) months, whichever is greater. For reasons of information security, the Purchaser may choose to retain physical possession of any replaced defective information storage devices.  29.13 At the request of the Purchaser and without prejudice to any other rights and remedies that the Purchaser may have against the Supplier under the Contract, the Supplier will offer all possible assistance to the Purchaser to seek warranty services or remedial action from any subcontracted third-party producers or licensor of Goods included in the System, including without limitation assignment or transfer in favor of the Purchaser of the benefit of any warranties given by such producers or licensors to the Supplier. |
| 30. Functional Guarantees | 30.1 The Supplier guarantees that, once the Operational Acceptance Certificate(s) has been issued, the System represents a complete, integrated solution to the Purchaser’s requirements set forth in the Technical Requirements and it conforms to all other aspects of the Contract. The Supplier acknowledges that GCC Clause 27 regarding Commissioning and Operational Acceptance governs how technical conformance of the System to the Contract requirements will be determined. |
|  | 30.2 If, for reasons attributable to the Supplier, the System does not conform to the Technical Requirements or does not conform to all other aspects of the Contract, the Supplier shall at its cost and expense make such changes, modifications, and/or additions to the System as may be necessary to conform to the Technical Requirements and meet all functional and performance standards. The Supplier shall notify the Purchaser upon completion of the necessary changes, modifications, and/or additions and shall request the Purchaser to repeat the Operational Acceptance Tests until the System achieves Operational Acceptance.  30.3 If the System (or Subsystem[s]) fails to achieve Operational Acceptance, the Purchaser may consider termination of the Contract, pursuant to GCC Clause 41.2.2, and forfeiture of the Supplier’s Performance Security in accordance with GCC Clause 13.3 in compensation for the extra costs and delays likely to result from this failure. |
| 31. Intellectual Property Rights Warranty | 31.1 The Supplier hereby represents and warrants that:  (a) the System as supplied, installed, tested, and accepted;  (b) use of the System in accordance with the Contract; and  (c) copying of the Software and Materials provided to the Purchaser in accordance with the Contract  do not and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfers of rights and other consents necessary to make the assignments, licenses, and other transfers of Intellectual Property Rights and the warranties set forth in the Contract, and for the Purchaser to own or exercise all Intellectual Property Rights as provided in the Contract. Without limitation, the Supplier shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the System. |
| 32. Intellectual Property Rights Indemnity | 32.1 The Supplier shall indemnify and hold harmless the Purchaser and its employees and officers from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Purchaser or its employees or officers may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights by reason of:  (a) installation of the System by the Supplier or the use of the System, including the Materials, in the country where the site is located;  (b) copying of the Software and Materials provided the Supplier in accordance with the Agreement; and |
|  | (c) sale of the products produced by the System in any country, except to the extent that such losses, liabilities, and costs arise as a result of the Purchaser’s breach of GCC Clause 32.2. |
|  | 32.2 Such indemnity shall not cover any use of the System, including the Materials, other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the System, or any products of the System produced thereby in association or combination with any other goods or services not supplied by the Supplier, where the infringement arises because of such association or combination and not because of use of the System in its own right.  32.3 Such indemnities shall also not apply if any claim of infringement:  (a) is asserted by a parent, subsidiary, or affiliate of the Purchaser’s organization;  (b) is a direct result of a design mandated by the Purchaser’s Technical Requirements and the possibility of such infringement was duly noted in the Supplier’s Proposal; or  (c) results from the alteration of the System, including the Materials, by the Purchaser or any persons other than the Supplier or a person authorized by the Supplier. |
|  | 32.4 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Clause 32.1, the Purchaser shall promptly give the Supplier notice of such proceedings or claims, 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.  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. Unless the Supplier has so failed to notify the Purchaser within the twenty-eight (28) days, the Purchaser shall make no admission that may be prejudicial to the defense of any such proceedings or claim. 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. |
|  | 32.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided to the Supplier in connection with this Contract by the Purchaser or any persons (other than the Supplier) contracted by the Purchaser, except to the extent that such losses, liabilities, and costs arise as a result of the Supplier’s breach of GCC Clause 32.8. |
|  | 32.6 Such indemnity shall not cover  (a) any use of the design, data, drawing, specification, or other documents or materials, other than for the purpose indicated by or to be reasonably inferred from the Contract;  (b) any infringement resulting from the use of the design, data, drawing, specification, or other documents or materials, or any products produced thereby, in association or combination with any other Goods or Services not provided by the Purchaser or any other person contracted by the Purchaser, where the infringement arises because of such association or combination and not because of the use of the design, data, drawing, specification, or other documents or materials in its own right.  32.7 Such indemnities shall also not apply:  (a) if any claim of infringement is asserted by a parent, subsidiary, or affiliate of the Supplier’s organization;  (b) to the extent that any claim of infringement is caused by the alteration, by the Supplier, or any persons contracted by the Supplier, of the design, data, drawing, specification, or other documents or materials provided to the Supplier by the Purchaser or any persons contracted by the Purchaser.  32.8 If any proceedings are brought or any claim is made against the Supplier arising out of the matters referred to in GCC Clause 32.5, the Supplier shall promptly give the Purchaser notice of such proceedings or claims, and the Purchaser may at its own expense and in the Supplier’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Purchaser fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Purchaser has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Purchaser’s request, afford all available assistance to the Purchaser in conducting such proceedings or claim and shall be reimbursed by the Purchaser for all reasonable expenses incurred in so doing. |
| 33. Limitation of Liability | 33.1 Provided the following does not exclude or limit any liabilities of either party in ways not permitted by applicable law: |
|  | (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and  (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to any obligation of the Supplier to indemnify the Purchaser with respect to intellectual property rights infringement. |

G. Risk Distribution

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| 34. Transfer of Ownership | 34.1 With the exception of Software and Materials, the ownership of the Information Technologies and other Goods shall be transferred to the Purchaser at the time of Delivery or otherwise under terms that may be agreed upon and specified in the Contract Agreement. |
|  | 34.2 Ownership and the terms of usage of the Software and Materials supplied under the Contract shall be governed by GCC Clause 15 (Copyright) and any elaboration in the Technical Requirements.  34.3 Ownership of the Supplier’s Equipment used by the Supplier and its Subcontractors in connection with the Contract shall remain with the Supplier or its Subcontractors. |
| 35. Care of the System | 35.1 The Purchaser shall become responsible for the care and custody of the System or Subsystems upon their Delivery. The Purchaser shall make good at its own cost any loss or damage that may occur to the System or Subsystems from any cause from the date of Delivery until the date of Operational Acceptance of the System or Subsystems, pursuant to GCC Clause 27 (Commissioning and Operational Acceptance), excepting such loss or damage arising from acts or omissions of the Supplier, its employees, or subcontractors.  35.2 If any loss or damage occurs to the System or any part of the System by reason of:  (a) (insofar as they relate to the country where the Project Site is located) nuclear reaction, nuclear radiation, radioactive contamination, a pressure wave caused by aircraft or other aerial objects, or any other occurrences that an experienced Supplier could not reasonably foresee, or if reasonably foreseeable could not reasonably make provision for or insure against, insofar as such risks are not normally insurable on the insurance market and are mentioned in the general exclusions of the policy of insurance taken out under GCC Clause 37;  (b) any use not in accordance with the Contract, by the Purchaser or any third party;  (c) any use of or reliance upon any design, data, or specification provided or designated by or on behalf of the Purchaser, or any such matter for which the Supplier has disclaimed responsibility in accordance with GCC Clause 21.1.2,  the Purchaser shall pay to the Supplier all sums payable in respect of the System or Subsystems that have achieved Operational Acceptance, notwithstanding that the same be lost, destroyed, or damaged. If the Purchaser requests the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Supplier shall make good the same at the cost of the Purchaser in accordance with GCC Clause 39. If the Purchaser does not request the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Purchaser shall either request a change in accordance with GCC Clause 39, excluding the performance of that part of the System thereby lost, destroyed, or damaged, or, where the loss or damage affects a substantial part of the System, the Purchaser shall terminate the Contract pursuant to GCC Clause 41.1.  35.3 The Purchaser shall be liable for any loss of or damage to any Supplier’s Equipment which the Purchaser has authorized to locate within the Purchaser's premises for use in fulfillment of Supplier's obligations under the Contract, except where such loss or damage arises from acts or omissions of the Supplier, its employees, or subcontractors. |
| 36. Loss of or Damage to Property; Accident or Injury to Workers; Indemnification | 36.1 The Supplier and each and every Subcontractor shall abide by the job safety, insurance, customs, and immigration measures prevalent and laws in force in the Purchaser’s Country.  36.2 Subject to GCC Clause 36.3, the Supplier shall indemnify and hold harmless the Purchaser and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Purchaser or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property (other than the System, whether accepted or not) arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the Supplier or its Subcontractors, or their employees, officers or agents, except any injury, death, or property damage caused by the negligence of the Purchaser, its contractors, employees, officers, or agents. |
|  | 36.3 If any proceedings are brought or any claim is made against the Purchaser that might subject the Supplier to liability under GCC Clause 36.2, the Purchaser shall promptly give the Supplier notice of such proceedings or claims, 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. 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. Unless the Supplier has so failed to notify the Purchaser within the twenty-eight (28) day period, the Purchaser shall make no admission that may be prejudicial to the defense of any such proceedings or claim. 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.  36.4 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of the death or personal injury of any person or loss of or damage to property of the Purchaser, other than the System not yet achieving Operational Acceptance, that is caused by fire, explosion, or any other perils, in excess of the amount recoverable from insurances procured under GCC Clause 37 (Insurances), provided that such fire, explosion, or other perils were not caused by any act or failure of the Supplier. |
|  | 36.5 If any proceedings are brought or any claim is made against the Supplier that might subject the Purchaser to liability under GCC Clause 36.4, the Supplier shall promptly give the Purchaser notice of such proceedings or claims, and the Purchaser may at its own expense and in the Supplier’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Purchaser fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Purchaser has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Purchaser’s request, afford all available assistance to the Purchaser in conducting such proceedings or claim and shall be reimbursed by the Purchaser for all reasonable expenses incurred in so doing. |
|  | 36.6 The party entitled to the benefit of an indemnity under this GCC Clause 36 shall take all reasonable measures to mitigate any loss or damage that has occurred. If the party fails to take such measures, the other party’s liabilities shall be correspondingly reduced. |
| 37. Insurances | 37.1 The Supplier shall at its expense take out and maintain in effect, or cause to be taken out and maintained in effect, during the performance of the Contract, the insurance set forth below. The identity of the insurers and the form of the policies shall be subject to the approval of the Purchaser, who should not unreasonably withhold such approval. |
|  | (a) Cargo Insurance During Transport  as applicable, 110 percent of the price of the Information Technologies and other Goods in a freely convertible currency, covering the Goods from physical loss or damage during shipment through receipt at the Project Site.  (b) Installation “All Risks” Insurance  as applicable, 110 percent of the price of the Information Technologies and other Goods covering the Goods at the site from all risks of physical loss or damage (excluding only perils commonly excluded under “all risks” insurance policies of this type by reputable insurers) occurring prior to Operational Acceptance of the System.  (c) Third-Party Liability Insurance  On terms as **specified in the SCC,** covering bodily injury or death suffered by third parties (including the Purchaser’s personnel) and loss of or damage to property (including the Purchaser’s property and any Subsystems that have been accepted by the Purchaser) occurring in connection with the supply and installation of the Information System.  (d) Automobile Liability Insurance  In accordance with the statutory requirements prevailing in the Purchaser’s Country, covering use of all vehicles used by the Supplier or its Subcontractors (whether or not owned by them) in connection with the execution of the Contract.  (e) Other Insurance (if any), as **specified in the SCC.**  37.2 The Purchaser shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1, except for the Third-Party Liability, and the Supplier’s Subcontractors shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1 except for Cargo Insurance During Transport. All insurer’s rights of subrogation against such co-insured for losses or claims arising out of the performance of the Contract shall be waived under such policies.  37.3 The Supplier shall deliver to the Purchaser certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect.  37.4 The Supplier shall ensure that, where applicable, its Subcontractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles and for work executed by them under the Contract, unless such Subcontractors are covered by the policies taken out by the Supplier.  37.5 If the Supplier fails to take out and/or maintain in effect the insurance referred to in GCC Clause 37.1, the Purchaser may take out and maintain in effect any such insurance and may from time to time deduct from any amount due the Supplier under the Contract any premium that the Purchaser shall have paid to the insurer or may otherwise recover such amount as a debt due from the Supplier.  37.6 Unless otherwise provided in the Contract, the Supplier shall prepare and conduct all and any claims made under the policies affected by it pursuant to this GCC Clause 37, and all monies payable by any insurers shall be paid to the Supplier. The Purchaser shall give to the Supplier all such reasonable assistance as may be required by the Supplier in connection with any claim under the relevant insurance policies. With respect to insurance claims in which the Purchaser’s interest is involved, the Supplier shall not give any release or make any compromise with the insurer without the prior written consent of the Purchaser. With respect to insurance claims in which the Supplier’s interest is involved, the Purchaser shall not give any release or make any compromise with the insurer without the prior written consent of the Supplier. |
| 38. Force Majeure | 38.1 “Force Majeure” shall mean any event beyond the reasonable control of the Purchaser or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following: |
|  | (a) war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;  (b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;  (c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;  (d) strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague;  (e) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;  (f) failure, by the Supplier, to obtain the necessary export permit(s) from the governments of the Country(s) of Origin of the Information Technologies or other Goods, or Supplier’s Equipment provided that the Supplier has made all reasonable efforts to obtain the required export permit(s), including the exercise of due diligence in determining the eligibility of the System and all of its components for receipt of the necessary export permits.  38.2 If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.  38.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party’s performance is prevented, hindered, or delayed. The Time for Achieving Operational Acceptance shall be extended in accordance with GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).  38.4 The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either party’s right to terminate the Contract under GCC Clause 38.6.  38.5 No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall:  (a) constitute a default or breach of the Contract;  (b) (subject to GCC Clauses 35.2, 38.3, and 38.4) give rise to any claim for damages or additional cost or expense occasioned by the delay or nonperformance,  if, and to the extent that, such delay or nonperformance is caused by the occurrence of an event of Force Majeure.  38.6 If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the time period covered by the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Contract by giving a notice to the other.  38.7 In the event of termination pursuant to GCC Clause 38.6, the rights and obligations of the Purchaser and the Supplier shall be as specified in GCC Clauses 41.1.2 and 41.1.3.  38.8 Notwithstanding GCC Clause 38.5, Force Majeure shall not apply to any obligation of the Purchaser to make payments to the Supplier under this Contract. |

H. Change in Contract Elements

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| 39. Changes to the System | 39.1 Introducing a Change  39.1.1 Subject to GCC Clauses 39.2.5 and 39.2.7, the Purchaser shall have the right to propose, and subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called “Change”), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract. |
|  | A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with GCC Clause 23 (Product Upgrades). |
|  | 39.1.2 The Supplier may from time to time during its performance of the Contract propose to the Purchaser (with a copy to the Project Manager) any Change that the Supplier considers necessary or desirable to improve the quality or efficiency of the System. The Purchaser may at its discretion approve or reject any Change proposed by the Supplier.  39.1.3 Notwithstanding GCC Clauses 39.1.1 and 39.1.2, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any adjustment of the Contract Price or the Time for Achieving Operational Acceptance.  39.1.4 The procedure on how to proceed with and execute Changes is specified in GCC Clauses 39.2 and 39.3, and further details and sample forms are provided in the Sample Contractual Forms Section in the RFP documents.  39.1.5 Moreover, the Purchaser and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be “frozen.” Any Change initiated after this time will be dealt with after Operational Acceptance.  39.2 Changes Originating from Purchaser  39.2.1 If the Purchaser proposes a Change pursuant to GCC Clauses 39.1.1, it shall send to the Supplier a “Request for Change Proposal,” requiring the Supplier to prepare and furnish to the Project Manager as soon as reasonably practicable a “Change Proposal,” which shall include the following:  (a) brief description of the Change;  (b) impact on the Time for Achieving Operational Acceptance;  (c) detailed estimated cost of the Change;  (d) effect on Functional Guarantees (if any);  (e) effect on any other provisions of the Contract.  39.2.2 Prior to preparing and submitting the “Change Proposal,” the Supplier shall submit to the Project Manager a “Change Estimate Proposal,” which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested approach and cost for implementing the changes. Upon receipt of the Supplier’s Change Estimate Proposal, the Purchaser shall do one of the following:  (a) accept the Supplier’s estimate with instructions to the Supplier to proceed with the preparation of the Change Proposal;  (b) advise the Supplier of any part of its Change Estimate Proposal that is unacceptable and request the Supplier to review its estimate;  (c) advise the Supplier that the Purchaser does not intend to proceed with the Change.  39.2.3 Upon receipt of the Purchaser’s instruction to proceed under GCC Clause 39.2.2 (a), the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in accordance with GCC Clause 39.2.1. The Supplier, at its discretion, may specify a validity period for the Change Proposal, after which if the Purchaser and Supplier has not reached agreement in accordance with GCC Clause 39.2.6, then GCC Clause 39.2.7 shall apply.  39.2.4 The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are inequitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.  39.2.5 If before or during the preparation of the Change Proposal it becomes apparent that the aggregate impact of compliance with the Request for Change Proposal and with all other Change Orders that have already become binding upon the Supplier under this GCC Clause 39 would be to increase or decrease the Contract Price as originally set forth in Article 2 (Contract Price) of the Contract Agreement by more than fifteen (15) percent, the Supplier may give a written notice of objection to this Request for Change Proposal prior to furnishing the Change Proposal. If the Purchaser accepts the Supplier’s objection, the Purchaser shall withdraw the proposed Change and shall notify the Supplier in writing of its acceptance.  The Supplier’s failure to so object to a Request for Change Proposal shall neither affect its right to object to any subsequent requested Changes or Change Orders, nor affect its right to take into account, when making such subsequent objection, the percentage increase or decrease in the Contract Price that any Change not objected to by the Supplier represents.  39.2.6 Upon receipt of the Change Proposal, the Purchaser and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, the Purchaser shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If the Purchaser is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a decision. If the Purchaser decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall be entitled to reimbursement of all costs reasonably incurred by it in the preparation of the Change Proposal, provided that these do not exceed the amount given by the Supplier in its Change Estimate Proposal submitted in accordance with GCC Clause 39.2.2.  39.2.7 If the Purchaser and the Supplier cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented. However, this provision does not limit the rights of either party under GCC Clause 6 (Settlement of Disputes).  39.3 Changes Originating from Supplier  If the Supplier proposes a Change pursuant to GCC Clause 39.1.2, the Supplier shall submit to the Project Manager a written “Application for Change Proposal,” giving reasons for the proposed Change and including the information specified in GCC Clause 39.2.1. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in GCC Clauses 39.2.6 and 39.2.7. However, should the Purchaser choose not to proceed or the Purchaser and the Supplier cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the Supplier shall not be entitled to recover the costs of preparing the Application for Change Proposal, unless subject to an agreement between the Purchaser and the Supplier to the contrary.  39.4 Value engineering. The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the Contract. The value engineering proposal shall, at a minimum, include the following;  (a) the proposed change(s), and a description of the difference to the existing Contract requirements;  (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Purchaser may incur in implementing the value engineering proposal; and  (c) a description of any effect(s) of the change on performance/functionality.  The Purchaser may accept the value engineering proposal if the proposal demonstrates benefits that:  (a) accelerates the delivery period; or  (b) reduces the Contract Price or the life cycle costs to the Purchaser; or  (c) improves the quality, efficiency, safety or sustainability of the systems; or  (d) yields any other benefits to the Purchaser,  without compromising the necessary functions of the systems.  If the value engineering proposal is approved by the Purchaser and results in:  (a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the SCC of the reduction in the Contract Price; or  (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price. |
| 40. Extension of Time for Achieving Operational Acceptance | 40.1 The time(s) for achieving Operational Acceptance specified in the Schedule of Implementation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following: |
|  | (a) any Change in the System as provided in GCC Clause 39 (Change in the Information System);  (b) any occurrence of Force Majeure as provided in GCC Clause 38 (Force Majeure);  (c) default of the Purchaser; or  (d) any other matter specifically mentioned in the Contract;  by such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.  40.2 Except where otherwise specifically provided in the Contract, the Supplier shall submit to the Project Manager a notice of a claim for an extension of the time for achieving Operational Acceptance, together with particulars of the event or circumstance justifying such extension as soon as reasonably practicable after the commencement of such event or circumstance. As soon as reasonably practicable after receipt of such notice and supporting particulars of the claim, the Purchaser and the Supplier shall agree upon the period of such extension. In the event that the Supplier does not accept the Purchaser’s estimate of a fair and reasonable time extension, the Supplier shall be entitled to refer the matter to the provisions for the Settlement of Disputes pursuant to GCC Clause 6.  40.3 The Supplier shall at all times use its reasonable efforts to minimize any delay in the performance of its obligations under the Contract. |
| 41. Termination | 41.1 Termination for Purchaser’s Convenience |
|  | 41.1.1 The Purchaser may at any time terminate the Contract for any reason by giving the Supplier a notice of termination that refers to this GCC Clause 41.1.  41.1.2 Upon receipt of the notice of termination under GCC Clause 41.1.1, the Supplier shall either as soon as reasonably practical or upon the date specified in the notice of termination  (a) cease all further work, except for such work as the Purchaser may specify in the notice of termination for the sole purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;  (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to GCC Clause 41.1.2 (d) (ii) below;  (c) remove all Supplier’s Equipment from the site, repatriate the Supplier’s and its Subcontractors’ personnel from the site, remove from the site any wreckage, rubbish, and debris of any kind;  (d) in addition, the Supplier, subject to the payment specified in GCC Clause 41.1.3, shall  (i) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;  (ii) to the extent legally possible, assign to the Purchaser all right, title, and benefit of the Supplier to the System, or Subsystem, as at the date of termination, and, as may be required by the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;  (iii) deliver to the Purchaser all nonproprietary drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.  41.1.3 In the event of termination of the Contract under GCC Clause 41.1.1, the Purchaser shall pay to the Supplier the following amounts:  (a) the Contract Price, properly attributable to the parts of the System executed by the Supplier as of the date of termination;  (b) the costs reasonably incurred by the Supplier in the removal of the Supplier’s Equipment from the site and in the repatriation of the Supplier’s and its Subcontractors’ personnel;  (c) any amount to be paid by the Supplier to its Subcontractors in connection with the termination of any subcontracts, including any cancellation charges;  (d) costs incurred by the Supplier in protecting the System and leaving the site in a clean and safe condition pursuant to GCC Clause 41.1.2 (a); and  (e) the cost of satisfying all other obligations, commitments, and claims that the Supplier may in good faith have undertaken with third parties in connection with the Contract and that are not covered by GCC Clauses 41.1.3 (a) through (d) above.  41.2 Termination for Supplier’s Default  41.2.1 The Purchaser, without prejudice to any other rights or remedies it may possess, may terminate the Contract forthwith in the following circumstances by giving a notice of termination and its reasons therefore to the Supplier, referring to this GCC Clause 41.2:  (a) if the Supplier becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, if the Supplier is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Supplier takes or suffers any other analogous action in consequence of debt;  (b) if the Supplier assigns or transfers the Contract or any right or interest therein in violation of the provision of GCC Clause 42 (Assignment); or  (c) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragraph 2.2 a. of the Appendix to the GCC, in competing for or in executing the Contract, including but not limited to willful misrepresentation of facts concerning ownership of Intellectual Property Rights in, or proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.  41.2.2 If the Supplier:  (a) has abandoned or repudiated the Contract;  (b) has without valid reason failed to commence work on the System promptly;  (c) persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause;  (d) refuses or is unable to provide sufficient Materials, Services, or labor to execute and complete the System in the manner specified in the Agreed Project Plan furnished under GCC Clause 19 at rates of progress that give reasonable assurance to the Purchaser that the Supplier can attain Operational Acceptance of the System by the Time for Achieving Operational Acceptance as extended;  then the Purchaser may, without prejudice to any other rights it may possess under the Contract, give a notice to the Supplier stating the nature of the default and requiring the Supplier to remedy the same. If the Supplier fails to remedy or to take steps to remedy the same within fourteen (14) days of its receipt of such notice, then the Purchaser may terminate the Contract forthwith by giving a notice of termination to the Supplier that refers to this GCC Clause 41.2.  41.2.3 Upon receipt of the notice of termination under GCC Clauses 41.2.1 or 41.2.2, the Supplier shall, either immediately or upon such date as is specified in the notice of termination:  (a) cease all further work, except for such work as the Purchaser may specify in the notice of termination for the sole purpose of protecting that part of the System already executed or any work required to leave the site in a clean and safe condition;  (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to GCC Clause 41.2.3 (d) below;  (c) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;  (d) to the extent legally possible, assign to the Purchaser all right, title and benefit of the Supplier to the System or Subsystems as at the date of termination, and, as may be required by the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;  (e) deliver to the Purchaser all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as at the date of termination in connection with the System.  41.2.4 The Purchaser may enter upon the site, expel the Supplier, and complete the System itself or by employing any third party. Upon completion of the System or at such earlier date as the Purchaser thinks appropriate, the Purchaser shall give notice to the Supplier that such Supplier’s Equipment will be returned to the Supplier at or near the site and shall return such Supplier’s Equipment to the Supplier in accordance with such notice. The Supplier shall thereafter without delay and at its cost remove or arrange removal of the same from the site.  41.2.5 Subject to GCC Clause 41.2.6, the Supplier shall be entitled to be paid the Contract Price attributable to the portion of the System executed as at the date of termination and the costs, if any, incurred in protecting the System and in leaving the site in a clean and safe condition pursuant to GCC Clause 41.2.3 (a). Any sums due the Purchaser from the Supplier accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Contract.  41.2.6 If the Purchaser completes the System, the cost of completing the System by the Purchaser shall be determined. If the sum that the Supplier is entitled to be paid, pursuant to GCC Clause 41.2.5, plus the reasonable costs incurred by the Purchaser in completing the System, exceeds the Contract Price, the Supplier shall be liable for such excess. If such excess is greater than the sums due the Supplier under GCC Clause 41.2.5, the Supplier shall pay the balance to the Purchaser, and if such excess is less than the sums due the Supplier under GCC Clause 41.2.5, the Purchaser shall pay the balance to the Supplier. The Purchaser and the Supplier shall agree, in writing, on the computation described above and the manner in which any sums shall be paid.  41.3 Termination by Supplier  41.3.1 If:  (a) the Purchaser has failed to pay the Supplier any sum due under the Contract within the specified period, has failed to approve any invoice or supporting documents without just cause **pursuant to the SCC,** or commits a substantial breach of the Contract, the Supplier may give a notice to the Purchaser that requires payment of such sum, with interest on this sum as stipulated in GCC Clause 12.3, requires approval of such invoice or supporting documents, or specifies the breach and requires the Purchaser to remedy the same, as the case may be. If the Purchaser fails to pay such sum together with such interest, fails to approve such invoice or supporting documents or give its reasons for withholding such approval, fails to remedy the breach or take steps to remedy the breach within fourteen (14) days after receipt of the Supplier’s notice; or  (b) the Supplier is unable to carry out any of its obligations under the Contract for any reason attributable to the Purchaser, including but not limited to the Purchaser’s failure to provide possession of or access to the site or other areas or failure to obtain any governmental permit necessary for the execution and/or completion of the System;  then the Supplier may give a notice to the Purchaser of such events, and if the Purchaser has failed to pay the outstanding sum, to approve the invoice or supporting documents, to give its reasons for withholding such approval, or to remedy the breach within twenty-eight (28) days of such notice, or if the Supplier is still unable to carry out any of its obligations under the Contract for any reason attributable to the Purchaser within twenty-eight (28) days of the said notice, the Supplier may by a further notice to the Purchaser referring to this GCC Clause 41.3.1, forthwith terminate the Contract.  41.3.2 The Supplier may terminate the Contract immediately by giving a notice to the Purchaser to that effect, referring to this GCC Clause 41.3.2, if the Purchaser becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, being a corporation, if a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Purchaser takes or suffers any other analogous action in consequence of debt.  41.3.3 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, then the Supplier shall immediately:  (a) cease all further work, except for such work as may be necessary for the purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;  (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to Clause 41.3.3 (d) (ii);  (c) remove all Supplier’s Equipment from the site and repatriate the Supplier’s and its Subcontractor’s personnel from the site.  (d) In addition, the Supplier, subject to the payment specified in GCC Clause 41.3.4, shall:  (i) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;  (ii) to the extent legally possible, assign to the Purchaser all right, title, and benefit of the Supplier to the System, or Subsystems, as of the date of termination, and, as may be required by the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;  (iii) to the extent legally possible, deliver to the Purchaser all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.  41.3.4 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, the Purchaser shall pay to the Supplier all payments specified in GCC Clause 41.1.3 and reasonable compensation for all loss, except for loss of profit, or damage sustained by the Supplier arising out of, in connection with, or in consequence of such termination.  41.3.5 Termination by the Supplier pursuant to this GCC Clause 41.3 is without prejudice to any other rights or remedies of the Supplier that may be exercised in lieu of or in addition to rights conferred by GCC Clause 41.3.  41.4 In this GCC Clause 41, the expression “portion of the System executed” shall include all work executed, Services provided, and all Information Technologies, or other Goods acquired (or subject to a legally binding obligation to purchase) by the Supplier and used or intended to be used for the purpose of the System, up to and including the date of termination.  41.5 In this GCC Clause 41, in calculating any monies due from the Purchaser to the Supplier, account shall be taken of any sum previously paid by the Purchaser to the Supplier under the Contract, including any advance payment paid **pursuant to the SCC.** |
| 42. Assignment | 42.l Neither the Purchaser nor the Supplier shall, without the express prior written consent of the other, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or thereunder, except that the Supplier shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract. |

I. Settlement of Disputes

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| 43. Settlement of Disputes | 43.1 Adjudication |
|  | 43.1.1 If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the System (whether during the progress of implementation or after its achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to resolve any such dispute by mutual consultation. If the parties fail to resolve such a dispute by mutual consultation within fourteen (14) days after one party has notified the other in writing of the dispute, then, if the Contract Agreement in Appendix 2 includes and names an Adjudicator, the dispute shall, within another fourteen (14) days, be referred in writing by either party to the Adjudicator, with a copy to the other party. If there is no Adjudicator specified in the Contract Agreement, the mutual consultation period stated above shall last twenty-eight (28) days (instead of fourteen), upon expiry of which either party may move to the notification of arbitration pursuant to GCC Clause 43.2.1. |
|  | 43.1.2 The Adjudicator shall give his or her decision in writing to both parties within twenty-eight (28) days of the dispute being referred to the Adjudicator. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either the Purchaser or the Supplier within fifty-six (56) days of such reference, the decision shall become final and binding upon the Purchaser and the Supplier. Any decision that has become final and binding shall be implemented by the parties forthwith.  43.1.3 The Adjudicator shall be paid an hourly fee at the rate specified in the Contract Agreement plus reasonable expenditures incurred in the execution of duties as Adjudicator, and these costs shall be divided equally between the Purchaser and the Supplier.  43.1.4 Should the Adjudicator resign or die, or should the Purchaser and the Supplier agree that the Adjudicator is not fulfilling his or her functions in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Purchaser and the Supplier. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed at the request of either party by the Appointing Authority **specified in the SCC,** or, if no Appointing Authority is **specified in SCC,** the Contract shall, from this point onward and until the parties may otherwise agree on an Adjudicator or an Appointing Authority, be implemented as if there is no Adjudicator.  43.2 Arbitration  43.2.1 If  (a) the Purchaser or the Supplier is dissatisfied with the Adjudicator’s decision and acts before this decision has become final and binding pursuant to GCC Clause 43.1.2, or  (b) the Adjudicator fails to give a decision within the allotted time from referral of the dispute pursuant to GCC Clause 43.1.2, and the Purchaser or the Supplier acts within the following fourteen (14) days, or  (c) in the absence of an Adjudicator from the Contract Agreement, the mutual consultation pursuant to GCC Clause 43.1.1 expires without resolution of the dispute and the Purchaser or the Supplier acts within the following fourteen (14) days,  then either the Purchaser or the Supplier may act to give notice to the other party, with a copy for information to the Adjudicator in case an Adjudicator had been involved, of its intention to commence arbitration, as provided below, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.  43.2.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC Clause 43.2.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information System.  43.2.3 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.**  43.3 Notwithstanding any reference to the Adjudicator or arbitration in this clause,  (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;  (b) the Purchaser shall pay the Supplier any monies due the Supplier. |

**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, 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, 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 submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.

Section IX - Special Conditions of Contract (SCC)

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**Special Conditions of Contract**

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

A. Contract and Interpretation

Definitions (GCC Clause 1)

|  |  |
| --- | --- |
| GCC 1.1 (a) (ix) | The applicable edition of the Procurement Regulation is dated: [ insert: the date(s) of the edition specified in the Loan Agreement governing the Project or, if the loan/credit has not been approved, insert: the date of latest edition]. |
| GCC 1.1 (b) (i) | The Purchaser is: [ insert: complete legal name of the Purchaser ]. |
| GCC 1.1 (b) (ii) | The Project Manager is: [ insert: name and/or the official title of Project Manager ]. GCC |
| GCC 1.1 (e) (i) | The Purchaser’s Country is: [ insert: name of country ]. |
| GCC 1.1 (e) (x) | There are no Special Conditions associated with GCC 1.1 (e) (x).  [Note: ***The GCC default specifies the Contract Period as when all the Supplier’s obligations are completed. If there is a reason to set a hard-and-fast calendar date for the Contract Period to end, then specify here]*** |
| GCC 1.1 (e) (xiii) | The Post-Warranty Services Period is [insert: number of months] starting with the completion of the Warranty Period. |

Notices ( GCC Clause 4)

|  |  |
| --- | --- |
| GCC 4.3 | Address of the Project Manager: [ as appropriate, insert: personal delivery, postal, facsimile, email, and/or EDI addresses. ]  Fallback address of the Purchaser: [ as appropriate, insert: personal delivery, postal, facsimile, email, and/or EDI addresses. ]  ***[Note:*** *If the Purchaser wishes to use Electronic Data Interchange (EDI) to communicate with the Supplier, it should specify the standards and protocols (for example ANSI X12 or ISO EDIFACT). The details may then be revised at Contract finalization. If so, add the following text.]*  For Electronic Data Interchange (EDI) the Purchaser and Supplier will use the following standards, protocols, addresses, and procedures: [ insert: standards, protocols, addresses; also describe: any relevant procedures ] |

Governing Law ( GCC Clause 5)

|  |  |
| --- | --- |
| GCC 5.1 | The Contract shall be interpreted in accordance with the laws of: [ insert: name of country ]. |

B. Subject Matter of Contract

Scope of the System ( GCC Clause 7)

|  |  |
| --- | --- |
| GCC 7.3 | The Supplier’s obligations under the Contract will include the following recurrent cost items, as identified in the Recurrent Cost tables in the Supplier’s Proposal:  [specify: the recurrent cost items/services that are included in the Contract; also provide cross reference to the place in the Technical Requirements where each item/service is specified in detail.]  ***[Note****: The requirements in terms of recurrent cost items should be defined here, reflected in the Recurrent Cost Table for the Warranty and Post warranty period, and elaborated in the Technical Requirements. See also notes to SCC Clause 29.4 regarding services that are not typically included in commercial warranties.*  *If the Purchaser expects that wear and tear on System components will necessitate routine replacement of such components, and if Purchaser technical staff will perform these repair and replacement tasks, the Purchaser may wish to consider adding the following clause to the SCC that obligates the Supplier to stock and/or provide certain spare parts. ]*  The Supplier agrees to supply spare parts required for the operation and maintenance of the System, as stated below, for [ insert: number of years ]years beginning with Operational Acceptance. Moreover, the price of such spare parts shall be those specified in the spare parts price schedule submitted by the Suppler as part of its Proposal. These prices shall include the purchase price for such spare parts and other costs and expenses (including the Supplier’s fees) relating to the supply of spare parts.  [list the spare parts needs, or reference the line items in the Spare Parts Price Schedule in the Supplier’s Proposal, if the Supplier is the source of the identity of the spares, i.e., reflecting its own understanding of its own technologies.]  **[*Note:*** *The need to ensure the availability of spare parts sources, above and beyond those the Supplier would routinely and implicitly need to perform under its defect liability and/or maintenance responsibilities, generally is not a major issue for the Information Technologies available in the market today. A System is likely to become obsolete long before it begins to develop physical defects.]* |

Time for Commencement and Operational Acceptance ( GCC Clause 8)

|  |  |
| --- | --- |
| GCC 8.1 | The Supplier shall commence work on the System within: [ insert: number ***of*** ***days***] days from the Effective Date of the Contract. |

Supplier’s Responsibilities ( GCC Clause 9)

|  |  |
| --- | --- |
| GCC 9.9 | [Delete if not applicable] Insert any sustainable procurement contractual provisions, if applicable. Refer to the World Bank Procurement Regulations for IPF Borrowers and the sustainable procurement guidance notes/toolkit  The following sustainable procurement contractual provisions apply: |

C. Payment

Contract Price ( GCC Clause 11)

|  |  |
| --- | --- |
| GCC 11.2 (b) | Adjustments to the Contract Price shall be as follows: [ state: “not applicable” or specify: the items, adjustment formula or formulas, and the relevant price indices ].  **[*Note:*** *Price adjustment is not generally associated with Information System procurements. Price adjustment may be appropriate when: (i) performance of the Contract is expected to last more than eighteen month; (ii) the cost of an important input, such as labor, is subject to inflation (or deflation); and (iii) meaningful price indices are readily available and well accepted. Thus, for example, if the Contract provides a substantial number of recurrent cost items following Operational Acceptance, would the inclusion of an SCC to permit adjustment be appropriate. In such cases, adjustment should be limited to those items only and use appropriate indices that accurately mirror the relevant price trends.]* |

Terms of Payment ( GCC Clause 12)

|  |  |
| --- | --- |
| GCC 12.1 | Subject to the provisions of GCC Clause 12 (Terms of Payment), the Purchaser shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories Advance Payment and Complete System Integration relate to the entire Contract Price. In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.  (a) Advance Payment  ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, shall be paid against receipt of a claim accompanied by the Advance Payment Security specified in GCC Clause 13.2.  ***[Note:*** *The advance payment may be higher than 10% in cases where Supplier's mobilization costs (i.e., costs between Contract effectiveness and the first scheduled Contract payment) are likely to be much larger than the advance payment, resulting in substantial negative cash flow for the Supplier. This happens primarily in projects where the Supplier must acquire expensive highly-specialized equipment to customize and configure a solution system prior to the first scheduled payment milestone. In these cases, the entire schedule of payments below obviously needs to be adjusted accordingly.]*  (b) Information Technologies, Materials, and other Goods, with the exception of Custom Software and Custom Materials:  sixty percent (60%) of the total or pro-rata Contract Price for this category against Delivery  ten percent (10%) of the same price against Installation  ten percent (10%) of the same price against Operational Acceptance.  (c) Custom Software and Custom Materials:  sixty percent (60%) of the total or pro-rata Contract Price for this category against Installation  twenty percent (20%) of the same price against Operational Acceptance.  ***[Note:*** *Large custom software development or system integration contracts (e.g., those taking longer than six months from Contract Effectiveness to Operational Acceptance of the Application Software subsystem) are usually paid in increments against Purchaser's acceptance of major intermediate deliverables defined in the implementation schedule as key milestones (e.g. a sequence of major system design documents, such as: software requirements specifications, software design document, development of a prototype for a major subsystem, delivery of a pilot implementation of the software for a subsystem or the entire system, etc ). In those cases, the above payment terms should be modified accordingly and refer to the milestones in the Implementation Schedule. The payment terms should allow the Supplier an adequate cash flow vis-à-vis the steps need to achieve an operational Information System. ]*  (d) Services other than Training:  eighty percent (80%) of the pro-rata Contract Price for services performed will be paid monthly in arrears, on submission and Purchaser’s approval of invoices:  ***[Note:*** *Some Contracts may involve considerable “Services other than Training” (and services other than software customization). For instance, there could be the digitization of maps using the procured Geographical Information System (GIS), or the scanning, indexing and conversion of paper documents, or the conversion or migration of existing electronic data sets. In these cases, payment may be keyed to acceptance of intermediate deliverables or completion of service delivery phases defined in the project implementation schedule, rather than merely to the passage of time, as illustrated. In designing this type of payment terms, the Purchaser has an obligation to balance and ensure consistency between its own interest to pay only against value received, the supplier's need for a reasonable cash flow, the design of the project implementation schedule, the specification of service milestones and even the process for acceptance testing of intermediate deliverables (when milestones completion would be subject to such testing).]*  (e) Training  thirty percent (30%) of the total Contract Price for training services at the start of the full training program  fifty percent (50%) of the pro-rata Contract Price for training services performed will be paid monthly in arrears, on submission and approval of appropriate invoices.  (f) Complete System Integration  ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, as final payment against Operational Acceptance of the System as an integrated whole.  (g) Recurrent Costs  one hundred percent (100%) of the price of the services actually delivered will be paid quarterly in arrears, on submission and Purchaser’s approval of invoices.  ***[Note:*** *If a separate Operational Acceptance for the System as an integrated whole is not required, increase by 10% points the final payment percentages of all other goods and services above.]* |
| GCC 12.3 | The Purchaser shall pay to the Supplier interest on the delayed payments at a rate of: [ insert: number (X) followed by “percent” or “%”] per annum. |
| GCC 12.4 | The Supplier will invoice the Purchaser in the currency used in the Contract Agreement and the Price Schedules it refers to, for Goods and Services supplied locally, and the conversion between this currency and *[ insert:* ***name of local currency****]* for payment purposes - in case the two currencies are different - will be made as of the actual payment date using the exchange rate found in *[ insert:* ***source of exchange rate****].* |

Securities ( GCC Clause 13)

|  |  |
| --- | --- |
| GCC 13.3.1 | The Performance Security shall be denominated in [ insert currency ]for an amount equal to [ insert: number ]percent of the Contract Price, excluding any Recurrent Costs.  *[Note: The general rule is that the Performance Security is denominated in the currency or currencies of the contract or in a freely convertible currency acceptable to the Purchaser. It should be set as no more than ten (10) percent of the Contract Price, including Recurrent Costs during the Warranty Period. Provision of the Performance Security increases the transaction costs incurred by the successful Proposer, which it can recover only by increasing its price. Therefore, for a simple system, Performance Security in an amount of only six (6) percent of the Contract Price would provide adequate protection while for a moderately complex system, eight (8) percent should be sufficient.]* |
| GCC 13.3.4 | During the Warranty Period (i.e., after Operational Acceptance of the System), the Performance Security shall be reduced to [ insert: number]percent of the Contract Price, excluding any Recurrent Costs.  *[Note: An appropriate amount for the Performance Security for a (three-year) Warranty Period would be between one (1) and two and a half (2.5) percent of the Contract Price including Recurrent Costs for the Warranty period..]* |

D. Intellectual Property

Copyright ( GCC Clause 15)

|  |  |
| --- | --- |
| GCC 15.3 | There are no Special Conditions of Contract applicable to GCC Clause 15.3  *[Note: If the Purchaser is a corporate or commercial entity, it may choose to specify the conditions under which contractual rights would be conveyed to any Purchaser of the concern, or any successor entities following a group reorganization or bankruptcy or other insolvency procedures. Purchasers with other organizational structures may need to add other similar provisions.]* |
| GCC 15.4 | There are no Special Conditions of Contract applicable to GCC Clause 15.4***[Note:*** *There is a broad spectrum of strategies that the Purchaser can adopt regarding Intellectual Property Rights in Custom Software (and in Custom Materials). One extreme case is that the Purchaser retains all Intellectual Property Rights and tightly restricts what the Supplier can do with the Custom Software and information related to it. This approach may be appropriate when the Purchaser has highly sensitive procedures embedded in the Custom Software (e.g., a central bank’s settlement system) or commercial competitive concerns regarding wider use of the Software, designs, or information, or where the Purchaser considers that it is contributing valuable know-how to the development of the Custom Software and wishes to share in future profits with the Supplier that derives from exploitation of that know-how. The other extreme case is where the Purchaser retains no Intellectual Property Rights in the Custom Software and only licenses its use from the Supplier. This approach is most appropriate when the Supplier wants to take advantage of the potential cost reduction in allowing the Supplier to commercialize the Custom Software (rather than sharing in future profits) and where the Purchaser has no proprietary or commercial concerns regarding its reuse.*  *A wide variety of intermediate arrangements can be appropriate, depending on the circumstances. These would entail variations of what the Purchaser is entitled to do with the software, designs, and related information (and under what conditions). These rights and obligations include the following: (i) duplicating and using the software on different equipment, such as back-ups, additional computers, replacements, upgraded units, etc.; (ii) transferring the license or sublicensing the software for other entities to use, modify, develop, commercialize, etc.; (iii) sharing proprietary information regarding the Custom Software with various parties. The Purchaser’s obligations and rights (and the conditions under which those rights and obligations apply) can vary substantially also. These include: (i) what the Purchaser must and can do with the CASE files, Source Code, and executable code of the Custom Software; (ii) sharing, reselling, and otherwise providing access to the software, designs and related information; and (iii) auditing for license compliance.*  *The Supplier’s rights in relation to the Custom Software may:*   * *Be limited to use in order to support the Purchaser; or* * *Extend to commercial exploitation by re-licensing to third-party customers.*   *If the Supplier’s rights extend to commercial exploitation, they may be limited as follows:*   * *There may be an interim period, designed to protect the Purchaser’s competitive edge, during which the Supplier is not permitted to exploit commercially; and/or* * *The Supplier may be prohibited from licensing the Custom Software to certain categories of customer (for example, direct competitors of the Purchaser) or in certain territories (for example, the Purchaser’s Country), either for a limited period or indefinitely; and/or* * *The Supplier may be required to pay royalties to the Purchaser when it licenses third parties to use the Custom Software.*   *The first two of these categories of limitation are intended to protect the Purchaser’s competitive edge. The third is intended to allow the Purchaser to share in future profits made by the Supplier through exploitation of the Custom Software. Royalty arrangements will have to be backed up by obligations to report to the Purchaser regarding future sales of products to which royalties apply and audit rights so that the Purchaser can check that the Supplier’s reports are accurate. Clearly, if royalty arrangements are put in place, the value of the Custom Software to the Supplier is reduced, so the Purchaser may not benefit from an up-front cost saving.*  *The Purchaser’s rights in relation to the Custom Software may also be restricted to “user” rights or extended to commercial exploitation. If the Purchaser is to be treated as a mere user of the Custom Software, it might accept restrictions on use similar to those imposed in relation to the Standard Software (indeed, the default position in the GCC is that the Custom Software will be licensed to the Purchaser on exactly the same terms as the Standard Software if the Intellectual Property Rights in the Custom Software does not vest in the Purchaser). It may, however, also expect to have access to, and a right to use, CASE files and Source Code to the Custom Software (whereas, at best, Source Code to the Standard Software is likely to be deposited in escrow).*  *If the Purchaser is to be permitted to exploit the Custom Software commercially, its exploitation rights may be limited in similar ways to the ways in which the Purchaser’s own usage rights to the Custom Software may be limited.*  *It may be appropriate to apply different arrangements to various elements of the Custom Software, according to their commercial sensitivity and potential for exploitation and the degree of competitive advantage that they afford to the Purchaser.*  *The various possible arrangements can be achieved by a variety of contractual mechanisms. Ownership of Intellectual Property Rights in the Custom Software may vest the Supplier or the Purchaser, with the owner of those rights granting an appropriate license to the other party. This license may be subject to various degrees of exclusivity, depending on the desired commercial outcome (for example, the Supplier may own the Intellectual Property Rights in the Custom Software by granting to the Purchaser a license that is exclusive, in relation to exploitation in the Purchaser’s Country, for two years).*  *If an exclusive license is to be granted, competition law issues will need to be considered in some jurisdictions.*  *Each is sufficiently different as to render virtually all sample text inappropriate in numerous cases. Accordingly, the Purchaser of Custom Software will, in most instances, require the services of an appropriately skilled lawyer to draft SCC for the rights and obligations regarding Custom Software (more particularly, the variety of rights and obligations that potentially apply to different items of Custom Software).]* |
| GCC 15.5 | There are no Special Conditions of Contract applicable to GCC Clause 15.5  ***[Note:*** *Special software escrow arrangements are generally needed in relation to Contracts for the supply of Software, particularly Application Software, where there is concern about the ability of the Supplier to provide ongoing support throughout the life of the System. The protection provided by an escrow arrangement, however, should be weighed against the costs of administering it. The actual language of the escrow contract will vary depending on the laws of the country in which the escrow deposit is to be made (which may be the Purchaser’s Country or another country with a suitable legal regime) and the escrow agent selected (escrow agents generally have their own standard form contracts). Provisions may cover:*  *(i) the Supplier’s obligations to deliver the Source Code to the escrow agent and make replacement deposits to ensure that the Source Code is up to date;*  *(ii) the Supplier’s warranties that the Source Code is at all times capable of being used to generate the latest version of the executable code to the relevant Software in use by the Purchaser and suitable to enable the Purchaser to support and develop the Software;*  *(iii) the escrow agent’s obligations to keep the Source Code secure and confidential;*  *(iv) the escrow agent’s obligations in relation to verification of the Source Code (to ensure that it is Source Code and that it is capable of generating the executable code);*  *(v) the obligations of the Supplier and the Purchaser in relation to payment of the escrow agent’s fee;*  *(vi) the escrow agent’s right and obligation to release the Source Code to the Purchaser in certain specified “release events” (e.g., bankruptcy or insolvency of the Supplier or the Supplier’s failure to make deposits or to support the Software);*  *(vii) limitations and exclusions of the escrow agent’s liability;*  *(viii) the circumstances in which the escrow arrangement will terminate, and what will happen to the deposited Source Code on termination; and*  *(ix) confidentiality undertakings to be given by the Purchaser on release of the Source Code.]* |

Software License Agreements ( GCC Clause 16)

|  |  |
| --- | --- |
| GCC 16.1 (a) (iv) | There are no Special Conditions of Contract applicable to GCC Clause 16.1 (a) (iv)  ***[Note:*** *In the interest of soliciting lower Proposal prices, Purchasers may wish to consider defining limitations in the use of the software. For example:*  *(a) restrictions on the number of records in particular categories that may be held by the System;*  *(b) restrictions on the numbers of transactions in particular categories that may be processed by the System in any day, week, month, or other specified period;*  *(c) restrictions on the number of persons who may be authorized to use the System at any time;*  *(d) restrictions on the number of persons who may access the System simultaneously at any time; or*  *(e) restrictions on the number of workstations that may be connected to the System at any time.*  *Note that, from the point of view of the Purchaser, if restrictions of any of these kinds (or any similar kind) are to be imposed and there is a real likelihood that the limits may be reached, it would be better to specify additional license fees that are payable when the limits are reached rather than imposing an absolute prohibition on exceeding the limits.]* |
| GCC 16.1 (b) (vi) | There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vi)  *[Note: The Purchaser may also wish to specify, for example, that such entities shall be not direct competitors of the Supplier.]* |
| GCC 16.1 (b) (vii) | There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vii)  *[Note: The Purchaser may, for example, wish to specify the members of the Purchaser’s business group that are not direct competitors of the Supplier and that the Purchaser must obtain and provide the Supplier written evidence from such parties that such parties will abide by the terms of the Contract as if they were party to the Contract.]* |
| GCC 16.2 | There are no Special Conditions of Contract applicable to GCC Clause 16.2  *Note: [If on-site audits are acceptable, the Purchaser may specify conditions on the duration and number of audits per year; the hours or days during which audits may be conducted; the categories of software subject to audit; the procedures for access to Purchaser’s hardware or software; the number and affiliation of individual auditors; the timing and terms of advance notice; the indemnity by Supplier for losses, liabilities, and costs incurred by the Purchaser as a direct result of the audit; etc].* |

Confidential Information ( GCC Clause 17)

|  |  |
| --- | --- |
| GCC 17.1 | There are no Special Conditions of Contract applicable to GCC Clause 17.1  **[*Note:*** *The Purchaser may wish to give members of its business group or related agencies, for example, access to certain specific types of technical and / or financial information it obtains or develops with respect to the Supplier and its Information Technologies. The SCC covering such an exemption should define the individuals covered and generally provide that the Purchaser will ensure that such parties are aware of and will abide by the Purchaser’s obligations under GCC Clause 17 as if such party were a party to the Contract in place of the Purchaser.*  if necessary and appropriate, specify: persons, topics, and conditions for which the confidentiality clause does not apply.] |

E. Supply, Installation, Testing, Commissioning, and Acceptance of the System

Representatives ( GCC Clause 18)

|  |  |
| --- | --- |
| GCC 18.1 | There are no Special Conditions of Contract applicable to GCC Clause 18.1    ***[Note:*** *If appropriate specify additional powers or limitations.]*  The Purchaser’s Project Manager shall have the following additional powers and / or limitations to his or her authority to represent the Purchaser in matters relating to the Contract  state necessary and appropriate clauses]. |
| GCC 18.2.2 | There are no Special Conditions of Contract applicable to GCC Clause 18.2.2    ***[Note:*** *If appropriate specify additional powers or limitations.]*  The Supplier’s Representative shall have the following additional powers and / or limitations to his or her authority to represent the Supplier in matters relating to the Contract [ state necessary and appropriate clauses ].  ***[Note:*** *Any additional powers or limitations of the Supplier’s Representative will, of necessity, be subject to discussions at Contract finalization and the SCC amended accordingly.]* |

Project Plan ( GCC Clause 19)

|  |  |
| --- | --- |
| GCC 19.1 | Chapters in the Project Plan may address the following subjects**:**  (a) Project Organization and Management Plan, including quality assurance, configuration management, problem escalation and resolution, etc.  (b) Systems Development Methodology Plan  (c) Delivery and Installation Plan  (d) Integration and Data Migration Plan  (e) Training Plan  (f) Documentation Plan  (g) Verification, Validation and Testing Plan  (h) Technical Support Plan, including Warranty Services  (i) Task, Time, and Resource Schedules;  Proposer may use .in GANTT format  Further details regarding the required contents of each of the above chapters are contained in the Technical Requirements, ( insert: reference ) ]. |
| GCC 19.6 | ***The Supplier shall submit to the Purchaser:***  ***(i) monthly inspection and quality assurance reports***  ***(ii) monthly training participants test results***  ***(iii) monthly log of service calls and problem resolutions*** |

Design and Engineering ( GCC Clause 21)

|  |  |
| --- | --- |
| GCC 21.3.1 | There are no Special Conditions of Contract applicable to GCC Clause 21.3.1.  ***[Note:*** *If necessary and appropriate, specify the Controlling Technical documents (i.e., document that must be approved by the Purchaser’s Project Manager before any relevant downstream work can be undertaken by the Supplier).]*  *[The Supplier shall prepare and furnish to the Project Manager the following documents for which the Supplier must obtain the Project Manager’s approval before proceeding with work on the System or any Subsystem covered by the documents.* [ state “none” or specify, for example:  (\*) detailed site surveys;  (\*) final Subsystem configurations;  (\*) etc. ]] |

Product Upgrades ( GCC Clause 23)

|  |  |
| --- | --- |
| GCC 23.4 | There are no Special Conditions of Contract applicable to GCC Clause 23.4.  *[Note: Mandating that all new versions, releases, and updates of Standard Software will be passed on for free during the Warranty Period is a comprehensive requirement, the benefits of which must be balanced against the perceived costs in the mind of the successful Proposer at the time of Proposal submission. To require the Supplier to provide for free only new releases and updates, but agreeing that it would be reimbursed for the supply of complete new versions might be more cost-effective. For example, this may be particularly appropriate when the Purchaser would not benefit from costs of migrating its business applications to an entirely new version of the underlying database system if such a version came out during a three Warranty Period. Another approach may be to shorten the time period during which updates, etc., would have to be supplied for free, for example, to only the first year of the Warranty Period; or alternatively, a more narrow set of Standard Software could be covered.]* |

Inspections and Tests ( GCC Clause 25)

|  |  |
| --- | --- |
| GCC 25 | There are no Special Conditions of Contract applicable to GCC Clause 25.  *[Note: Purchasers may wish to consider employing qualified inspectors to inspect and certify the Information Technologies, Materials, and other Goods prior to shipment. This can minimize the number of cases where the Purchaser receives shipped goods that do not conform to the Technical Requirements and shorten the repair or replacement time.]* |

Commissioning and Operational Acceptance ( GCC Clause 27)

|  |  |
| --- | --- |
| GCC 27.2.1 | There are no Special Conditions of Contract applicable to GCC Clause 27.2.1.    *[Note: Few aspects of Information Technology procurement are more critical to the successful implementation of a System than the specification of Operational Acceptance Tests. It is imperative that the Purchaser prepare the specification for these tests as carefully as the overall specification of the System itself. The description should be sufficiently comprehensive, unambiguous, and verifiable to result in proper operation of the System with minimal confusion or controversy between the Purchaser and its management, the Supplier, and any users.*  *In addition, where the Contract covers the Installation and acceptance testing of a number of Subsystems, the nature of the acceptance tests required for each Subsystem, and for the final tests to be carried out on the entire System once all Subsystems have been completed, needs to be clearly specified here and/or in the Technical Requirements and which party bears responsibility for correcting any defects discovered during the final tests of the entire System needs to be identified.]* |

F. Guarantees and Liabilities

Operational Acceptance Time Guarantee ( GCC Clause 28)

|  |  |
| --- | --- |
| GCC 28.2 | There are no Special Conditions of Contract applicable to GCC Clause 28.2.  ***[Note:*** *Typical percentages are, respectively, one half of one percent (0.5%) per week and ten percent (10%) of the total. In some instances, the Purchaser may wish to consider specifying liquidated damages on a daily basis. If so, specify this in the SCC].* |
| GCC 28.3 | There are no Special Conditions of Contract applicable to GCC Clause 28.3.  *[Note: Establishing more milestones for liquidated damages may provide a somewhat greater degree of control and assurances regarding the pace of the implementation of the System. However, this will come at a price of increased complexity of Contract management and increased perceptions of financial risks on the part of Proposers. This most likely will lead to higher Proposal prices. In most cases, Operational Acceptance should be the most appropriate financial control for ensuring the timeliness of implementation, since it captures the impact of earlier delays and is, in the final analysis, the milestone that truly matters. Whatever milestones are selected, it is critical that the Implementation Schedule precisely specify what Subsystems or other components are covered and when the milestone is set. These, of course, can be refined and revised through the Agreed Project Plan.]* |

Defect Liability ( GCC Clause 29)

|  |  |
| --- | --- |
| GCC 29.1 | There are no Special Conditions of Contract applicable to GCC Clause 29.1.  *[Note: Software is never completely error or “bug” free. Thus, the Purchaser may wish to refine or to limit the Supplier’s warranty obligations. Properly done, this can reduce Proposer’s perceptions of financial risk and help lower Proposal prices. However, the Purchaser should balance the potential savings against the risks to reliable and effective operation of the System and the related costs to the Purchaser. These tradeoffs are very specific to the type of the System and its uses. These tradeoffs are also changing very rapidly with technological development. Accordingly, the World Bank recommends that Purchaser’s consult experts in the relevant areas for an up-to-date assessment of the risks and the most appropriate text to express any such exceptions and limitations.]* |
| GCC 29.4 | There are no Special Conditions of Contract applicable to GCC Clause 29.4.  ***[Note:*** *When defining the Warranty period, Purchasers should be careful to recognize that services such as resident engineer support, new software releases and end-user help desk support are not typically included in commercial warranties and should be priced separately in the Recurrent Cost Table].* |
| GCC 29.10 | There are no Special Conditions of Contract applicable to GCC Clause 29.10  *[Note: Typically, the Purchaser should develop a set of response times for different degrees of seriousness of the defects and/or categories of IT and/or specific Subsystems. The most appropriate and economical set of response times are highly dependent on the specific System, its use, and the relevant conditions in the Purchaser’s Country.*  *The GCC specifies that the Supplier must commence work on warranty defects within a maximum of two weeks; else the Purchaser may contract-in such services at the Supplier’s expense. The Purchaser may wish to shorten or lengthen this period in the SCC. The time specified must strike a reasonable balance between the response time the typical qualified Supplier can physically achieve and the importance of maintaining continued System operation. If too short a time period is specified, Suppliers will need to protect themselves by adding a contingency to their Proposal prices. ]* |

Functional Guarantees ( GCC Clause 30)

|  |  |
| --- | --- |
| GCC 30 | There are no Special Conditions of Contract applicable to GCC Clause 30.  *[Note: In the event that Information Systems and Technologies would have to conform to other calendar system(s), here would be the place to specify related requirements in addition to, or in variation of, the requirements in GCC clause 30.2.]* |

Intellectual Property Rights Indemnity ( GCC Clause 32)

|  |  |
| --- | --- |
| GCC 32 | There are no Special Conditions of Contract applicable to GCC Clause 32.  Insert: necessary and appropriate clauses, or state “There are no Special Conditions of Contract applicable to Clause 32.”] |

G. Risk Distribution

Insurances ( GCC Clause 37)

|  |  |
| --- | --- |
| GCC 37.1 (c) | The Supplier shall obtain Third-Party Liability Insurance in the amount of [ insert: monetary value] with deductible limits of no more than [ insert: monetary value]. The insured Parties shall be [ list insured parties ]. The Insurance shall cover the period from [ insert: beginning date, relative to the Effective Date of the Contract ]until [ insert: expiration date, relative to the Effective Date of the Contract or its completion ]. |
| GCC 37.1 (e) | There are no Special Conditions of Contract applicable to GCC Clause 37.1 (e).  [Note: Many countries have statutory requirements for various insurances. These should be reviewed with the Purchaser’s legal department.  *For example:*  *The Supplier shall obtain Worker’s Compensation Insurance in accordance with the statutory requirements of [ insert:*  ***the Purchaser’s Country****]. Specifically: [ insert****: requirements****]. The Insurance shall cover the period from [ insert:* ***beginning date, relative to the Effective Date of the Contract****] until [ insert:* ***expiration date, relative to the Effective Date of the Contract or its completion****].*  *The Supplier shall obtain Purchaser’s Liability Insurance in accordance with the statutory requirements of* [ insert: the Purchaser’s Country ].  *Specifically:* [ insert: requirements ]. *The Insurance shall cover the period from* [ insert: beginning date, relative to the Effective Date of the Contract ]*until* [ insert: expiration date, relative to the Effective Date of Contract or its completion ].] |

H. Change in Contract Elements

Changes to the System ( GCC Clause 39)

|  |  |
| --- | --- |
| GCC 39.4 | Value Engineering  If the value engineering proposal is approved by the Purchaser, the amount to be paid to the Supplier shall be \_\_\_% *[insert appropriate percentage. The percentage is normally up to 50%]* of the reduction in the Contract Price. |

I. Settlement of Disputes

Settlement of Disputes (GCC Clause 43)

|  |  |
| --- | --- |
| GCC 43.1.4 | The Appointing Authority for the Adjudicator is: [ insert: the name of an impartial international technical organization in the information technology sector, or, if no Adjudicator is used in this Contract Agreement or no organization has been identified and agreed to serve as Appointing Authority for the Adjudicator, state “not applicable.”]. |
| GCC 43.2.3 | If the Supplier is from outside the Purchaser’s Country arbitration proceedings shall be conducted in accordance with the rules of arbitration of *[select one of the following:* ***UNCITRAL*** */* ***the International Chamber of Commerce (ICC)*** */* ***the Arbitration Institute of the Stockholm Chamber of Commerce*** */* ***the London Court of International Arbitration****].* These rules, in the version in force at the time of the request for arbitration, will be deemed to form part of this Contract.    If the Supplier is a national of the Purchaser’s Country, any dispute between the Purchaser and a Supplier arising in connection with the present Contract shall be referred to arbitration in accordance with the laws of the Purchaser’s country. |

Section X - Contract Forms

## Notes to the Purchaser on preparing the Contract Forms

Performance Security: Pursuant to GCC Clause 13.3, the successful Proposer is required to provide the Performance Security within twenty-eight (28) days of notification of Contract award.

Advance Payment Security: Pursuant to Clause 13.2, the successful Proposer is required to provide a bank guarantee securing the Advance Payment, if the SCC related to GCC Clause 12.1 provides for an Advance Payment.

Installation and Operational Acceptance Certificates: Recommended formats for these certificates are included in this SPD. Unless the Purchaser has good reason to require procedures that differ from those recommended, or to require different wording in the certificates, the procedures and forms shall be included unchanged. If the Purchaser wishes to amend the recommended procedures and/or certificates, it may propose alternatives for the approval of the World Bank before release of the RFP document to potential Proposers.

Change Order Procedures and Forms: Similar to the Installation and Operational Acceptance Certificates, the Change Estimate Proposal, Estimate Acceptance, Change Proposal, Change Order, and related Forms should be included in the RFP document unaltered. If the Purchaser wishes to amend the recommended procedures and/or certificates, it may propose alternatives for the approval of the World Bank before release of the RFP document.

## Notes to Proposers on working with the Sample Contractual Forms

The following forms are to be completed and submitted by the successful Proposer following notification of award: (i) Contract Agreement, with all Appendices; (ii) Performance Security; and (iii) Advance Payment Security.

• Contract Agreement: In addition to specifying the parties and the Contract Price, the Contract Agreement is where the: (i) Supplier Representative; (ii) if applicable, agreed Adjudicator and his/her compensation; and (iii) the List of Approved Subcontractors are specified. In addition, modifications to the successful Proposer’s Proposal Price Schedules are attached to the Agreement. These contain corrections and adjustments to the Supplier’s Proposal prices to correct errors, adjust the Contract Price to reflect – if applicable - any extensions to Proposal validity beyond the last day of original Proposal validity plus 56 days, etc.

• Performance Security: Pursuant to GCC Clause 13.3, the successful Proposer is required to provide the Performance Security in the form contained in this section of these RFP documents and in the amount specified in accordance with the SCC.

• Advance Payment Security: Pursuant to GCC Clause 13.2, the successful Proposer is required to provide a bank guarantee for the full amount of the Advance Payment - if an Advance Payment is specified in the SCC for GCC 12.1 - in the form contained in this section of these RFP documents or another form acceptable to the Purchaser. If a Proposer wishes to propose a different Advance Payment Security form, it should submit a copy to the Purchaser promptly for review and confirmation of acceptability before the Proposal submission deadline.

The Purchaser and Supplier will use the following additional forms during Contract implementation to formalize or certify important Contract events: (i) the Installation and Operational Acceptance Certificates; and (ii) the various Change Order forms. These and the procedures for their use during performance of the Contract are included in the RFP documents for the information of Proposers.

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[4.4 Change Proposal Form 245](#_Toc454987479)

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[4.6 Application for Change Proposal Form 249](#_Toc454987481)

1. Contract Agreement

THIS CONTRACT AGREEMENT is made

the [ insert: ordinal ] day of [ insert: month ], [ insert: year ].

BETWEEN

(1) [ insert: Name of Purchaser ], a [ insert: description of type of legal entity, for example, an agency of the Ministry of . . . ] of the Government of [ insert: country of Purchaser ], or corporation incorporated under the laws of [ insert: country of Purchaser ] and having its principal place of business at [ insert: address of Purchaser ] (hereinafter called “the Purchaser”), 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”).

WHEREAS the Purchaser desires to engage the Supplier to supply, install, achieve Operational Acceptance of, and support the following Information System [ insert: brief description of the Information System ](“the System”), and the Supplier has agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HEREBY AGREED as follows:

|  |  |
| --- | --- |
| Article 1.   Contract Documents | 1.1 Contract documents (Reference GCC Clause 1.1 (a) (ii))  The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract: |
|  | (a) This Contract Agreement and the Appendices attached to the Contract Agreement  (b) Special Conditions of Contract  (c) General Conditions of Contract  (d) Technical Requirements (including Implementation Schedule)  (e) The Supplier’s Proposal and original Price Schedules  (f) [ Add here: any other documents ] |
|  | 1.2 Order of Precedence (Reference GCC Clause 2)  In the event of any ambiguity or conflict between the Contract documents listed above, the order of precedence shall be the order in which the Contract documents are listed in Article 1.1 (Contract documents) above, provided that Appendix 7 shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract documents listed in Article 1.1 above.  1.3 Definitions (Reference GCC Clause 1)  Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract. |
| Article 2.   Contract Price and Terms of Payment | 2.1 Contract Price (Reference GCC Clause 1.1(a)(viii) and GCC Clause 11)  The Purchaser hereby agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be the aggregate of: [ insert: amount of foreign currency A in words ],[insert: amount in figures ],plus [ insert: amount of foreign currency B in words ],[insert: amount in figures ], plus [ insert: amount of foreign currency C in words ], [insert: amount in figures ], [ insert: amount of local currency in words ], [ insert: amount in figures ], as specified in the Grand Summary Price Schedule.  The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price schedules, including the terms and conditions of the associated Incoterms, and the taxes, duties and related levies if and as identified. |
| Article 3.   Effective Date for Determining Time for Operational Acceptance | 3.1 Effective Date (Reference GCC Clause 1.1 (e) (ix))  The time allowed for supply, installation, and achieving Operational Acceptance of the System shall be determined from the date when all of the following conditions have been fulfilled:  (a) This Contract Agreement has been duly executed for and on behalf of the Purchaser and the Supplier;  (b) The Supplier has submitted to the Purchaser the performance security and the advance payment security, in accordance with GCC Clause 13.2 and GCC Clause 13.3; |
|  | (c) The Purchaser has paid the Supplier the advance payment, in accordance with GCC Clause 12;  Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.  3.2 If the conditions listed under 3.1 are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Supplier, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Achieving Operational Acceptance and/or other relevant conditions of the Contract. |
| Article 4.   Appendixes | 4.1 The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement. |
|  | 4.2 Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly. |

APPENDIXES

Appendix 1. Supplier’s Representative

Appendix 2. Adjudicator *[if there is no Adjudicator, state* ***“not applicable”****]*

Appendix 3. List of Approved Subcontractors

Appendix 4. Categories of Software

Appendix 5. Custom Materials

Appendix 6. Revised Price Schedules (if any)

Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Purchaser and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Purchaser

Signed:

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

in the presence of

For and on behalf of the Supplier

Signed:

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

in the presence of

CONTRACT AGREEMENT

dated the [ insert: number ]day of [ insert: month ], [ insert: year ]

BETWEEN

[ insert: name of Purchaser ],“the Purchaser”

and

[ insert: name of Supplier ], “the Supplier”

Appendix 1. Supplier’s Representative

In accordance with GCC Clause 1.1 (b) (iv), the Supplier’s Representative is:

Name: [ insert: name and provide title and address further below, or state “to be nominated within fourteen (14) days of the Effective Date” ]

Title: [ if appropriate, insert: title ]

In accordance with GCC Clause 4.3, the Supplier's addresses for notices under the Contract are:

Address of the Supplier's Representative: [ as appropriate, insert: personal delivery, postal, cable, telegraph, telex, facsimile, electronic mail, and/or EDI addresses. ]

Fallback address of the Supplier: [ as appropriate, insert: personal delivery, postal, cable, telegraph, telex, facsimile, electronic mail, and/or EDI addresses. ]

Appendix 2. Adjudicator

In accordance with GCC Clause 1.1 (b) (vi), the agreed-upon Adjudicator is:

Name: [ insert: name ]

Title: [ insert: title ]

Address: [ insert: postal address ]

Telephone: [ insert: telephone ]

In accordance with GCC Clause 43.1.3, the agreed-upon fees and reimbursable expenses are:

Hourly Fees: [ insert: hourly fees ]

Reimbursable Expenses: [ list: reimbursables ]

Pursuant to GCC Clause 43.1.4, if at the time of Contract signing, agreement has not been reached between the Purchaser and the Supplier, an Adjudicator will be appointed by the Appointing Authority named in the SCC.

Appendix 3. List of Approved Subcontractors

The Purchaser has approved use of the following Subcontractors nominated by the Supplier for carrying out the item or component of the System indicated. Where more than one Subcontractor is listed, the Supplier is free to choose between them, but it must notify the Purchaser of its choice sufficiently in advance of the time when the subcontracted work needs to commence to give the Purchaser reasonable time for review. In accordance with GCC Clause 20.1, the Supplier is free to submit proposals for Subcontractors for additional items from time to time. No subcontracts shall be placed with any such Subcontractors for additional items until the Subcontractors have been approved in writing by the Purchaser and their names have been added to this list of Approved Subcontractors, subject to GCC Clause 20.3.

[ specify: item, approved Subcontractors, and their place of registration that the Supplier proposed in the corresponding attachment to its Proposal and that the Purchaser approves that the Supplier engage during the performance of the Contract. Add additional pages as necessary. ]

|  |  |  |
| --- | --- | --- |
| Item | Approved Subcontractors | Place of Registration |
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Appendix 4. Categories of Software

The following table assigns each item of Software supplied and installed under the Contract to one of the three categories: (i) System Software, (ii) General-Purpose Software, or (iii) Application Software; and to one of the two categories: (i) Standard Software or (ii) Custom Software.

|  | (select one per item) | | | (select one per item) | |
| --- | --- | --- | --- | --- | --- |
| Software Item | System Software | General-Purpose Software | Application Software | Standard Software | Custom Software |
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Appendix 5. Custom Materials

The follow table specifies the Custom Materials the Supplier will provide under the Contract.

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| Custom Materials |
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Appendix 6. Revised Price Schedules

The attached Revised Price Schedules (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the Price Schedules contained in the Supplier’s Proposal. These Revised Price Schedules reflect any corrections or adjustments to the Supplier’s Proposal price, pursuant to the ITP Clauses 30.3 and 38.2.

Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

The attached Contract amendments (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the relevant clauses in the GCC, SCC, Technical Requirements, or other parts of this Contract as defined in GCC Clause 1.1 (a) (ii).

2. Performance and Advance Payment Security Forms

Performance Security Form (Bank Guarantee)

**(Bank Guarantee)**

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

*[Guarantor letterhead or SWIFT identifier code]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[insert:* ***Bank’s Name, and Address of Issuing Branch or Office****]*

**Beneficiary:** *[insert:* ***Name and Address of Purchaser****]*

**Date:** *[insert:* ***date****]*

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

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead*

We have been informed that on *[insert:* ***date of award****]* you awarded Contract No. *[insert:* ***Contract number****]* for *[insert:* ***title and/or brief description of the Contract****]* (hereinafter called "the Contract") to *[insert:* ***complete name of Supplier which in the case of a joint venture shall be in the name of the joint venture****]* (hereinafter called "the Applicant"). 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 you any sum(s) not exceeding *[insert:* ***amount(s)****[[18]](#footnote-19)* ***in figures and words****]* such sum being payable in the types and proportions of currencies which the Contract Price is payableupon receipt by us of 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 or reasons for their demand or the sum specified therein.

On the date of your issuing, to the Supplier, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding *[insert:* ***amount(s)***1 ***in figures and words****].* This remaining guarantee shall expire no later than *[insert:* ***number*** *and select:* ***of months/of years*** *(of the Warranty Period that needs to be covered by the remaining guarantee)]* from the date of the Operational Acceptance Certificate for the System,*[[19]](#footnote-20)* and any demand for payment under it must be received by us at this office on or before that date.

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

2.2 Advance Payment Security

Bank Guarantee

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

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert:* ***Name and Address of Purchaser****]*

**Date:** *[****insert date of issue****]*

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

**Guarantor:**  *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that on *[insert:* ***date of award****]* you awarded Contract No. *[insert:* ***Contract number****]* for *[insert:* ***title and/or brief description of the Contract****]* (hereinafter called "the Contract") to *[insert:* ***complete name of Supplier, which in the case of a joint venture shall be the name of the joint venture****]* (hereinafter called "the Applicant").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [insert: amount in numbers and words, for each currency of the advance payment] is to be made to the Supplier 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][[20]](#footnote-21)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.

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

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

3. Installation and Acceptance Certificates

3. Installation and Acceptance Certificates

3.1 Installation Certificate

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name and number of Contract ]

To: [ insert: name and address of Supplier ]

Dear Sir or Madam:

Pursuant to GCC Clause 26 (Installation of the System) of the Contract entered into between yourselves and the [ insert: name of Purchaser ](hereinafter the “Purchaser”) dated [ insert: date of Contract ], relating to the [ insert: brief description of the Information System ], we hereby notify you that the System (or a Subsystem or major component thereof) was deemed to have been correctly installed on the date specified below.

1. Description of the System (or relevant Subsystem or major component: [ insert: description ]

2. Date of Installation: [ insert: date ]

Notwithstanding the above, you are required to complete the outstanding items listed in the attachment to this certificate as soon as practicable. This letter shall not relieve you of your obligation to achieve Operational Acceptance of the System in accordance with the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [ state: “Project Manager” or state the title of a higher level authority in the Purchaser’s organization ]

3.2 Operational Acceptance Certificate

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name and address of Supplier ]

Dear Sir or Madam:

Pursuant to GCC Clause 27 (Commissioning and Operational Acceptance) of the Contract entered into between yourselves and the [ insert: name of Purchaser ] (hereinafter the “Purchaser”) dated [ insert: date of Contract ], relating to the [ insert: brief description of the Information System ], we hereby notify you the System (or the Subsystem or major component identified below) successfully completed the Operational Acceptance Tests specified in the Contract. In accordance with the terms of the Contract, the Purchaser hereby takes over the System (or the Subsystem or major component identified below), together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the System (or Subsystem or major component): [ insert: description ]

2. Date of Operational Acceptance: [ insert: date ]

This letter shall not relieve you of your remaining performance obligations under the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [ state: “Project Manager” or higher level authority in the Purchaser’s organization ]

4. Change Order Procedures and Forms

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name or System or Subsystem and number of Contract ]

**General**

This section provides samples of procedures and forms for carrying out changes to the System during the performance of the Contract in accordance with GCC Clause 39 (Changes to the System) of the Contract.

**Change Order Log**

The Supplier shall keep an up-to-date Change Order Log to show the current status of Requests for Change and Change Orders authorized or pending. Changes shall be entered regularly in the Change Order Log to ensure that the log is kept up-to-date. The Supplier shall attach a copy of the current Change Order Log in the monthly progress report to be submitted to the Purchaser.

**References to Changes**

(1) Request for Change Proposals (including Application for Change Proposals) shall be serially numbered CR-nnn.

(2) Change Estimate Proposals shall be numbered CN-nnn.

(3) Estimate Acceptances shall be numbered CA-nnn.

(4) Change Proposals shall be numbered CP-nnn.

(5) Change Orders shall be numbered CO-nnn.

On all forms, the numbering shall be determined by the original CR-nnn.

**Annexes**

4.1 Request for Change Proposal Form

4.2 Change Estimate Proposal Form

4.3 Estimate Acceptance Form

4.4 Change Proposal Form

4.5 Change Order Form

4.6 Application for Change Proposal Form

4.1 Request for Change Proposal Form

(Purchaser’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem or number of Contract ]

To: [ insert: name of Supplier and address ]

Attention: [ insert: name and title ]

Dear Sir or Madam:

With reference to the above-referenced Contract, you are requested to prepare and submit a Change Proposal for the Change noted below in accordance with the following instructions within [ insert: number ] days of the date of this letter.

1. Title of Change: [ insert: title ]

2. Request for Change No./Rev.: [ insert: number ]

3. Originator of Change: [ select Purchaser / Supplier (by Application for Change Proposal), and add: name of originator ]

4. Brief Description of Change: [ insert: description ]

5. System (or Subsystem or major component affected by requested Change): [ insert: description ]

6. Technical documents and/or drawings for the request of Change:

Document or Drawing No. Description

7. Detailed conditions or special requirements of the requested Change: [ insert: description ]

8. Procedures to be followed:

(a) Your Change Proposal will have to show what effect the requested Change will have on the Contract Price.

(b) Your Change Proposal shall explain the time it will take to complete the requested Change and the impact, if any, it will have on the date when Operational Acceptance of the entire System agreed in the Contract.

(c) If you believe implementation of the requested Change will have a negative impact on the quality, operability, or integrity of the System, please provide a detailed explanation, including other approaches that might achieve the same impact as the requested Change.

(d) You should also indicate what impact the Change will have on the number and mix of staff needed by the Supplier to perform the Contract.

(e) You shall not proceed with the execution of work related to the requested Change until we have accepted and confirmed the impact it will have on the Contract Price and the Implementation Schedule in writing.

9. As next step, please respond using the Change Estimate Proposal form, indicating how much it will cost you to prepare a concrete Change Proposal that will describe the proposed approach for implementing the Change, all its elements, and will also address the points in paragraph 8 above pursuant to GCC Clause 39.2.1. Your Change Estimate Proposal should contain a first approximation of the proposed approach, and implications for schedule and cost, of the Change.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [ state: “Project Manager” or higher level authority in the Purchaser’s organization  ]

4.2 Change Estimate Proposal Form

(Supplier’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name of Purchaser and address ]

Attention: [ insert: name and title ]

Dear Sir or Madam:

With reference to your Request for Change Proposal, we are pleased to notify you of the approximate cost of preparing the below-referenced Change in accordance with GCC Clause 39.2.1 of the Contract. We acknowledge that your agreement to the cost of preparing the Change Proposal, in accordance with GCC Clause 39.2.2, is required before we proceed to prepare the actual Change Proposal including a detailed estimate of the cost of implementing the Change itself.

1. Title of Change: [ insert: title ]

2. Request for Change No./Rev.: [ insert: number ]

3. Brief Description of Change (including proposed implementation approach): [ insert: description ]

4. Schedule Impact of Change (initial estimate): [ insert: description ]

5. Initial Cost Estimate for Implementing the Change: *[insert:* ***initial cost estimate****]*

6. Cost for Preparation of Change Proposal: [ insert: cost in the currencies of the Contract ], as detailed below in the breakdown of prices, rates, and quantities.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [ state: “Supplier’s Representative” or other higher level authority in the Supplier’s organization ]

4.3 Estimate Acceptance Form

(Purchaser’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name of Supplier and address ]

Attention:[ insert: name and title ]

Dear Sir or Madam:

We hereby accept your Change Estimate and agree that you should proceed with the preparation of a formal Change Proposal.

1. Title of Change: [ insert: title ]

2. Request for Change No./Rev.: [ insert: request number / revision ]

3. Change Estimate Proposal No./Rev.: [ insert: proposal number / revision ]

4. Estimate Acceptance No./Rev.: [ insert: estimate number / revision ]

5. Brief Description of Change: [ insert: description ]

6. Other Terms and Conditions:

In the event that we decide not to order the Change referenced above, you shall be entitled to compensation for the cost of preparing the Change Proposal up to the amount estimated for this purpose in the Change Estimate Proposal, in accordance with GCC Clause 39 of the General Conditions of Contract.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [ state: “Project Manager” or higher level authority in the Purchaser’s organization ]

4.4 Change Proposal Form

(Supplier’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name of Purchaser and address ]

Attention: [ insert: name and title ]

Dear Sir or Madam:

In response to your Request for Change Proposal No. [ insert: number ],we hereby submit our proposal as follows:

1. Title of Change: [ insert: name ]

2. Change Proposal No./Rev.: [ insert: proposal number/revision ]

3. Originator of Change: [ select: Purchaser / Supplier; and add: name]

4. Brief Description of Change: [ insert: description ]

5. Reasons for Change: [ insert: reason ]

6. The System Subsystem, major component, or equipment that will be affected by the requested Change: [ insert: description ]

7. Technical documents and/or drawings for the requested Change:

Document or Drawing No. Description

8. Estimate of the increase/decrease to the Contract Price resulting from the proposed Change: [ insert: amount in currencies of Contract ], as detailed below in the breakdown of prices, rates, and quantities.

Total lump sum cost of the Change:

Cost to prepare this Change Proposal (i.e., the amount payable if the Change is not accepted, limited as provided by GCC Clause 39.2.6):

9. Additional Time for Achieving Operational Acceptance required due to the Change: [ insert: amount in days / weeks ]

10. Effect on the Functional Guarantees: [ insert: description ]

11. Effect on the other terms and conditions of the Contract: [ insert: description ]

12. Validity of this Proposal: for a period of [ insert: number ] days after receipt of this Proposal by the Purchaser

13. Procedures to be followed:

(a) You are requested to notify us of your acceptance, comments, or rejection of this detailed Change Proposal within [ insert: number ] days from your receipt of this Proposal.

(b) The amount of any increase and/or decrease shall be taken into account in the adjustment of the Contract Price.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [ state: “Supplier’s Representative” or other higher level authority in the Supplier’s organization ]

4.5 Change Order Form

(Purchaser’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name of Supplier and address ]

Attention: [ insert: name and title ]

Dear Sir or Madam:

We hereby approve the Change Order for the work specified in Change Proposal No. [ insert: number ], and agree to adjust the Contract Price, Time for Completion, and/or other conditions of the Contract in accordance with GCC Clause 39 of the Contract.

1. Title of Change: [ insert: name ]

2. Request for Change No./Rev.: [ insert: request number / revision ]

3. Change Order No./Rev.: [ insert: order number / revision ]

4. Originator of Change: [ select: Purchaser / Supplier; and add: name ]

5. Authorized Price for the Change:

Ref. No.: [ insert: number ] Date: [ insert: date ]

[ insert: amount in foreign currency A ] plus [ insert: amount in foreign currency B ] plus [ insert: amount in foreign currency C ] plus [ insert: amount in local currency ]

6. Adjustment of Time for Achieving Operational Acceptance: [ insert: amount and description of adjustment ]

7. Other effects, if any: [ state: “none” or insert description ]

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [ state: “Project Manager” or higher level authority in the Purchaser’s organization ]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [ state “Supplier’s Representative” or higher level authority in the Supplier’s organization ]

4.6 Application for Change Proposal Form

(Supplier’s Letterhead)

Date: [ insert: date ]

Loan/Credit Number: [ insert: loan or credit number from RFP ]

RFP: [ insert: title and number of RFP ]

Contract: [ insert: name of System or Subsystem and number of Contract ]

To: [ insert: name of Purchaser and address ]

Attention: [ insert: name and title ]

Dear Sir or Madam:

We hereby propose that the below-mentioned work be treated as a Change to the System.

1. Title of Change: [ insert: name ]

2. Application for Change Proposal No./Rev.: [ insert: number / revision] dated: [ insert: date ]

3. Brief Description of Change: [ insert: description ]

4. Reasons for Change: [ insert: description ]

5. Order of Magnitude Estimation: [ insert: amount in currencies of the Contract ]

6. Schedule Impact of Change: [ insert: description ]

7. Effect on Functional Guarantees, if any: [ insert: description ]

8. Appendix: [ insert: titles (if any); otherwise state “none” ]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [ state: “Supplier’s Representative” or higher level authority in the Supplier’s organization ]

1. Substitute “contracts” where Proposals are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Proposers may propose for one or several contracts, as further defined in the RFP Document. Proposers 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 Proposal Submission Form.” [↑](#footnote-ref-2)
2. Insert if applicable: “This contract will be jointly financed by [insert name of cofinancing agency]. Procurement process will be governed by the World Bank’s Procurement Regulations.” [↑](#footnote-ref-3)
3. A brief description of the type(s) of information systems should be provided, including location, quantities, delivery and installation period, and other information necessary to enable potential Proposers to decide whether or not to respond to the Request for Proposals. [↑](#footnote-ref-4)
4. The office for inquiry and issuance of RFP Document and that for Proposal submission may or may not be the same. [↑](#footnote-ref-5)
5. 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-6)
6. For example, cashier’s check, direct deposit to specified account number, etc. [↑](#footnote-ref-7)
7. 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-8)
8. Substitute the address for Proposal submission if it is different from address for inquiry and issuance of RFP Document. [↑](#footnote-ref-9)
9. The time given to invited Proposers for the preparation of their second stage Proposals should be adequate for the effort needed to update their first stage Proposals in line with any addendum issued with the invitation and any Proposer-specific memoranda, the expected complexity of price schedules, and any other factors that may be relevant. However, the allotted time should normally not be less than four weeks so that Proposers have at least one week for the submission of any further clarification questions.

   The dates of the deadline for Proposal submission and of Proposal opening should be the same, and the time for proposal opening should be same or immediately after the time for proposal submission’.

   The period should be sufficient to permit completion of the second stage Proposal evaluation, review of the recommended selection by the Bank if required, obtaining of approvals and notification of award. A realistic period (e.g., not less than sixty [60] days) should be specified in order to avoid the need for extension. [↑](#footnote-ref-10)
10. If the RFP documents allow for subsystems, lots or slices that may be procured separately, the amounts of Proposal security have to be defined per subsystem, lot or slice. The amount of security should not be set so high as to discourage Proposers. If no Proposal security is required, this paragraph should say so. [↑](#footnote-ref-11)
11. 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-12)
12. 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-13)
13. 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-14)
14. 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-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. *The bank shall insert the amount(s) specified and denominated in the SCC for GCC Clauses 13.3.1 and 13.3.4 respectively, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.* [↑](#footnote-ref-19)
19. *In this sample form, the formulation of this paragraph reflects the usual SCC provisions for GCC Clause 13.3. However, if the SCC for GCC Clauses 13.3.1 and 13.3.4 varies from the usual provisions, the paragraph, and possibly the previous paragraph, need to be adjusted to precisely reflect the provisions specified in the SCC.* [↑](#footnote-ref-20)
20. 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-21)