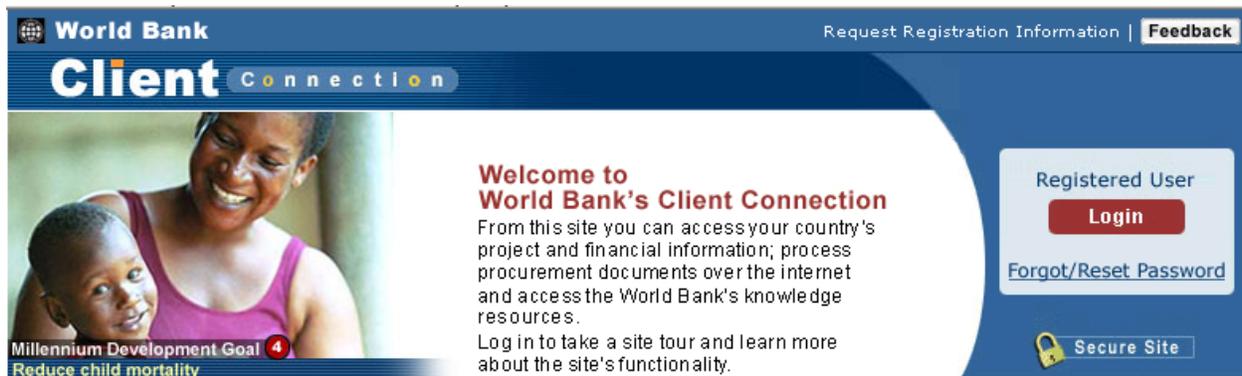


# Publishing Procurement Notices in Client Connection

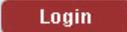
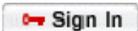


Client Connection features a procurement module that assists Borrowers in carrying out many of their procurement activities. This *Guide on Procurement Notices* walks users through the steps to creating notices. Advertising this way provides a quick and standardized method for following the mandates of the *Procurement and Consultant Guidelines*, advertises your project in online marketplaces, and keeps the Bank informed of adherence to procurement processes.

This User's Guide will enable users to:

- Log into Client Connection
- Create a General Procurement Notice (GPN)
- Create a Specific Procurement Notice (SPNs, IFPs, EOIs)
- Create Contract Award Notices
- Edit & View Notices

## Log into Client Connection

1. Navigate to <http://clientconnection.worldbank.org> and click .
2. Enter your User ID and Password.
3. Click .

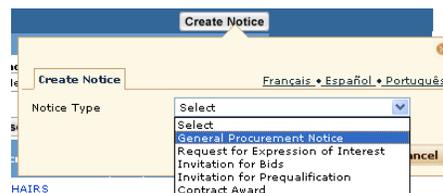
## Access Procurement

1. From the **My Portfolio** page, use the **Select** or **Filter** tools to access your project. This directs users to the **Project Overview Page**.
2. From the **Project Overview** page, click the **Procurement Tab**.
3. You will be directed to the **Bids** page of Client Connection Procurement.
4. From the Bids page, click **Publishing**.
  - ② Prior to creating an initial notice in this system, you should complete the contact information on the Borrower Team tab.

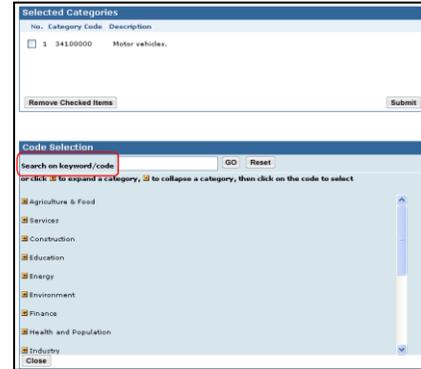


## Create a General Procurement Notice (GPN)

1. Under **Publishing** sub-tab, click the **Create Notice** button.
2. An overlay appears, select the type of notice to be created.
  - ② All procurement notice types are created from the Publishing tab.
3. Select **General Procurement Notice** from the drop down menu and click **Select**.
  - ② A form opens up. All fields with an asterisk (\*) are required.
4. Select the language of the notice from the drop down menu.
5. To enter the category codes for the goods/works/ services to be procured, click **Add/Delete CPV Codes**.
  - ② Use of CPV Codes are not required.
6. A window will pop up. Search for the appropriate category code by entering a keyword in the Search on keyword/code field and clicking **Go**.

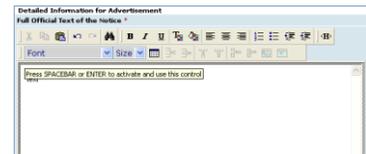


7. Select the appropriate category by clicking the category code. The selection will be displayed in the **Selected Categories** box. Add as many codes as necessary. Codes can be removed from the **Selected Categories** box by checking the codes to be deleted and clicking **Remove Checked Items**.



8. After selecting all the necessary codes, click **Submit**. The pop up window will close and the category codes will be imported in the GPN.

9. Enter the full official text of the notice in the field provided. Please use the World Bank standard template available on the [World Bank's external website](#).



10. Enter the contact information for the notice in the fields provided. You can also click on **Choose Contact** and select the appropriate contact person, which will automatically fill out the form with that person's contact information.



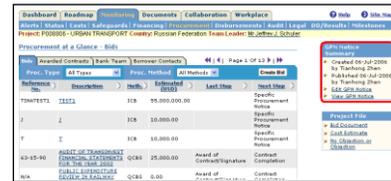
ⓘ The Choose Contact data comes from the information previously put into the **Borrower Contact** tab.

11. To save the notice as a draft and finish it later, click **Save As Draft**. To Save this notice and submit it to the Bank for review before publishing it, click **Save as Draft and Send to Bank**.

12. To complete the notice, click **Publish to External Sites**.

ⓘ Clicking **Publish to External Sites** submits the notice for publishing in *UN Development Business*, *the Bank's external website*, and *dgMarket*. It also sends an email to the World Bank Task Team.

13. The status of the GPN can be viewed in the **GPN Notice Summary** box. It also displays information on who created, modified, or published it and when.



## Create Specific Procurement Notices (SPN)

Specific Procurement Notices (SPNs) can be either Invitation for Bids, Invitation for Prequalification, or Requests for Expressions of Interest. From the **Publishing** sub-tab, click on the create notice button select the notice type. Depending on the type of notice selected, a listing of current bids will appear. If the Bid for which you need to publish a procurement notice is not listed, click the link at the end of the overlay and a bid will be created along with the notice.

Ref.No.	Description	Meth.
TA PACKAGE B	PACKAGE B: PROJECT MGMT SVCS & OPERATIONS TRAINING	QCBS
UNKNOWN	No Description Entered	QCBS

If the Bid for which you need to publish a procurement notice is not listed above, please click here

1. This will open up a form very similar to the GPN form. To publish the SPN, you will follow the same process as when publishing a GPN (steps 3 to 12 of **Create a General Procurement Notice**).

## Create a Contract Award Notice

1. Under the **Publishing** sub-tab, click the **Create Notice** link.
2. After selecting the Notice Type, select the **Type of Contract Award** and click **Select**.

## Create an ICB Awards Notice

1. Enter the required information in the **General Information** section. If bid information is already entered for this project, you will have a **Lookup** button. This button will input most of the **General Information** as well as the **Awarded Bidder** information (if the Form 384 has been submitted).
2. Enter the required information in the **Bidder Details** section. The first **bidder** entry defaults with the **status** filled in as "Awarded Bidder. Please note that the bidder information can be input in any order as long as there is one awarded bidder, and at least one evaluated bidder.

Fields denoted with a red \* are required for Publishing the Notice

ICB Award Notice Publication English

General Information

Notice Type: Contract Award

Language of the Notice: English

Bid/Contract Reference No: [ ] Lookup

Subject to Prior Review: Yes  No

Bid/Contract Description: [ ]

Method of Procurement: ICB - International Competitive Bidding

Duration: [ ] Select

Contract Signature Date: [ ] DD-MM-YYYY

Evaluation Currency: [ ] Select Currency

Bidder Details Add Next Entry

Entry 1

Bidder Name: [ ]

Address: [ ]

City: [ ]

Country: [ ] Select Country

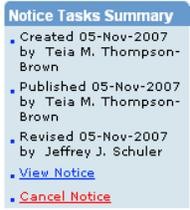
Status: [ ] Awarded Bidder

Currency: [ ] Select Currency Amount: [ ]

Bid Price at Opening: [ ] (in Evaluation Currency)

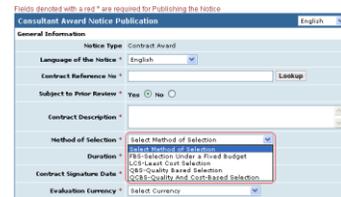
Contract Price: [ ] (in Evaluation Currency)

Save as Draft Save as Draft & Send to Bank Publish to External Sites

- ② Evaluated Bid Price and Contract Price are in the evaluation currency (which is selected in the **General Information** screen).
3. After completing the first bidder detail entry, click **Add Next Entry** and complete the required fields for the next entry. Repeat this step for all bidders.
  4. In the case of Rejected Bidders, there will be a drop down that lists various reasons for rejection.
 
  5. After completing required fields, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.
  6. The status of the Contract Award can be viewed in the **Notice Task Summary** box, which displays who created, modified, or published it and when. Draft notices can be deleted by clicking the link in this box. Once the notice has been published, the link changes and you can then only cancel the notice.
 
- ② The World Bank Task Team is notified by e-mail whenever a notice is submitted, deleted, or canceled.

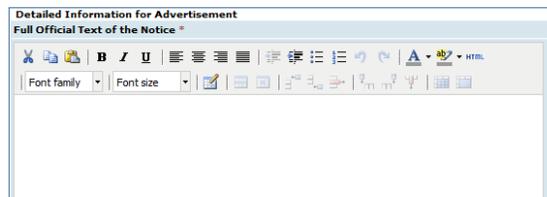
## ***Create an Consultant Awards Notice (QCBS, QBS, FCS, LCS)***

1. Enter the required information in the **General Information section**. If there is consultant information already entered for this project, you will have a **Lookup** button. This button will input most of the *General Information* as well as the *Awarded Consultant/Firm* information (if the Form 384 has been submitted).
2. Chose the **Method of Selection** from the drop-down box.
3. The **Bidder Details** section is similar to that of the *GPN* notice screen. Enter the full official text of the notice in the field provided. Please use the World Bank standard template available on the World Bank's external website.

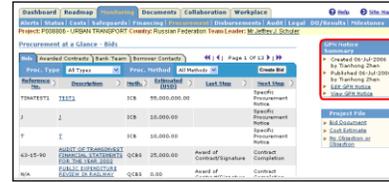


4. After completing required fields, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.

② Please note that clicking **Publish to External Sites** submits the notice for publishing in *UN Development Business*, the Bank's external website, and *dgMarket*. It also sends an email to the World Bank Task Team.

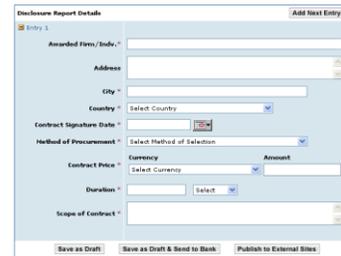


- View the status of the notice in the **Notice Summary** box, which also displays information on who created, modified, or published it and when.



## Create an Small Contracts Awards Notice (CQS, DIR, SSS)

- Enter the required information in the **General Information** section.
- Chose the **Report Period** using the pop-up calendars.
- Enter the required information in the **Disclosure Report Details** screen.
- After completing the first contract award entry, click **Add Next Entry** and complete the required fields for the next entry. Repeat this step for all awarded contracts during the report period.



Ⓢ Each contract award entry is the result of separate bidding/consulting processes and the only connection is that they happened within the same time period, usually quarterly.

- After completing required fields, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.

## View and Edit an Existing Notice

- To view the notice Under **Publishing** sub-tab, , click on the description link.
- To edit the notice, click the link  in the Edit column next to the description.
- The notice form opens up for editing, with the current Notice information populated.
- After editing, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.

Showing results 1 - 4 of 4 | Page 1 | Showing sets of 10 50 100 Show All

Notice Type	Procurement Method	Status
General Procurement Notice	General Procurement Notice	Published
Invitation for Bids	SCHOOL CHAIRS	Published
Invitation for Prequalification	CLASSROOM TABLES	Revised
Request for Expression of Interest	VALUE DESCRIPTION	Published

## Getting Help

1. For help on using Client Connection or to send us your suggestions, please click on the **Feedback** button in the upper right or bottom left corner of your Client Connection screen.
2. When you click on **Feedback**, you will be taken to a screen where you can enter your question or make any comments about Client Connection. You can also select a category to indicate which part of Client Connection you need help with.
3. When you submit your feedback, a message goes into an automated routing system. If you requested help, you will be contacted within 24 hours.
  - 🕒 For policy questions, please contact your Task Team Leader

