*SAMPLE FORMAT:*

Specific Procurement Notice

[*insert:* *COUNTRY*]

[*insert:* *NAME OF PROJECT*]

[*insert: SECTOR*]

PROCUREMENT OF *GOODS/WORKS*

Mode of Financing: *[insert: Mode of Shari’ah Financing]*

Financing No. *[insert: Financing No.]*

**Contract Title:** *[insert: title/Name of Contract]*

**ICB or ICB/MC Reference No**. (as per Procurement Plan): *[insert: Ref No]*

1. The *[insert name of Beneficiary/Recipient] [has received/has applied for/intends to apply for]* financing from the Islamic Development Bank (IsDB) 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-1)for [*insert title of contract*][[2]](#footnote-2).

2. The *[insert name of implementing agency]* now invites sealed bids from eligible bidders for *[insert brief description of Goods/Works required, including quantities, location, delivery or completion period, margin of preference if applicable, etc.][[3]](#footnote-3)*.

3. Bidding will be conducted through *the International Competitive Bidding (ICB)* or *International Competitive Bidding limited to IDB member countries (ICB/MC)* procedures as specified in IsDB’s [*Guidelines: Procurement of Goods, Works and related services under Islamic Development Bank Project Financing*](http://www.worldbank.org/html/opr/procure/guidelin.html) *[insert date of applicable Guidelines edition as per legal agreement]* (“Procurement Guidelines”), and is open to all eligible bidders as defined in the Procurement Guidelines. In addition, please refer to paragraphs 1.18 -21 setting forth IsDB’s policy on conflict of interest.

4. Interested eligible bidders may obtain further information from *[insert name of implementing agency, insert name and e-mail of officer in charge]* and inspect the bidding documents 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 invitation]* [[4]](#footnote-4)*.*

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

6. Bids must be delivered to the address below *[state address at the end of this invitation]*[[8]](#footnote-8) on or before *[insert time and date].* Electronic bidding will *[will not]* be permitted. Late bids will be rejected. Bids will be publicly opened in the presence of the bidders’ designated representatives and anyone who choose to attend at the address below *[state address at the end of this invitation]* on *[insert time and date]*.

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

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

[*insert name of office, room number*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city, country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: [*insert electronic address if electronic bidding is permitted*]

Web site: [*insert: website of the office or the project*]

1. *Substitute “contracts” where bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Bidders may bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.”* [↑](#footnote-ref-1)
2. *Insert if applicable: “This contract will be jointly financed by [insert name of co-financing agency]. Bidding process will be governed by IsDB’s Guidelines.”* [↑](#footnote-ref-2)
3. *A brief description of the type(s) of Goods/Works should be provided, including quantities, location of Project, delivery/construction period, application of margin of preference and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation. Bidding Documents may require bidders to have specific experience or capabilities; such qualification requirements should also be included in this paragraph.* [↑](#footnote-ref-3)
4. *The office for inquiry and issuance of bidding documents and that forbid submission may or may not be the same.* [↑](#footnote-ref-4)
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-5)
6. *For example, cashier’s check, direct deposit to specified account number, etc.* [↑](#footnote-ref-6)
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 IsDB, documents may be distributed by e-mail.* [↑](#footnote-ref-7)
8. *Substitute the address for bid submission if it is different from address for inquiry and issuance of bidding documents.* [↑](#footnote-ref-8)