

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

**Preface**

This Standard Procurement Document (SPD) has been prepared by the Islamic Development Bank (IsDB) for setting up Framework Agreements for Procurement of Goods. This SPD derives from the World Bank Standard Procurement Document for Framework Agreements - Goods and has been aligned with the provisions of IsDB’s *Policies and Procedures/Guidelines for Procurement of Good, Works and related services under Projects Financed by IsDB, April 2019 revised February 2023* (the “Guidelines”). IsDB thanks the World Bank for allowing the use and modification of the document for use in the IsDB operations.

The SPD is to be used when the procurement process to establish a Framework Agreement(s) for Goods, is subject to international competitive bidding. The subsequent purchase of Goods is undertaken through a Secondary Procurement process and the award of a Call-off Contract.

This SPD-ICB mandates rated criteria for bid evaluation.

Further, this revision includes provisions to manage cyber security risks, to apply for procurements that have been assessed to present potential or actual cyber security risks.

The Standard Procurement Document (SPD) shall be used by Beneficiaries with minimum changes as may be necessary, and acceptable to the IsDB.

For additional information on this document, please contact:

*Project Procurement and Financial Management Division (PPFM)*

*Operations Complex*

*The Islamic Development Bank*

*8111 King Khalid St.*

*Al Nuzlah Al Yamania Dist.*

*Unit No. 1, Jeddah 22332-2444*

*Kingdom of Saudi Arabia*

[ppfm@isdb.org](mailto:ppfm@isdb.org)

[*www.isdb.org*](http://www.isdb.org)

Standard Procurement Document

Summary of contents

Specific Procurement Notice

**Specific Procurement Notice - International Competitive Bidding** **(ICB) Framework Agreement(s) Goods**

The Specific Procurement Notice template, included in this SPD, is the notice to be used for a International Competitive Bidding, two-envelope Primary Procurement process to conclude a Framework Agreement(s).

**International Competitive Bidding – Goods (Two-Envelope Bidding Process)**

**PART 1 BIDDING PROCEDURES**

**Section I Instructions to Bidders (ITB)**

This Section provides information to help Bidders prepare their Bids. It applies a two-envelope (2) Bidding process with application of rated criteria. It contains details on the submission, opening, and evaluation of Bids received during the Primary Procurement process. It also provides an overview of the Secondary Procurement process for the award of a Call-off Contract(s) once the Framework Agreement(s) is concluded. This is more fully described in the Framework Agreement. **Section I is to be used without modification.**

**Section II Bid Data Sheet (BDS)**

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

**Section III Evaluation and Qualification Criteria**

This Section specifies the criteria for the evaluation of Bids and the qualification of Bidders, including the methodology, which results in the determination of which Bidders will be invited to conclude a Framework Agreement(s).

**Section IV Bidding Forms**

This Section includes the forms for Bid submission, Letter of Bid, Price Schedules, and the Manufacturer’s Authorization,to be completed and submitted by the Bidder as part of its Bid.

**Section V Eligible Countries**

This Section contains information regarding eligible countries.

**Section VI IsDB Policy -- Corrupt and Fraudulent Practices**

This section includes the the reference to IsDB’s policy in regard to Fraud and Corruption which apply to this Bidding process.

**PART 2 SUPPLY REQUIREMENTS**

**Section VII Schedule of Requirements**

This Section includes the List of Goods and Related Services, an estimate of the volume/quantity, Delivery and Completion Schedules, and the Technical Specifications and Drawings that describe the Goods and Related Services to be procured.

**PART 3 EXECUTING AGENCY FORMS**

**Section VIII Executing Agency Forms**

This Section includes the forms for the Notification of Intention to Conclude a Framework Agreement and Notification to Conclude a Framework Agreement.

**PART 4 FRAMEWORK AGREEMENT FOR GOODS**

This Part sets out the provisions of the Framework Agreement

SCHEDULE 1: Schedule of Requirements

SCHEDULE 2: Price Schedules

SCHEDULE 3: Secondary Procurement

SCHEDULE 4: Secondary Procurement Forms

SCHEDULE 5: List of Purchasers (if applicable)

**Annex: IsDB Group AML/ CFT & KYC Questionnaire**

Specific Procurement Notice (SPN)

Template

International Competitive Bidding

Framework Agreement(s) for Goods

(Primary Procurement, Two-Envelope Bidding Process)

**Executing Agency:** [*insert name of agency doing this Primary Procurement*]

**Country:** [*insert name of Beneficiary’s country*]

**Name of Project:** [*insert project reference*]

**Framework Agreement Title:** [*insert short title for the FRA*]

**ICB Reference No.:** [*as per the Procurement Plan*]

**Financing No.:** [*as per the Financing Agreement*]

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*], and intends to apply part of the proceeds toward payments under Call-off Contracts that may be awarded under the [*Framework Agreement (FRA)/Framework Agreements (FRAs)*] for [*insert title of Framework Agreement(s)*][[1]](#footnote-2) concluded through this ICB Primary Procurement process.
2. The Executing Agency is undertaking the Primary Procurement with a view to concluding [*a Framework Agreement / Framework Agreements*.] The Executing Agency [select the appropriate option: *is the sole Purchaser under the Framework Agreement*[*s*]. / *is a Purchaser acting on behalf of* [*another/a group of*] *Purchaser*[*s*] / *is a central purchasing authority (but not itself a Purchaser) acting on behalf of* [*a/a group of*] *Purchaser*[*s*]]. The Executing Agency now invites sealed Bids from eligible Bidders for *[insert brief description of Goods required, including estimated quantities over the Term of the Framework Agreement(s) or indicative range of call-off quantities as applicable, indicative location(s), indicative delivery schedule(s) etc. if known*].
3. The [*Framework Agreement/Framework Agreements*] to be concluded will be [*choose one of the following two options*: “Single-User.” *OR” Multi*-User.”] [*For Single-User FRA/FRAs add the following: “*The Single-User entitled to purchase under the [*Framework Agreement/Framework Agreements*]is [*insert legal name of the agency*.]] [*For Multi-User FRAs add the following*: “A list of the users (participating Purchasers) entitled to purchase under the [*Framework Agreement/Framework Agreements*] is provided in the Bidding document.”]]
4. The [*Framework Agreement/Framework Agreements*] to be concluded will be *[choose one the following two options:* “Single-Supplier.” *OR* “Multi-Supplier.”].
5. The selection of a FRA Supplier to be awarded a Call-off Contract will be done through a Secondary Procurement process as defined in Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Executing Agency, including participating Purchasers, to purchase Goods under a Call-off Contract. The conclusion Framework Agreement does not guarantee that a FRA Supplier will be awarded a Call-off Contract.
6. Bidding will be conducted through International Competitive Bidding using a International Competitive Bidding (ICB) as specified in the IsDB’s Guidelines for Procurement of Good, Works and related services under Projects Financed by IsDB, April 2019 revised February 2023 (the “Guidelines”), and is open to all eligible Bidders as defined in the Guidelines.
7. Bidders may submit Bids for one or more of the following items: *[insert list]*
8. The [*Framework Agreement/Framework Agreements*] shall be concluded for a Term of *[*insert *the number of years, note: the initial Term cannot exceed 3 years]* from the commencement date stated in the Framework Agreement. [*If applicable, indicate that the initial term may be extended by a maximum of two additional years.]*
9. The Primary Procurement shall establish a Closed Framework Agreement(s).
10. Interested eligible Bidders may obtain further information from *[insert name of Executing Agency, insert name and e-mail of officer in charge][[2]](#footnote-3)* and inspect the Bidding document during office hours *[insert office hours if applicable i.e. 0900 to 1700 hours]* at the address given below *[state address at the end of this IFB].*
11. The Bidding document in [*insert name of language*] may be purchased by interested Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee[[3]](#footnote-4) of [*insert amount in Beneficiary’s currency or in a convertible currency*]. The method of payment will be [*insert method of payment*].[[4]](#footnote-5) The document will be sent by [*insert delivery procedure*].[[5]](#footnote-6)
12. Bids must be delivered to the address below *[state address]*[[6]](#footnote-7) on or before *[insert time and date].* Electronic Bidding [“will” *OR “will not”]* be permitted. Late Bids will be rejected. The outer Bid envelopes marked “Original Bid”, and the inner envelopes marked “Technical Part” will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend, at the address below *[state address at the end of this IFB]* on *[insert location, time and date here]*.All envelopes marked “Second Envelope: Financial Part” shall remain unopened and will be held in safe custody of the Executing Agency until the second public opening.
13. The address(es) referred to above is (are): *[insert detailed address(es)]*

*[Insert name of Executing Agency]*

*[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 website address]*

**International Competitive Bidding**

**Framework Agreement(s)**

**Goods**

**(Primary Procurement, Two-Envelope Bidding Process)**

**Procurement of:**

*[insert identification of the Goods]*

**Executing Agency:** *[insert name of agency doing this Primary Procurement]*

**Country:** *[insert name of Beneficiary’s country]*

**Name of Project:** *[insert project reference]*

**Framework Agreement Title:** *[insert short title for the FRA]*

**ICB Reference No.:** *[as per the Procurement Plan]*

**Financing No.:** *[as per the Financing Agreement]*

**ICB Issued on:** *[insert date when ICB was issued to the market]*

**International Competitive Bidding**

**Framework Agreement(s)**

**Goods**

**Table of Contents**

[PART 1 – Bidding Procedures 3](#_Toc142894169)

[Section I - Instructions to Bidders (ITB) 5](#_Toc142894170)

[Section II - Bid Data Sheet (BDS) 43](#_Toc142894171)

[Section III - Evaluation and Qualification Criteria 53](#_Toc142894172)

[Section IV - Bid Forms 60](#_Toc142894173)

[Section V - Eligible Countries 82](#_Toc142894174)

[Section VI - IsDB Policy - Corrupt and Fraudulent Practices 83](#_Toc142894175)

[PART 2 – Supply Requirements 85](#_Toc142894176)

[Section VII - Schedule of Requirements 87](#_Toc142894177)

[PART 3 – Executing Agency Forms 96](#_Toc142894178)

[PART 4 – Framework Agreement 104](#_Toc142894179)

[Framework Agreement Provisions (FAP) 107](#_Toc142894180)

[Appendix to the Framework Agreement: Corrupt and Fraudulent Practices 125](#_Toc142894181)

[Framework Agreement – Schedules 127](#_Toc142894182)

[SCHEDULE 1: Schedule of Requirements 127](#_Toc142894183)

[SCHEDULE 2: Price Schedules 129](#_Toc142894184)

[SCHEDULE 3: Security Forms 130](#_Toc142894185)

[SCHEDULE 4: Secondary Procurement 135](#_Toc142894186)

[SCHEDULE 5: List of Purchasers (if applicable) 164](#_Toc142894187)

[Annex: IsDB Group AML/ CFT & KYC Questionnaire 165](#_Toc142894188)

PART 1 – Bidding Procedures

|  |
| --- |
| Section I - Instructions to Bidders (ITB) |

**Contents**

[A. General 6](#_Toc137744382)

[1. Scope of Bid 6](#_Toc137744383)

[2. Source of Funds 8](#_Toc137744384)

[3. Corrupt and Fraudulent Practices 9](#_Toc137744385)

[4. Eligible Bidders 9](#_Toc137744386)

[5. Eligible Goods and Related Services 14](#_Toc137744387)

[B. Contents of the ICB Document 15](#_Toc137744388)

[6. Sections of Bidding Document 15](#_Toc137744389)

[7. Clarification of Bidding Document 16](#_Toc137744390)

[8. Amendment of Bidding Document 16](#_Toc137744391)

[C. Preparation of Bids 16](#_Toc137744392)

[9. Cost of Bidding 17](#_Toc137744393)

[10. Language of Bid 17](#_Toc137744394)

[11. Documents Comprising the Bid 17](#_Toc137744395)

[12. Letters of Bid 18](#_Toc137744396)

[13. Alternative Bids 18](#_Toc137744397)

[14. Bid Prices and Discounts 19](#_Toc137744398)

[15. Currencies of Bid and Payment 20](#_Toc137744399)

[16. Documents Establishing the Eligibility and Conformity of Goods 21](#_Toc137744400)

[17. Documents Establishing the Eligibility and Qualifications of the Bidder 22](#_Toc137744401)

[18. Period of Validity of Bids 22](#_Toc137744402)

[19. No Bid Security or Bid Securing Declaration 23](#_Toc137744403)

[20. Format and Signing of Bid 23](#_Toc137744404)

[D. Submission of Bids 23](#_Toc137744405)

[21. Sealing and Marking of Bids 24](#_Toc137744406)

[22. Deadline for Submission of Bids 24](#_Toc137744407)

[23. Late Bids 25](#_Toc137744408)

[24. Withdrawal, Substitution, and Modification of Bids 25](#_Toc137744409)

[E. Public Opening of Technical Parts of Bids 25](#_Toc137744410)

[25. Public Opening of Technical Parts of Bids 25](#_Toc137744411)

[F. Evaluation of Bids – General Provisions 27](#_Toc137744412)

[26. Confidentiality 27](#_Toc137744413)

[27. Clarification of Bids 27](#_Toc137744414)

[28. Deviations, Reservations, and Omissions 28](#_Toc137744415)

[29. Nonconformities, Errors and Omissions 28](#_Toc137744416)

[G. Evaluation of Technical Parts of Bids 28](#_Toc137744417)

[30. Evaluation of Technical Parts 28](#_Toc137744418)

[H. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts of Bids 30](#_Toc137744419)

[31. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts 30](#_Toc137744420)

[I. Evaluation of Financial Parts of Bids 32](#_Toc137744421)

[32. Evaluation of Financial Parts 32](#_Toc137744422)

[33. Correction of Arithmetical Errors 33](#_Toc137744423)

[34. Conversion to Single Currency 34](#_Toc137744424)

[35. No Margin of Preference 34](#_Toc137744425)

[36. Comparison of Financial Parts 34](#_Toc137744426)

[J. Evaluation of Combined Technical and Financial Parts and Notification of Intention to Conclude A Framework Agreement 34](#_Toc137744427)

[37. Evaluation of combined Technical and Financial Parts, Executing Agency’s Right to Accept or Reject Bids 34](#_Toc137744428)

[38. Standstill Period 35](#_Toc137744429)

[39. Notification of Intention to Conclude a Framework Agreement 35](#_Toc137744430)

[K. Conclusion of a Framework Agreement 35](#_Toc137744431)

[40. Framework Agreement Criteria 35](#_Toc137744432)

[41. Notification to Conclude a Framework Agreement 36](#_Toc137744433)

[42. No Obligation to Purchase 36](#_Toc137744434)

[43. Non-exclusivity 36](#_Toc137744435)

[44. Debriefing by the Executing Agency 36](#_Toc137744436)

[45. Signing the Framework Agreement 37](#_Toc137744437)

[46. Publication of the Conclusion of Framework Agreement Notice 37](#_Toc137744438)

[47. Procurement Related Complaint 38](#_Toc137744439)

[L. Secondary Procurement Process for awarding a Call-off Contract 38](#_Toc137744440)

[48. Method and criteria for award of Call-off Contract 38](#_Toc137744441)

[49. Adjustment to the Base Price 38](#_Toc137744442)

|  |
| --- |
| **Section I. Instructions to Bidders** |

|  |  |
| --- | --- |
| 1. General | |
| 1. Scope of Bid | * 1. In connection with the Specific Procurement Notice, International Competitive Bidding (ICB) Framework Agreement(s) Goods, specified **in the Bid Data Sheet (BDS)**, the Executing Agency, as specified **in the BDS**, issues this International Competitive Bidding (ICB) document as part of the Primary Procurement process for Goods, and may lead to Framework Agreement(s) being concluded with the successful Bidder(s). The name and identification of this ICB are specified **in the BDS**.   2. Throughout this Bidding document:  “**in writing**” means communicated in written form (e.g. by mail, e-mail, fax, including if specified **in the BDS**, distributed or received through the electronic-procurement system used by the Executing Agency) with proof of receipt;if the context so requires, “**singular**” means “**plural**” and vice versa;“**Day**” means calendar day, unless otherwise specified as “**Business Day**”. A Business Day is any day that is an official working day of the Beneficiary. It excludes the Beneficiary’s official public holidays;  * + 1. “**Call-off Contract**” means a contract awarded, under a Framework Agreement, through a Secondary Procurement process, for the supply of Goods, and any Related Services. The parties to the contract are the Purchaser and Supplier;     2. “**Closed Framework Agreement**”: A Closed Framework Agreement is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement;  “**Country**” means the Executing Agency’s/Purchaser’s country;**“Delivery Period”** is the specified period from the date of formation of a Call-off contract for delivery of the Goods, as per the applicable Incoterms;“**Framework Agreement (FRA)**” means the agreement between the Executing Agency and Supplier (s) (the successful Bidder(s)) to establish the terms and procedures governing the award of Call-off contracts under the agreement;“**FRA Supplier**” means a Supplier;“**Goods**” means all goods, materials or items that the Supplier is required to supply to a Purchaser under a Call-off Contract placed under a Framework Agreement. Details of such Goods are set out in Part 2, Supply Requirements, and the Framework Agreement and particularly described in a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods includes Related Services;“**Lead Purchaser**” when named in the Framework Agreement, a Lead Purchaser is a party to the Framework Agreement, in its capacity as: (a) the lead agency acting on behalf of all participating Purchasers in managing and administering the Framework Agreement, and (b) as a Purchaser in its own right;“**Multi-User Framework Agreement**” means a Framework Agreement where there is more than one Purchaser permitted to purchase through a Call-off Contract;“**Multi-Supplier Framework Agreement**” means where more than one Bidder (Supplier) concludes a Framework Agreement for the supply of each item;“**Primary Procurement**” means the procurement process that results in concluding a Framework Agreement(s) with a successful Bidder(s), as described in this ICB document ;“**Executing Agency**” means the agency that undertakes the Primary Procurement process and concludes the Framework Agreement(s);“**Purchaser**”, as **specified in the BDS**, means the agency(ies) that is/are permitted to purchase Goods from a Supplier under a Call-off Contract awarded through a Framework Agreement;“**Related Services**” if applicable, means the services incidental to the supply of the Goods, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, as specified in Framework Agreement Schedule 1: Schedule of Requirements, and specifically described in a Call-off Contract;“**Responsible Agency**” when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity to conclude the Framework Agreement(s) with successful Suppliers, and, as the agency responsible for managing and administering the Framework Agreement, on behalf of the Purchaser or Purchasers, once it has been concluded. A Responsible Agency is not a Purchaser under the Framework Agreement;“**Secondary Procurement**” means the process described in the Framework Agreement and followed by a Purchaser to select a FRA Supplier, and award a Call-off Contract for the supply of Goods;“**Single-User Framework Agreement**” means a Framework Agreement where there is only one Purchaser;“**Single-Supplier Framework Agreement**” means a Framework Agreement where only one Bidder (Supplier) concludes a Framework Agreement for the supply of each item;“**Supplier**” means a Bidder that has concluded a Framework Agreement through the Primary Procurement process and may be considered for the award of a Call-off Contract, to deliver the Goods, and, if applicable, Related Services, as and when required. A Supplier may also be referred to as a “FRA Supplier”;**“Term”** means the duration of a Framework Agreement starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted and agreed. |
| 1. Source of Funds | * 1. The Beneficiary or Recipient (hereinafter called “Beneficiary”) specified **in the BDS** has applied for, or received financing (hereinafter called “funds”) from the Islamic Development Bank (hereinafter called “the IsDB”) in an amount specified **in the BDS,** toward the project named **in the BDS.** The Beneficiary intends to apply a portion of the funds to eligible payments under Call-off Contracts to be awarded under the Framework Agreement(s) for which this Bidding document is issued.   2. Payment by the IsDB will be made only at the request of the Beneficiary and upon approval by the IsDB in accordance with the terms and conditions of the Financing Agreement. The Financing Agreement prohibits a withdrawal from the Financing 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, to the knowledge of IsDB, is prohibited by a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. No party other than the Beneficiary shall derive any rights from the Financing Agreement or have any claim to the funds. |
| 1. Corrupt and Fraudulent Practices | * 1. IsDB requires compliance with its policy regarding corrupt and fraudulent practices as set forth in Section VI.   2. In further pursuance of this policy, Bidders shall permit and shall cause their agents (whether declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the IsDB to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the IsDB. |
| 1. Eligible Bidders | * 1. A Bidder may be a firm that is a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of any Call-off Contract(s) awarded under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded a Call-off Contract under the Framework Agreement, during contract execution. Unless specified **in the BDS**, there is no limit on the number of members in a JV.   2. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:  directly or indirectly controls, is controlled by or is under common control with another Bidder that submits a bid for the same item; orreceives or has received any direct or indirect subsidy from another Bidder that submits a bid for the same item; orhas the same legal representative as another Bidder that submits a bid for the same item; orhas a relationship with another Bidder that submits a bid for the same item, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Executing Agency regarding this Primary Procurement process; oror any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, or Related Services, that are the subject of the Bid; oror any of its affiliates has been hired (or is proposed to be hired) by the Executing Agency or Purchaser or Beneficiary in implementing the Framework Agreement or a Call-off Contract; orwould be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in the **BDS ITB 2.1** that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; orhas a close business or family relationship with a professional staff of the Beneficiary (or of the project implementing agency, or of a recipient of a part of the loan) who:are directly or indirectly involved in the preparation of the Bidding document or specifications of the Framework Agreement or Call-off Contract, and/or the Bid evaluation process of such Framework Agreement or Call-off Contract; orwould be involved in the implementation or supervision of such Framework Agreement or Call-off Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the IsDB throughout the Bidding process and execution of the Framework Agreement and/or Call-off Contract.  * 1. A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member, may participate as a subcontractor in more than one Bid.   2. A Bidder may have the nationality of any country, subject to the restrictions pursuant to **ITB 4.8**. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of a Call-off Contract including Related Services.   3. A Bidder that has been sanctioned by the IsDB, in accordance with the above ITB 3.1, including in accordance with the Guidelines for the Procurement of Goods, Works and Related Services under IsDB Project Financing (“Procurement Guidelines”),, shall be ineligible to be prequalified for, initially selected for, Bid for, propose for, or conclude a IsDB-financed Framework Agreement or Call-off Contract or benefit from a IsDB-financed Framework Agreement or Call-off Contract, financially or otherwise, during such period of time as the IsDB shall have determined. The list of debarred firms and individuals is available at the electronic address specified **in the BDS**.   4. Bidders that are government-owned enterprises or institutions in the Executing Agency’s Country may be eligible to compete and conclude a Framework Agreement or be awarded a Call-off Contract(s) only if they can establish, in a manner acceptable to the IsDB, that they:  are legally and financially autonomous;operate under commercial law; andare not dependent on the budget of the Beneficiary’s government » as per the para 1.16 c) of IDB Guidelines for Procurement of Goods and Works, are not under supervision of the Executing Agency, Responsible Agency or a Purchaser. To be eligible, a government-owned enterprise or institution shall establish to IsDB’s satisfaction, through all relevant documents, including its Charter and other information IsDB may request, that it: (i) is a legal entity separate from the government; (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to the government, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution.   * 1. Eligibility of Bidders suspended, as a result of the execution of a Bid–Securing Declaration or Proposal-Securing Declaration, shall be as follows:  A Bidder that is under suspension from Bidding, as the result of the operation of a Bid–Securing Declaration or Proposal-Securing Declaration, by the Purchaser in case of a Single-User Framework Agreement or all Purchasers in a Multi-User Framework Agreement shall not be eligible to bid to conclude a framework agreement.A Bidder that has concluded a framework agreement is ineligible to quote for or to be awarded a Call-off Contract by a Purchaser that has suspended the bidder as the result of the operation of a Bid–Securing Declaration or Proposal-Securing Declaration.Subject to (a) above, a Bidder that is under suspension, as the result of the operation of a Bid–Securing Declaration or Proposal-Securing Declaration, by a Executing Agency is eligible to bid for the framework agreement.Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Beneficiary’s country prohibits commercial relations with that country, provided that IsDB 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 the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, the Beneficiary’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 Bidder shall provide such documentary evidence of eligibility satisfactory to the Executing Agency, as the Executing Agency shall reasonably request.   2. A firm that is under a sanction of debarment by the Beneficiary from concluding a contract, or a Framework Agreement or being awarded a Call-off Contract is eligible to participate in this procurement, unless the IsDB, at the Beneficiary’s request, is satisfied that the debarment  relates to fraud or corruption; andfollowed a judicial or administrative proceeding that afforded the firm adequate due process. |
|  | * 1. Bidders shall be reviewed and subject to onboarding Customer Due Diligence. Only Proposers presenting satisfactory Compliance Due Diligence shall be qualified to pursue the selection process and to complete the attached IsDB AML/CFT /KYC Questionnaire/Form for further Compliance Due Diligence in accordance with IsDB Policy on Anti-Money Laundering (AML), Countering the Financing of Terrorism (CFT) and Know Your Customer (KYC) approved on 19/12/2019 through BED Resolution IsDB/BED/15/12/019/(333)/80.   Definitions:  **“Compliance Policy”**: IsDB Policy on Anti-Money Laundering (AML), Countering the Financing of Terrorism (CFT) and Know Your Customer (KYC) approved on 19/12/2019 through BED Resolution IsDB/BED/15/12/019/(333)/80.  **“Customer Due Diligence** (CDD) / **Compliance Due Diligence”:** means an onboarding process of conducting research, analysis and review aimed at knowing the customer (Know Your Customer/KYC) and understanding risks - including but not limited to Money Laundering/Terrorist Financing (ML/TF), tax evasion, sanctions, crime, integrity - dealing with the customer may pose, in accordance with IsDB Compliance Policy.  **“Money laundering”:** meansacquisition, possession. use or conversion or transferproceeds of crime, for the purpose of concealing or disguising the illicit origin of the property, as defined in the IsDB Compliance Policy.  **“Terrorist Financing:** generally, means the offence stipulated by Article 2 of the 1999 International Convention for the Suppression of the Financing of Terrorism, as defined in the IsDB Compliance Policy.  **“IsDB AML/CFT/KYC/Questionnaire/Form”**: see Attachment/ Annex. |
| 1. Eligible Goods and Related Services | * 1. All the Goods and Related Services to be supplied under a Call-off Contract awarded under a Framework Agreement and financed by the IsDB, may have their origin in any country in accordance with Section V, Eligible Countries, and all expenditures under the Call-off contracts will not contravene such restrictions. At the Employer’s request, Bidders may be required to provide evidence of the origin of materials, equipment and services.   2. For purposes of this ITB, the term “Goods” includes commodities, raw materials, machinery, equipment, and industrial plants; and “Related Services” includes services such as insurance, installation, training, and initial maintenance.   3. The term “origin” means the country where the Goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. |
| 1. Contents of the ICB Document | |
| 1. Sections of Bidding Document | * 1. The Bidding document consists of Parts 1, 2, 3, and 4, which include all sections, schedules, annexes. and should be read in conjunction with any addenda issued in accordance with **ITB 8.**   **PART 1 - Bidding Procedures**  Section I - Instructions to Bidders (ITB)  Section II - Bidding Data Sheet (BDS)  Section III - Evaluation and Qualification Criteria  Section IV - Bidding Forms  Section V - Eligible Countries  Section VI - IsDB Policy-Corrupt and Fraudulent Practices |
|  | **PART 2 - Supply Requirements**  Section VII - Schedule of Requirements  **PART 3 - Executing Agency Forms**  **PART 4 - Framework Agreement (FRA)**  SCHEDULE 1: Schedule of Requirements  SCHEDULE 2: Price Schedules  SCHEDULE 3: Secondary Procurement  SCHEDULE 4: Call-off Contract General Conditions of Contract  SCHEDULE 5: Secondary Procurement Forms  SCHEDULE 6: List of Purchasers (if applicable) |
|  | * 1. The Specific Procurement Notice “Invitation for Bids to conclude a Framework Agreement(s) for Goods”, issued by the Executing Agency is not part of this Bidding document.   2. Unless obtained directly from the Executing Agency, the Executing Agency is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or addenda to the Bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Executing Agency shall prevail.   3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding document and to furnish with its Bid all information or documentation as is required by the Bidding document. |
| 1. Clarification of Bidding Document | * 1. A Bidder requiring any clarification of the Bidding document shall contact the Executing Agency in writing at the Executing Agency’s address specified **in the** **BDS**. The Executing Agency will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified **in the BDS.** The Executing Agency shall forward copies of its response to all Bidders who have acquired the Bidding document in accordance with **ITB 6.3**, including a description of the inquiry but without identifying its source. If so specified **in the BDS**, the Executing Agency shall also promptly publish its response at the web page identified **in the BDS**. Should the clarification result in changes to the essential elements of the Bidding document, the Executing Agency shall amend the Bidding document following the procedure under **ITB 8** and **ITB 22.2**. |
| 1. Amendment of Bidding Document | * 1. At any time prior to the deadline for submission of Bids, the Executing Agency may amend the Bidding document by issuing addenda.   2. Any Addendum issued shall be part of the Bidding document and shall be communicated in writing to all who have obtained the Bidding document from the Executing Agency in accordance with **ITB 6.3**. The Executing Agency shall also promptly publish the addendum on the Executing Agency’s web page in accordance with **ITB 7.1.**   3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Executing Agency may, at its discretion, extend the deadline for the submission of Bids, pursuant to **ITB 22.2.** |
| 1. Preparation of Bids | |
| 1. Cost of Bidding | * 1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, in relation to this Primary Procurement process, (and if successful any Secondary Procurement process) and the Executing Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process. |
| 1. Language of Bid | * 1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Executing Agency, shall be written in the language specified **in the BDS.** Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified **in the** **BDS,** in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| 1. Documents Comprising the Bid | * 1. The Bid shall comprise two Parts, namely the Technical Part and the Financial Part. These two Parts shall be submitted simultaneously in two separate sealed envelopes (two-envelope Bidding process). One envelope shall contain only information relating to the Technical Part and the other, only information relating to the Financial Part. These two envelopes shall be enclosed in a separate sealed outer envelope marked “Original Bid”.   2. The **Technical Part** shall contain the following:  Letter of Bid **-Technical Part:** prepared in accordance with **ITB 12;**Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with **ITB 20.3**;Qualifications: documentary evidence in accordance with **ITB 17** establishing the Bidder’s qualifications to conclude a Framework Agreement and perform any Call-off Contract, if awarded;Bidder’s Eligibility: documentary evidence in accordance with **ITB 17** establishing the Bidder’s eligibility to Bid;Eligibility of Goods and Related Services: documentary evidence in accordance with **ITB 16,** establishing the eligibility of the Goods and Related Services to be supplied by the Bidder;Conformity: documentary evidence in accordance with **ITB 16,** that the Goods and Related Services conform to the Bidding document; andany other document required **in the BDS**.  * 1. The **Financial Part** envelope shall contain the following:      1. **Letter of Bid – Financial Part:** prepared in accordance with ITB 12 and ITB 14;      2. **Price Schedules**: completed prepared in accordance with ITB 12 and ITB 14;      3. any other document **required in the BDS.**   2. The Technical Part shall not include any financial information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part the Bid shall be declared non-responsive.   3. In addition to the requirements under **ITB 11.2,** Bids submitted by a JV shall include a copy of the Joint Venture agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement.   4. The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid. |
| 1. Letters of Bid | * 1. The Bidder shall prepare the Letter of Bid – Technical Part, and Letter of Bid – Financial Part using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under **ITB 20.3.** All blank spaces shall be filled in with the information requested. |
| 1. Alternative Bids | * 1. Alternative Bids shall not be permitted in this Primary Procurement process. |
| 1. Bid Prices and Discounts | * 1. The prices and unconditional discounts quoted by the Bidder in the Letter of Bid – Financial Part and in the Price Schedules shall conform to the requirements specified below.   2. Bidders shall provide their prices in the Price Schedules, as specified ITB 14.7 below.   3. The price to be quoted in the Letter of Bid -Financial Part in accordance with **ITB 12.1** shall be, as specified **in the BDS.**   4. The Bidder shall indicate the methodology for the application of any unconditional discounts in the Letter of Bid, in accordance with **ITB 12.1**.   5. For the purpose of Secondary Procurement, the price(s) offered by the Bidder shall be treated as set out in the Framework Agreement Specific Provisions.   6. The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce**,** as specified **in the BDS.**   7. Unit prices in the Price Schedules shall be quoted against either estimated quantities over the duration of the Framework Agreement (Term) or indicative range of individual Call-off quantities as specified **in the BDS.** Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Executing Agency. This shall not in any way limit the Purchaser’s right to award a Call-off Contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V, Eligible Countries. Prices shall be entered in the following manner:  For Goods **to be supplied from within the Executing Agency’s Country**:  * + - 1. **If manufactured in the Executing Agency’s Country**: the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods, including the price for inland transportation, insurance, and other local services required to convey the Goods to a place of destination as specified in the Bid Data Sheet;       2. **If manufactured outside the Executing Agency’s Country and already imported at the time of Call-off Contract:** the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable) including the price for inland transportation, insurance, and other local services required to convey the Goods to a place of destination as specified in the Bid Data Sheet, but excluding any custom duties and other import taxes on the Goods.  For Goods manufactured outside the Executing Agency’s Country, **to be imported for supply under a Call-off Contract**:  * + - 1. the price of the Goods, quoted CIP named place of destination, in the Executing Agency’s Country, as specified **in the BDS;**  for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).  * 1. During the Call-off process, suppliers may be required to include the additional prices for inland transportation, insurance, and other incidental services required to convey the Goods to their final destination/s. |
| 1. Currencies of Bid and Payment | * 1. The currency(ies) of the Bid and the currency(ies) of payments shall be the same. The Bidder shall quote in the currency of the Executing Agency’s Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Executing Agency’s Country, unless otherwise specified **in the BDS.**   2. The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Executing Agency’s Country. |
| 1. Documents Establishing the Eligibility and Conformity of Goods | * 1. To establish the eligibility of the Goods and Related Services in accordance with **ITB 5**, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.   2. To establish the conformity of the Goods and Related Services to the Bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.   3. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.   4. The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified **in the BDS** following acceptance of the Goods by the Purchaser (if a Call-off Contract is awarded to the Bidder as a FRA Supplier).   5. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Executing Agency in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Executing Agency’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements. |
| 1. Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. To establish Bidder’s eligibility in accordance with **ITB 4,** Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.   2. The documentary evidence of the Bidder’s qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Executing Agency’s satisfaction:      1. that, if required **in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Executing Agency’s Country;      2. that, if required **in the BDS**, in case of a Bidder not doing business within the Executing Agency’s Country, the Bidder is, or will be, (if awarded the call off Contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods; and      3. that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria. |
| 1. Period of Validity of Bids | * 1. Bids shall remain valid until the date **specified in the BDS** or any extended date if amended by the Executing Agency in accordance with ITB 8. A Bid that is not valid until the date **specified in the BDS**, or any extended date if amended by the Executing Agency in accordance with ITB 8, shall be rejected by the Executing Agency as nonresponsive.   2. In exceptional circumstances, prior to the expiry of the Bid validity, the Executing Agency may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request to extend the validity of their bids. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in **ITB 18.3**.   3. If the conclusion of a Framework Agreement is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Framework Agreement Base Price shall be determined as follows:      1. in the case of a fixed price Framework Agreement, the Base Price shall be the Bid price adjusted by the factor specified **in the BDS**;      2. in the case of an adjustable price Framework Agreement, no adjustment shall be made;      3. in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above. |
| 1. No Bid Security or Bid Securing Declaration | * 1. Bid Security or Bid-Securing Declaration is **not** required for this Primary Procurement process. |
| 1. Format and Signing of Bid | * 1. The Bidder shall prepare the Bid, in accordance with ITB 11 and ITB 21.   2. Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.   3. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.   4. In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representative(s).   5. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. |
| 1. Submission of Bids | |
| 1. Sealing and Marking of Bids | * 1. The Bidder shall deliver the Bid in two separate, sealed **envelopes** (the Technical Part and the Financial Part). These two envelopes shall be enclosed in a sealed outer envelope marked “Original Bid”.   2. In addition, the Bidder shall submit copies of the Bid in the number specified **in the BDS**. Copies of the Technical Part shall be placed in a separate sealed envelope marked “Copies: Technical Part”. Copies of the Financial Part shall be placed in a separate sealed envelope marked “Copies: Financial Part”. The Bidder shall place both of these envelopes in a separate, sealed outer envelope marked “Bid Copies”. In the event of any discrepancy between the original and the copies, the original shall prevail.   3. The envelopes marked “Original Bid” and “Bid Copies” shall be enclosed in a separate sealed outer envelope for submission to the Executing Agency.   4. All inner and outer envelopes, shall:  bear the name and address of the Bidder;be addressed to the Executing Agency in accordance with **ITB 22.1**;bear the specific identification of this Bidding process indicated in **ITB 1.1**; andbear a warning not to open before the time and date for Bid opening.  * 1. If all envelopes are not sealed and marked as required, the Executing Agency will assume no responsibility for the misplacement or premature opening of the Bid. |
| 1. Deadline for Submission of Bids | * 1. Bids must be received by the Executing Agency at the address and no later than the date and time specified **in the BDS.** When so specified in the BDS, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures specified in the BDS.   2. The Executing Agency may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding document in accordance with **ITB 8**, in which case all rights and obligations of the Executing Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 1. Late Bids | * 1. The Executing Agency shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with **ITB 22**. Any Bid received by the Executing Agency after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder. |
| 1. Withdrawal, Substitution, and Modification of Bids | * 1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with **ITB 20.3**, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:  1. prepared and submitted in accordance with **ITB 20** and **ITB 21** (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification;” and 2. received by the Executing Agency prior to the deadline prescribed for submission of Bids, in accordance with **ITB 22**.    1. Bids requested to be withdrawn in accordance with **ITB 24.1** shall be returned unopened to the Bidders.    2. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Letter of Bid -Technical Part and repeated in the Letter of Bid - Financial Part, or any extension thereof. |
| 1. Public Opening of Technical Parts of Bids | |
| 1. Public Opening of Technical Parts of Bids | * 1. Except as in the cases specified in **ITB 23** and **ITB 24.2**, the Executing Agency shall, at this Bid opening, publicly open and read out, in accordance with this ITB, all Bids received by the deadline at the date, time and place specified **in the BDS** in the presence of Bidders’ designated representatives and anyone who chooses to attend.Any specific electronic Bid opening procedures required if electronic Bidding is permitted in accordance with **ITB 22.1**, shall be as specified **in the BDS.**   2. First, the written notice of withdrawal in the envelopes marked “Withdrawal” shall be opened and read out and the envelope with the corresponding Bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding Bid will be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.   3. Next, envelopes marked “Substitution” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.   4. Next, envelopes marked “Modification” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only Bids that are opened and read out at Bid opening shall be considered further.   5. Next, all other envelopes marked “Technical Part” shall be opened one at a time. All envelopes marked “Financial Part” shall remain sealed, and kept by the Executing Agency in safe custody until they are opened, at a later public opening, following the evaluation of the Technical Part of the Bids. On opening the envelopes marked “Technical Part” the Executing Agency shall read out: the name of the Bidder and whether there is a modification; and any other details as the Executing Agency may consider appropriate.   6. Only Technical Parts of Bids that are read out at Bid opening shall be considered further in the evaluation. The Letter of Bid – Technical Part and the separate sealed envelope marked “Financial Part” are to be initialed by representatives of the Executing Agency attending Bid opening in the manner specified **in the** **BDS.**   7. At the Bid opening, the Executing Agency shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with **ITB 23.1**).   8. Following the opening of the Technical Parts of the Bid the Executing Agency shall prepare a record that shall include, as a minimum:      1. the name of the Bidder and whether there is a withdrawal, substitution, or modification; and      2. the presence or absence of a duly sealed envelope marked “Financial Part”.   9. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders. |
| 1. Evaluation of Bids – General Provisions | |
| 1. Confidentiality | * 1. Information relating to the evaluation of the Technical Part shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the notification of evaluation of the Technical Part in accordance with **ITB 31**. Information relating to the evaluation of Financial Part, the evaluation of combined Technical Part and Financial Part shall not be disclosed to Bidders, or any other persons not officially concerned with the ICB process until the Notification of Intention to conclude a Framework Agreement is transmitted to Bidders in accordance with **ITB 39**.   2. Any effort by a Bidder to influence the Executing Agency in the evaluation or decision to conclude a Framework Agreement(s) may result in the rejection of its Bid.   3. Notwithstanding **ITB 26.2**, from the time of Bid opening to the time of the Framework Agreement being concluded, if any Bidder wishes to contact the Executing Agency on any matter related to the Bidding process, it should do so in writing. |
| 1. Clarification of Bids | * 1. To assist in the examination, evaluation, comparison of Bids, and qualification of Bidders, the Executing Agency may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Executing Agency shall not be considered. The Executing Agency’s request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted.   2. If a Bidder does not provide clarifications of its Bid by the date and time set in the Executing Agency’s request for clarification, its Bid may be rejected. |
| 1. Deviations, Reservations, and Omissions | * 1. During the evaluation of Bids, the following definitions apply:  1. “Deviation” is a departure from the requirements specified in the Bidding document; 2. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding document; and 3. “Omission” is the failure to submit part or all of the information or documentation required in the Bidding document. |
| 1. Nonconformities, Errors and Omissions | * 1. Provided that a Bid is substantially responsive, the Executing Agency may waive any nonconformities in the Bid.   2. Provided that a Bid is substantially responsive, the Executing Agency may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid. |
| 1. Evaluation of Technical Parts of Bids | |
| 1. Evaluation of Technical Parts | * 1. In evaluating the Technical Parts of each Bid, the Executing Agency shall use the criteria and methodologies listed in this **ITB 30** and the **BDS**, if applicable, and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted.   2. The Executing Agency’s determination of a Bid’s responsiveness is to be based on the contents of the Bid itself, as defined in **ITB 11**.   3. A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:      1. if accepted, would:         1. affect in any substantial way the scope, quality, or performance of the specified Goods and Related Services; or         2. limit in any substantial way, inconsistent with the bidding document, the Executing Agency’s rights or the Bidder’s obligations; or      2. if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.   4. The Executing Agency shall examine the technical aspects of the Bid submitted in accordance with **ITB 16** and **ITB 17**, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.   5. If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Executing Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.   6. the Executing Agency shall determine, to its satisfaction, whether the eligible Bidder(s) with substantially responsive Bid(s) that are able to meet the Framework Agreement criteria, meet(s) the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.   7. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to **ITB 17**. The determination shall not take into consideration the qualifications of other firms such as the Bidder’s subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm different from the Bidder.   8. Prior to conclusion of the Framework Agreement, the Executing Agency will verify that the successful Bidder (including each member of a JV) is not disqualified by the IsDB due to noncompliance with contractual SEA/SH prevention and response obligations. The Executing Agency will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Executing Agency will require the Bidder to propose a replacement subcontractor.   9. Only substantially responsive bids submitted by eligible and qualified bidders shall proceed to the detailed technical evaluation to assess adequacy of the Technical Part followed by evaluation applying technical factors/subfactors and corresponding scores as specified in the **BDS**. |
| 1. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts of Bids | |
| 1. Notification of Evaluation of Technical Parts and Public Opening of Financial Parts | * 1. Following the completion of the evaluation of the Technical Parts of the Bids, and the IsDB has issued its no objection (if applicable), the Executing Agency shall notify in writing those Bidders who have failed to meet the Qualification Criteria and/or whose Bids were considered non-responsive to the requirements in the bidding document, advising them of the following information:      1. the grounds on which their Technical Part of Bid failed to meet the requirements of the bidding document;      2. their envelope marked “Financial Part” will be returned to them unopened after the completion of the bid evaluation process and the signing of the Framework Agreement;      3. notify them of the date, time and location of the public opening of the envelopes marked ‘Financial Part”.   2. The Executing Agency shall, simultaneously, notify in writing those Bidders whose Technical Parts have been evaluated as substantially responsive to the bidding document and met the Qualification Criteria, advising them of the following information:      1. their Bid has been evaluated as substantially responsive to the bidding document and met the Qualification Criteria; and      2. their envelope marked “Financial Part” will be opened at the public opening of Financial Parts;      3. notify them of the date, time and location of the public opening of the envelopes marked “Financial Part”.   3. The opening date shall be not less than ten (10) Business Days from the date of notification of the results of the technical evaluation, specified in **ITB 31.1** and **31.2**. However, if the Executing Agency receives a complaint on the results of the technical evaluation within the ten (10) Business Days, the opening date shall be subject to **ITB 47.1**. The Financial Part of the Bid shall be opened publicly in the presence of Bidders’ designated representatives and anyone who chooses to attend.   4. At this public opening the Financial Parts will be opened by the Executing Agency in the presence of Bidders, or their designated representatives and anyone else who chooses to attend. Bidders who met the Qualification Criteria and whose Bids were evaluated as substantially responsive will have their envelopes marked “Financial Part” opened at the second public opening. Each of these envelopes marked “Financial Part” shall be inspected to confirm that they have remained sealed and unopened. These envelopes shall then be opened by the Executing Agency. The Executing Agency shall read out the names of each Bidder, and the Bid prices, including any discounts, and any other details as the Executing Agency may consider appropriate.   5. Only envelopes of Financial Part of Bids, and discounts that are opened and read out at Bid opening shall be considered further for evaluation. The Letter of Bid - Financial Part and the Price Schedules are to be initialed by a representative of the Executing Agency attending the Bid opening in the manner specified in the BDS.   6. The Executing Agency shall neither discuss the merits of any Bid nor reject any envelopes marked “Financial Part”.   7. The Executing Agency shall prepare a record of the Financial Part of the Bid opening that shall include, as a minimum:   (a) the name of the Bidder whose Financial Part was opened; and  (b) the Bid price, per item, including any discounts,   * 1. The Bidders 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 Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders. |
| 1. Evaluation of Financial Parts of Bids | |
| 1. Evaluation of Financial Parts | * 1. Provided that a Bid is substantially responsive, the Executing Agency shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component, by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Executing Agency shall use its best estimate.   2. To evaluate the Financial Part of each Bid, the Executing Agency shall consider the following:  evaluation will be done item-wise as quoted in accordance with **ITB 14**;price adjustment for correction of arithmetic errors in accordance with **ITB 33.1**;price adjustment due to unconditional discounts offered in accordance with **ITB 14.4**;converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with **ITB 34.1**;price adjustment due to quantifiable nonmaterial nonconformities in accordance with **ITB 32.1**; and;the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.  * 1. If applicable, the estimated effect of price adjustment provisions in the Framework Agreement(s), applied over the Term of the Framework Agreement, shall not be taken into account in the Primary Procurement Bid evaluation.   2. The Executing Agency’s evaluation of a Bid will exclude and not take into account:  in the case of Goods manufactured in the Executing Agency’s Country, sales and other similar taxes, which will be payable on the Goods if a Call-off Contract is awarded to the Bidder;in the case of Goods manufactured outside the Executing Agency’s Country, already imported or to be imported, customs duties and other import taxes levied on the imported Goods sales and other similar taxes, which will be payable on the Goods if the Call-off Contract is awarded to the Bidder;  * + 1. if applicable, any allowance for price adjustment during the period of execution of the Call-off Contract, if provided in Section B: Framework Agreement Specific Provisions.   1. The Executing Agency’s evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with **ITB 14**. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services or geographic location. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in **ITB 32.2(f)**. |
| 1. Correction of Arithmetical Errors | * 1. In evaluating the Financial Part of each Bid, the Executing Agency shall correct arithmetical errors on the following basis:  if there is a discrepancy between the unit prices in the Price Schedule Summary and the individual Price Schedules, the unit prices in the latter shall prevail; andif there is a discrepancy between amounts in words and figures, the amounts in words shall prevail, unless the amount expressed in words is related to an error, in which case the amount in figures shall prevail subject to (a) above.  * 1. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with **ITB 33.1**, shall result in the rejection of the Bid. |
| 1. Conversion to Single Currency | * 1. For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as specified **in the BDS.** |
| 1. No Margin of Preference | * 1. No margin of preference shall apply in the Primary Procurement process and in any Secondary Procurement processes. |
| 1. Comparison of Financial Parts | * 1. The Executing Agency will compare the evaluated costs of the Bids to determine the Bid/s with lowest evaluated cost/s. The comparison shall be on the basis of **unit rates** quoted in accordance with **ITB 14**, plus any required Related Services, as bid in accordance with **ITB 14**. The evaluation of prices shall not take into account custom duties and other taxes levied on imported Goods and sales and similar taxes levied in connection with the sale or delivery of Goods. |
| 1. Evaluation of Combined Technical and Financial Parts and Notification of Intention to Conclude A Framework Agreement | |
| 1. Evaluation of combined Technical and Financial Parts, Executing Agency’s Right to Accept or Reject Bids | * 1. The Executing Agency’s evaluation of responsive Bids 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 factors and cost is specified **in the BDS**. The Executing Agency will rank the Bids based on the evaluated Bid score (B).   2. The Executing Agency will determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the Qualification Criteria and whose Bid has been determined to be substantially responsive to the Bidding document and is the Bid with the highest combined technical and financial score.   3. The Executing Agency reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to the conclusion of a Framework Agreement(s), without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted shall be promptly returned to the Bidders. |
| 1. Standstill Period | * 1. The Framework Agreement(s) shall not be concluded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with **ITB 44**. The Standstill Period commences the day after the date the Executing Agency has transmitted to each Bidder the Notification of Intention to Conclude a Framework Agreement. Where only one Bid is submitted, or if this Primary Procurement process is in response to an emergency situation recognized by the IsDB, the Standstill Period shall not apply. |
| 1. Notification of Intention to Conclude a Framework Agreement | * 1. The Executing Agency shall send to each Bidder (that has not already been notified that it has been unsuccessful), the Notification of Intention to Conclude a Framework Agreement(s) with the successful Bidder(s). The Notification(s) of Intention to Conclude shall contain, at a minimum, the following information:  1. the name and address of the Bidder(s) submitting the successful Bid(s); 2. the price(s) of the successful Bid(s), or pricing mechanism(s); 3. the names of all Bidders who submitted Bids, and their Bid prices, or pricing mechanism(s), as readout, and as evaluated and technical scores; 4. a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the Notification on Intention to Conclude a Framework Agreement(s) is addressed) was unsuccessful; 5. the expiry date of the Standstill Period; 6. instructions on how to request a debriefing and/or submit a complaint during the standstill period. |
| 1. Conclusion of a Framework Agreement | |
| 1. Framework Agreement Criteria | * 1. This is a Closed Framework Agreement.   2. The Executing Agency shall specify in the BDS and/or Section III Evaluation and Qualification Criteria, the criteria that will apply in the selection of Bidder(s), with whom a Framework Agreement(s) may be concluded. |
| 1. Notification to Conclude a Framework Agreement | * 1. Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, specified in **ITB 38.1** or any extension thereof, and upon satisfactorily addressing a complaint that has been submitted within the Standstill Period, the Executing Agency shall transmit to the successful Bidder(s) a Notification to Conclude a Framework Agreement, attaching the Framework Agreement for signature by the Bidder(s), and a request to submit the completed Beneficial Ownership Disclosure Form within eight (8) Business Days of receiving the request. |
| 1. No Obligation to Purchase | * 1. The conclusion of a Framework Agreement shall not impose any obligation on the Executing Agency and/or Purchaser(s) to purchase any Goods under the Framework Agreement. |
| 1. Non-exclusivity | * 1. This Primary Procurement process is non-exclusive, and the Executing Agency reserves the right to procure the Goods from other suppliers who are not FRA Suppliers. |
| 1. Debriefing by the Executing Agency | * 1. On receipt of the Executing Agency’s Notification of Intention to Conclude a Framework Agreement(s), referred to in **ITB 39.1**, an unsuccessful Bidder has three (3) Business Days to make a written request to the Executing Agency for a debriefing. The Executing Agency shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.   2. Where a request for debriefing is received within the deadline, the Executing Agency shall provide a debriefing within five (5) Business Days, unless the Executing Agency 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 Executing Agency shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.   3. Where a request for debriefing is received by the Executing Agency later than the three (3)-Business Day deadline, the Executing Agency should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Conclusion of Framework Agreement Notice. Requests for debriefing received outside the three (3) day deadline shall not lead to extension of the standstill period.   4. Debriefings of unsuccessful Bidders may be done in writing or verbally (over the phone or video conference) or in person. The Bidders shall bear their own costs of attending such a debriefing meeting. |
| 1. Signing the Framework Agreement | * 1. Unless an earlier deadline is stipulated **in the BDS**, the Bidder shall sign, date and return the Framework Agreement within twenty-eight (28) days of receipt of the same.   2. In case of Multi-User Framework Agreement, the Executing Agency shall sign each Framework Agreement on behalf of all participating Purchasers. |
| 1. Publication of the Conclusion of Framework Agreement Notice | * 1. Within ten (10) Business Days of transmission to the successful Bidder(s) of the Notification(s) to Conclude a Framework Agreement(s), as per **ITB 41.1**, the Executing Agency shall publish the Conclusion of Framework Agreement Notice which shall contain, at a minimum, the following information:  1. name and address of the Executing Agency, and if applicable, all participating Purchasers; 2. name and reference number of the Framework Agreement being concluded, and the selection method used; 3. names of all Bidders that submitted Bids, and their Bid prices, or pricing mechanisms, as read out at Bid opening, and as evaluated; 4. names of all Bidders whose Bids were rejected, or were not evaluated, with the reasons therefor; 5. the name(s) of the successful Bidder(s), the duration of Framework Agreement(s), and a summary of its scope; and 6. successful Bidder’s (Bidders’) Beneficial Ownership Disclosure Form.    1. The Conclusion of Framework Agreement Notice shall be published by the Executing Agency’s on UNDB online or Dg Market website in addition to IsDB’s external website and on the Executing Agency’s website if available. |
| 1. Procurement Related Complaint | * 1. The procedures for making a Procurement-related Complaint are as specified **in the BDS**. |
| 1. Secondary Procurement Process for awarding a Call-off Contract | |
| 1. Method and criteria for award of Call-off Contract | * 1. The Secondary Procurement method that shall apply in selecting FRA supplier and awarding a Call-off Contract is specified **in the Framework Agreement** (Framework Agreement, Schedule 3, Secondary Procurement). To be entitled to participate in a Secondary Procurement, and awarded a Call-off Contract, FRA Suppliers must continue to be qualified and eligible, and the Goods must continue to be eligible, as per the criteria stipulated in this ICB. The Purchaser may require, at the Secondary Procurement stage and award of Call-off Contract, evidence of continued qualification and eligibility. |
| 1. Adjustment to the Base Price | * 1. The Call-off Contract Price at the Secondary Procurement stage shall not be subject to price adjustment unless specified in the Framework Agreement. |

Section II - Bid Data Sheet (BDS)

The following specific data for the Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions **in the BDS** shall prevail over those in ITB.

*[Where an e-procurement system is used, modify the relevant parts of the BDS accordingly to reflect the e-procurement process.]*

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB.]*

|  |  |  |
| --- | --- | --- |
| 1. **General** | | |
| **ITB 1.1 and 1.2 (p)** | The Executing Agency is: *[insert name of the Executing Agency]*  The Executing Agency is *[select the capacity in which the Executing Agency is acting, from one of the following:]*  *OPTION 1: “*the agency that will conclude, administer and manage the Framework Agreement, and be the sole Purchaser under the Framework Agreement.”  *OR*  *OPTION 2: “*the agency acting for, and on behalf of, [select “the *Purchaser*” or “*all participating* *Purchasers”*] in concluding the Framework Agreement*.”*  The reference number of the International Competitive Bidding (ICB) is: *[insert reference number of the Request for Bids]*  The name of the ICB is: *[insert name of the ICB]* |
| **ITB 1.2 (a)** | *[delete if not applicable]*  **Electronic –Procurement System**  The Executing Agency 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:  *[list aspects here and modify the relevant parts of the BDS accordingly e.g.,* *issuing ICB document, submissions of Bids, opening of Bids]* |
| **ITB 1.2 *(l) or (t)*** | This Primary Procurement will conclude a [“Single-User Framework Agreement” *OR* “Multi-User Framework Agreement”] |
| **ITB 1.2 (p)** | [*For Multi-User FRAs, you must either: (a) list all Purchasers individually in the BDS or in an Annex to the BDS, or (b) describe all Purchaser*s *as an identifiable group of entities.*]  **Purchasers**  The Purchaser(s) that are permitted to purchase under the Framework Agreement [“is” *or* “are”]: [*insert:*  *[for a Single-User FRA give the legal name and address of the individual entity]*  *OR*  *[for a Multi-User FRA give the description of the group of entities that are permitted to purchase under the FRA, or list each entity individually here, or in an annex to the BDS, by inserting their legal name and address.*] |
| **ITB 1.2 *(m) or (u)*** | [*Select the appropriate option and delete the rest*]  *OPTION 1:*  **Single-Supplier Framework Agreement**  This Primary Procurement intends to conclude a Single-Supplier Framework Agreement.  OR *OPTION 2:*  **Multi-Supplier Framework Agreement**  This Primary Procurement intends to conclude a Multi-Supplier Framework Agreement.  Framework Agreement panel – minimum number (x)  The Executing Agency intends to conclude a Framework Agreements with a minimum number of Bidders [*state: “*for each item*” if bidders are required to offer their unit prices corresponding to estimated quantities of an item over the FRA period* ***or*** *state: “*for each range of Call-off quantities*” if bidders are required to offer their unit prices corresponding to a range of Call-off quantities*].  The minimum number (referred to as x) is [*insert number in text (insert numerical number*).  Framework Agreement panel – maximum number (y)  The Executing Agency, will conclude Framework Agreements [*state: “*for each item*” if bidders are required to offer their unit prices corresponding to estimated quantities of an item over the FRA period* ***or*** *state: “*for each range of Call-off quantities*” if bidders are required to offer their unit prices corresponding to a range of Call-off quantities*]. up to a maximum number of (y) qualified bidders with substantially responsive bids.  The maximum number (referred to as y) of Bidders that the Executing Agency may conclude Framework Agreements with is [*insert number in text (insert numerical number)*].  [*Select numbers for x and y based on the results of the market analysis and other findings in the PPSD*.] |
| **1.2 (w)** | **Term of Framework Agreement**  The Framework Agreement shall be for a Term of *[insert the number of years] [Note: the initial Term cannot exceed 3 years]* from the commencement date stated in the Framework Agreement. [*If applicable, indicate that the initial term may be extended by a maximum of two additional years.*] |
| **ITB 2.1** | The Beneficiary is: *[insert name of the Beneficiary and statement of relationship with the Executing Agency, if different from the Beneficiary. This should correspond to the information provided in the SPN]*  Financing Agreement amount:*[insert US$ equivalent]*  The name of the Project is: *[insert name of the project]* |
| **ITB 4.1** | The maximum number of members in a Joint Venture (JV) shall be: [*insert a number*]. |
| ITB 4.5 | A list of debarred firms and individuals is available on the IsDB’s external website: [http://www.isdb.org](http://www.worldbank.org/debarr.) |
| 1. **Contents of the ICB Document** | | |
| **ITB 7.1** | For **clarification of Bid purposes** only, the Executing Agency’s address is:  *[insert the information as required below. This address may be the same as or different from that specified under ITB 20.1 for Bid submission]*  Attention: *[insert full name of person, if applicable]*  Address: *[insert street address and number]*  Floor/ Room number*: [insert floor and room number, if applicable]*  City: *[insert name of city or town]*  ZIP Code: *[insert postal (ZIP) code, if applicable]*  Country: *[insert name of country]*  Telephone: *[insert telephone number, including country and city codes]*  Facsimile number: *[insert fax number, including country and city codes]*  Email address: *[insert email address, if applicable]*  Requests for clarification should be received by the Executing Agency no later than: *[insert a date; or the number of Business Days “*before the deadline forsubmission of Bids*”].*  Web page: *[in case used, identify the website with free access where Primary Procurement information is published]* |
| 1. **Preparation of Bids** | | |
| **ITB 10.1** | The **language of the Bid** is *[insert “English” or” Arabic” or “French”].*  *[Note: In addition to the above language, and if agreed with the IsDB, the Executing Agency has the option to issue translated versions of the ICB document in another language which should either be: (a) the national language of the Executing Agency; or (b) the language used nation-wide in the Executing Agency’s Country for commercial transactions. In such case, the following text shall be added:]*  *“*In addition, the ICB 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 into the *[insert the second national or nation-wide language].*  *[“*Bidders shall have the option to submit their Bid in any one of the languages stated above. However, Bidders shall not submit Bids in more than one language*.”]*  All correspondence shall be in [*specify the* *language*.]  The language for translation of supporting documents and printed literature is *[specify one language].* |
| **ITB 11.1 (h)** | The Bidder shall submit the following additional documents in its Bid: *[list any additional document not already listed in ITB 11.1 that must be submitted with the Bid]* |
| **ITB 14.3** | *Option 1- Single-Supplier FRA*  The price to be quoted in the Letter of Bid in accordance with **ITB 12.1** shall be the unit bid prices for the specified items.  *Option 2- Multi- Supplier FRA*  The price to be quoted in the Letter of Bid in accordance with **ITB 12.1** shall be (i) the unit bid prices against the estimated quantities over the FRA period or (ii) the unit bid prices against the range of Call-off quantities, as specified in the Schedule of Prices. |
| **ITB 14.6** | The **Incoterms** edition that will apply to Framework Agreement Call-off Contracts is: *[insert relevant edition].* |
| **ITB 14.7** | Unit Prices in the Price Schedules shall be quoted against *[insert “*estimated quantities over the Framework Agreement period*” or ““*indicative range for individual call-off quantities*”]* |
| **14.7 a(i), (ii)** | **Place of destination: \_\_\_\_\_\_\_\_\_\_** *[ insert a place of destination if known. This may be a central location to enable comparison of bids and not necessarily the final destination/s which may not be known at this stage]* |
| **ITB 14.7 (b)(i)** | **Named place(s) of destination,** as per Incoterms used, is [*insert named place of destination*]. |
| **ITB 15.1** | The Bidder [*insert “*is*” or “*is not*”’*] required to quote in the currency of the Executing Agency’s Country the portion of the Bid price that corresponds to expenditures incurred in that currency. |
| **ITB 16.4** | Period of time the Goods are expected to be functioning (for the purpose of spare parts): *[insert duration]* following acceptance of the Goods by the Purchaser under a Call-off Contract. |
| **ITB 17.2 (a)** | **Manufacturer’s authorization** is*[insert “*required*.” or “*not required*.”]*  ***[ If Manufacturer’s authorization is required for only some of the items under the procurement, list the items for which Manufacturer’s authorization is required. Manufacturer’s authorization is normally required for critical/technically complex items.]*** |
| **ITB 17.2 (b)** | **After sales service** is *[insert “*required*.” or “*not required*.”]* |
| **ITB 18.1** | The Bid shall be valid until: *[insert* ***day, month and year****, taking into account reasonable time needed to complete the bid evaluation, obtain necessary approvals and the IsDB’s No-objection (if subject to prior review) ).* ***[To minimize the risk of errors by bidders, the bid validity period is a specific date and not linked to the deadline for submission of bids. As stated in ITB 18.1, if there is a need to extend the date, for example because the bid submission deadline is significantly extended by the Executing Agency, the revised bid validity date shall be specified in accordance with ITB 8]*** |
| **ITB 18.3(a)** | Where the Bid validity period is extended, the Bid price shall be adjusted (to determine the FRA Base price) by the following factor(s):  *[(1) The local currency portion of the FRA Base Price shall be adjusted by a factor reflecting local inflation during the period of extension, and*  *(2) the foreign currency portion of the FRA Base Price shall be adjusted by a factor reflecting the international inflation (in the country of the foreign currency) during the period of extension.]* |
| **ITB 20.3** | The written confirmation of **authorization to sign** on behalf of the Bidder shall consist of *[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid on behalf of the Bidder].* |
| 1. **Submission of Bids** | | |
| **ITB 21.2** | In addition to the original of the Bid, the **number of copies** to be delivered to the Executing Agency is *[insert number (insert figure)]* copies. |
| **ITB 22.1** | For **Bid submission purpose** only, the Executing Agency’s address is: *[This address may be the same as or different from that specified under ITB 7.1 for clarifications]*  Attention: *[insert full name of person, if applicable]*  Street Address: *[insert street address and number]*  Floor/ Room number: *[insert floor and room number, if applicable]*  City: [*insert name of city or town*]  ZIP/Postal Code: [*insert postal (ZIP) code, if applicable*]  Country: [*insert name of country*]  **The deadline for Bid submission is:**  Date: *[insert month, day and year, e.g. June 15th 2018]*  Time: *[insert time, and identify if a.m. or p.m., e.g. 10:30 a.m.]*  *[Note: The time allowed for the preparation and submission of Bids shall be determined with due consideration to the particular circumstances of the project and the magnitude and complexity of the procurement. The period allowed shall be at least thirty (30) Business Days, unless otherwise agreed with the IsDB.]*  *[Note: The date and time should be the same as those provided in the Specific Procurement Notice - Request for Bids, unless subsequently amended pursuant to ITB 20.2.]*  Bidders [*insert* “shall” *or* “shall not”] have the option of submitting their Bids electronically.  *[Note: The following provision should be included and the required information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]*  [The electronic Procurement submission procedures shall be: *[insert a description of the electronic Procurement submission procedures that must be followed]* |
| 1. **Public Opening of Technical Parts of Bids** | |
| **ITB 25.1** | The **Bid opening** shall take place at:  Street Address: *[insert street address and number]*  Floor/ Room number: *[insert floor and room number, if applicable]*  City: *[insert name of city or town]*  Country: *[insert name of country]*  Date: *[insert month, day and year, e.g. June 15th 2018]*  Time: *[insert time, and identify if a.m. or p.m. e.g. 10:30 a.m.] [Date and time should be the same as those given for the deadline for submission of Bids (ITB 22).]*  *[Note: The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]*  The **electronic Bid opening** procedures shall be: *[insert a description of the electronic Bid opening procedures that shall apply.]* |
| **ITB 25.6** | The Letter of Bid - Technical Part and the sealed envelope marked “Second Envelope - Financial Part” shallbe initialed by *[insert number]* representatives of the Executing Agency conducting Bid opening. |
| **G. Evaluation of Technical Parts of Bids** | | |
| **ITB 30.9** | The technical factors and sub factors as applicable and the corresponding scores out of 100% are:  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *[Insert specific appropriate technical factors and sub factors. The technical factors to be specified should consider the factors to be evaluated in accordance with BDS 34.2 to ensure that the same attribute is not evaluated twice.*  *The scores should be allocated in terms of relative significance of the technical factors.*  *The technical factors to be evaluated and corresponding scores may vary depending on the scope, complexity, risks and market. Consistent with the objectives of the procurement, the technical factors may include, but not limited: performance or functionality features, quality of any proposed service levels and capabilities and availability of spare parts and after sales services, product sustainability features, supplier’s commitment to sustainability, capacity to manage framework agreements etc.*  *If the procurement has been assessed to present potential or actual cyber security risks, the technical factors must include proposed cyber security risks management plan.*  *If there are assessed supply chain risks, the technical factors must include proposed supply chain risk management plan.*  *The weights should be allocated in terms of the relative significance of the technical factors. To enable evaluation of the technical factors, insert technical sub-factors consistent with the expectation and corresponding weights, as appropriate]* |
| 1. **Notification of Evaluation of Technical Parts and Public Opening of Financial Parts of Bids** | |
| **ITB 31.5** | The Letter of Bid – Financial Part and the Price Schedules shallbe initialed by \_\_\_\_\_\_\_ ***[insert number]*** representatives of the Executing Agency conducting Bid opening*. \_\_\_\_\_\_\_\_\_\_* ***[Insert procedure: Example: Each Financial Part of Bid shall be initialed by all representatives and shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Executing Agency, etc. ]*** |
| 1. **Evaluation of Financial Part of Bids** | |
| **ITB 32.2** | The consideration of other factors during the evaluation, in addition to the Bid Price quoted, include the factors set out below as more fully described inSection III, Evaluation and Qualification Criteria:   1. **Life cycle costs**: the costs during the life of the Goods or equipment *[insert “*Yes*” or “*No*”. If yes, insert the Methodology and criteria in Section III, Evaluation and Qualification Criteria]* 2. **The performance and productivity of the equipment offered**; *[Insert “*Yes*” or “*No*”. If yes, insert the Methodology and criteria]*   *[insert any other specific criteria in Section III, Evaluation and Qualification Criteria]* |
| **ITB 34.1** | The currency that shall be used for Bid evaluation and comparison purposes to convert, at the selling exchange rate, all Bid prices expressed in various currencies into a single currency is *[Insert name of currency].*  The source of exchange rate shall be *[Insert name of the source of exchange rates (e.g. the Central Bank in the Executing Agency’s Country).]*  The date for the exchange rate shall be *[insert month, day and year, e.g. “June 15th 2018”. The date must not be earlier than 28 days prior to the deadline for submission of the Bids, nor later than the original date for the expiry of Bid validity period].* |
| 1. **Evaluation of Combined Technical and Financial Parts and Notification of Intention to Conclude A Framework Agreement** | |
| **ITB 37.1** | The weight to be given for cost is: \_\_\_\_\_\_\_\_ *[indicate weight for cost such that weight for cost plus weight for total technical score is 1(one).]* |
| 1. **Conclusion of a Framework Agreement** | | |
| **ITB 45** | **Signing the Framework Agreement**  The Bidder shall sign, date and return the Framework Agreement within [*insert number of days (insert in figures)*] days of receipt of the same.  *[Note: The normal time for signing is 28 days. However, with a FRA there is no Performance Security to be arranged at this stage, so the time for signing may be reduced.]* |
| **ITB 47** | The procedures for making a Procurement-related Complaint are detailed in the “[Guidelines for the Procurement of Goods, Works and Related Services under IsDB Project Financing](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) (Annex B).”. If a Bidder wishes to make a Procurement-related Complaint, the Bidder shall submit its complaint in writing (by the quickest means available, that is either by email or fax), to:  **For the attention**: *[insert full name of person receiving complaints]*  **Title/position**: *[insert title/position]*  **Executing Agency**: *[insert name of Executing Agency]*  **Email address***: [insert email address]*  **Fax number**: *[insert fax number]* ***delete if not used***  In summary, a Procurement-related Complaint may challenge any of the following:   1. the Executing Agency’s Bidding Documents; and 2. the Executing Agency’s decision to exclude a Bidder from the procurement process prior to the decision to conclude a Framework Agreement(s). 3. the Executing Agency’s decision to conclude a Framework Agreement(s). |

Section III - Evaluation and Qualification Criteria

This Section contains the criteria that the Executing Agency shall use to conclude a Framework Agreement(s). The criteria and methodology described is to evaluate Bids and qualify Bidders. No other factors, methods or criteria shall be used other than specified in this ICB document for the Primary Procurement process.

[The Executing Agency shall select the criteria deemed appropriate for the Primary Procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

**Contents**

[TECHNICAL PART 50](#_Toc137744630)

[1. Qualification Criteria (ITB 30.6) 50](#_Toc137744631)

[2. Technical Evaluation (ITB 30.9) 51](#_Toc137744632)

[FINANCIAL PART 52](#_Toc137744633)

[COMBINED EVALUATION 53](#_Toc137744634)

[Criteria to conclude a Framework Agreement(s) (ITB 40) 54](#_Toc137744635)

TECHNICAL PART

1. Qualification Criteria (ITB 30.6)

The Executing Agency shall assess each Bid against the following Qualification Criteria. Requirements not included in the text below shall not be used in the evaluation of the Bidder’s qualifications.

1. **Financial Capability**: The Bidder shall submit audited financial statements or, if not required by the law of the Bidder’s country, other financial statements acceptable to the Executing Agency, for the last \_\_\_\_\_\_ years *[e.g. three years]* prior to bid submission deadline, demonstrating the current soundness of the Bidder’s financial position. For a joint venture, this requirement shall be met by each member;
2. **Specific Experience**: The Bidder shall demonstrate that it has successfully completed at least \_\_\_\_ *[insert number of contracts]* contracts within the last \_\_\_years *[e.g. three years]* prior to bid submission deadline, each with a value of at least\_\_\_\_\_ that have been successfully and substantially completed and that are similar in nature and complexity to the goods it offers to supply and the related services. For a joint venture, this requirement may be met by all members combined.
3. **Documentary Evidence** The Bidder shall furnish documentary evidence to demonstrate that the goods that it offers to supply meet the following usage requirement: *[list the requirement(s), as applicable]*
4. **Manufacturing experience and Technical Capacity**: For the goods that the bidder is a manufacturer, the Bidder shall furnish documentary evidence to demonstrate that:
5. it has manufactured goods of similar nature and complexity for at least \_\_\_years *[e.g. three years]*, prior to the bid submission deadline; and
6. its annual production capacity of goods of similar nature and complexity for each of the last \_\_\_years *[e.g. three years]* prior to the bid submission deadline, is at least\_\_\_\_times the specified quantities.
7. *[If cyber security risk has been assessed to present potential or actual cyber security risks, include key relevant specific experience requirement to demonstrate cyber security experience, practice and track record, including relevant Cyber security accreditation such as ISO 27000 (ISO 27001) or equivalent.]*
8. Manufacturer’s authorization: A Bidder who does not manufacture an item/s where a manufacturer authorization is required in accordance with BDS ITB 17.2 (a), the Bidder shall provide evidence of being duly authorized by a manufacturer (Manufacturer’s Authorization Form, Section IV, Bidding Forms), meeting the criteria in (d) (i) and (ii) above, to supply the Goods;
9. A bidder who doeswho does not manufacture an item/s where a manufacturer authorization is not required in accordance with BDS ITB 17.2 (a), the bidder shall submit documentation on, its status as a supplier, to the satisfaction of the Executing Agency *(e.g. authorized dealer/ distributor of the items)*.

At the time of conclusion of Framework Agreement and subsequently at the time of Call-off Contract, the Bidder(including each subcontractor proposed by the Bidder) shall not be subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations.

1. Technical Evaluation (ITB 30.9)

Assessment of adequacy of Technical Part with the requirements

…………………………………………………………………………………………………

*[Insert minimum technical requirements, if any, (or refer to appropriate technical requirements parts) that have to be met by the technical part prior to being considered for technical evaluation by applying the scored technical factors/subfactors in accordance with BDS ITB 30.9.]*

**Technical Part Scoring Methodology**

***[Note to the Executing Agency: The Executing Agency shall develop a scoring methodology to be included here. The following is only an example and can be modified to fit the purpose:]***

|  |  |  |
| --- | --- | --- |
| Score (of the total score for the factor/subfactor as applicable | Description | Remarks |
| 0-15% | Required feature is absent; no relevant information to demonstrate how the requirement is met |  |
| 16-49% | Required feature present with deficiencies such as insufficient or information that lacks clarity |  |
| 50-79% | Sufficient information to demonstrate how the requirement will be met |  |
| 80-89% | Sufficient information to demonstrate that the requirement will be marginally exceeded |  |
| 90-100 | Sufficient information that significantly exceed the requirement/bid contributes to significant value addition |  |

The score for each sub- factor (i) within a factor (j) will be combined with the scores of sub- factors in *the* same factor as a weighted sum to form the Factor Technical Score using the following formula:



where:

*tji* = the technical score for sub- factor “i” in factor “j”,

*wji* = the weight of sub- factor “i” in factor “j”,

*k* = the number of scored sub-factors in factor “j”, and



The Factor Technical Scores will be combined in a weighted sum to form the total Technical Bid Score using the following formula:



where:

*Sj* = the Factor Technical Score of factor “j”,

*Wj* = the weight of factor “j” as specified **in the BDS,**

*n* = the number of Factors, and



FINANCIAL PART

The Executing Agency’s evaluation of the Financial Part may take into account, in addition to the Bid Price quoted in accordance with ITB 14, one or more of the following factors as specified in BDS ITB 32.2, usingthe following criteria and methodologies.

1. **Life Cycle Costs**

If specified in BDS 32.2, an adjustment to take into account the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Bid price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

*[Note to Executing Agency: Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the Goods are estimated to be considerable in comparison with the initial cost and may vary among different Bids. Life cycle costs shall be evaluated on a net present value basis. If life cycle costs apply, then specify the factors required to determine them for evaluation purposes.*

*[Either amend the following text as required, or delete if life cycle cost is not applicable]*

* + - 1. number of years for life cycle cost determination *[insert the number of years*];
      2. the discount rate to be applied to determine the net present value of future operation and maintenance costs (recurrent costs) is *[insert the discount rate*];
      3. the annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: *[insert methodology*];
      4. and the following information is required from Bidders *[insert any information required from Bidders, including prices*].

1. **Performance and productivity of the equipment** *[insert one of the following]*
   * + 1. Performance and productivity of the equipment.An adjustment representing the capitalized cost of additional operating costs over the life of the Goods will be added to the Bid price, for evaluation purposes if specified in the **BDS ITB 32.2.** The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Bid below the norm of 100, using the methodology specified below.

*[insert the methodology and criteria if applicable]*

**or**

* + - 1. An adjustment to take into account the productivity of the Goods offered in the Bid will be added to the Bid price, for evaluation purposes only, if specified in **BDS ITB 32.2**. The adjustment will be evaluated based on the cost per unit of the actual productivity of Goods offered in the Bid with respect to minimum required values, using the methodology specified below.

*[insert the methodology and criteria if applicable]*

1. **Specific additional criteria**

*[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in* ***BDS ITB 32.2****]*

*[[Specify adjustments, if any, to be made for financial part evaluation purposes for any additional quantifiable* sustainable *procurement requirements, not covered by other evaluation criteria. Ensure that there is no duplication (double counting) with the point system technical evaluation criteria.]*

COMBINED EVALUATION

The Executing Agency will evaluate and compare the Bids that have been determined to be substantially responsive.

The Executing Agency’s evaluation of responsive Bids will take into account technical factors, in addition to cost factors.

An Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula (for comparison in percentages), which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

|  |
| --- |
| where  *C* = Evaluated Bid Price  *C low* = the lowest of all Evaluated Bid Prices among responsive Bids  *T* = the total Technical Score awarded to the Bid  *Thigh* = the Technical Score achieved by the Bid that was scored best among all responsive Bids  *X* = weight for the Cost as specified in the BDS  The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid provided that the Bidder possesses the required qualifications. |

Criteria to conclude a Framework Agreement(s) (ITB 40)

*[Select the appropriate option and add such additional criteria, as is appropriate]*

**Criteria for a Single-Supplier Framework Agreement**:

The Executing Agency will conclude the Framework Agreement with the Bidder with the MostAdvantageous Bid *[, and*]

[*Insert any additional criteria e.g. criteria related to selection based on a geographic spread of Suppliers.]*

*OR*

**Criteria for a Multi-Supplier Framework Agreement**:

The Executing Agency will conclude Framework Agreements as follows;

1. All Bidders shall be ranked in terms of the Most Advantageous Bid/Bids, with the first ranked being the Most Advantageous, the second ranked being the second Most Advantageous, and so on.
2. The Executing Agency will conclude a FRA with:
   * + 1. All the Bidders ranked in (a) above if no maximum number of suppliers is specified in **BDS ITB 1.2 (m)**
       2. the Bidders ranked first up to the maximum number of suppliers (y) specified in the **BDS ITB 1.2 (m).**
3. If the number of Bidders is less than the minimum (x) specified in the **BDS ITB 1.2 (m),** the Executing Agency may decide to invite new bids. Alternatively, the Executing Agency may conclude the FRA with all those Bidders where, an insufficient number of Bids are received, or an insufficient number of Bids meet the criteria for conclusion of Framework Agreements.
4. [*Insert any additional criteria e.g. criteria related to selection based on a spread of geographic locations.]*

|  |
| --- |
| Section IV - Bid Forms |

**Table of Forms**

[Letter of Bid- Technical Part 57](#_Toc137744730)

[Technical Bid Checklist 61](#_Toc137744731)

[Functional Guarantees 62](#_Toc137744732)

[Manufacturer’s Authorization 63](#_Toc137744733)

[Bidder Information Form 64](#_Toc137744734)

[Bidder’s JV Members Information Form 65](#_Toc137744735)

[Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration 66](#_Toc137744736)

[Letter of Bid- Financial Part 67](#_Toc137744737)

[Price Schedule Forms 69](#_Toc137744738)

[Price Schedule: Goods manufactured outside the Executing Agency’s Country, to be imported [Option 1] 70](#_Toc137744739)

[Price Schedule: Goods to be supplied from within the Executing Agency’s Country *[Option 1]* 71](#_Toc137744740)

[Price Schedule: Goods manufactured outside the Executing Agency’s Country, to be imported *[Option 2]* 72](#_Toc137744741)

[FRA- Price Schedule: Goods to be supplied from within the Executing Agency’s Country *[Option 2]* 73](#_Toc137744742)

[Price Schedule Summary 75](#_Toc137744743)

[Beneficial Ownership Disclosure Form 76](#_Toc137744744)

Letter of Bid- Technical Part

Primary Procurement - Framework Agreement Goods

|  |
| --- |
| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*  *Note: All italicized text is to help Bidders in preparing this form.* |

**Framework Agreement - Goods**

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

**ICB No**.: [*insert identification*]

To: **[*insert complete name of Executing Agency*]**

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

* + - 1. the Technical Part, and
      2. the Financial Part.

In submitting our Bid we make the following declarations:

1. **No reservations:** We have examined and have no reservations to the ICB document, including addenda issued in accordance with Instructions to Bidders (**ITB 8**);
2. **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with **ITB 4**;
3. **Eligible Goods and Related Services**: If we conclude a Framework Agreement, the Goods and Related Services that we may supply under a Call-off Contract awarded under the Framework Agreement, shall be sourced from an eligible country in accordance with **ITB 5** and Section V, Eligible Countries. The Goods and Related Services shall be sourced from [*insert name of the country(ies)*]
4. **Bid/Proposal-Securing Declaration**: *[select OPTION 1 or 2 as applicable]*

*OPTION 1*

“We have neither been suspended nor declared ineligible by the Purchaser(s) based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser’s Country in accordance with **ITB 4.7**” or

*OPTION 2*

“We have been suspended or declared ineligible by the following entities based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser’s Country in accordance with **ITB 4.7** *[insert name of entities]”*;

1. **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** [*select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the* *status of disqualification by the IsDB of each JV member and/or subcontractor]*.

We, including any of our subcontractors:

1. [have not been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations.]
2. [are subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations.]
3. [had been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]
4. **Conformity:** We offer to supply, in conformity with the ICB document and in accordance with Section VII- Schedule of Requirements, the following Goods: [*insert a brief description of the Goods and Related Services*];
5. **Bid Validity Period**: Our Bid shall be valid until *[insert day, month and year in accordance with ITB 18.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. **Performance Security**: If our Bid is accepted and we conclude a Framework Agreement, we understand that we may be required, as a condition of a subsequent Call-off Contract, to obtain a performance security;
7. **One Bid per Bidder**: We are not submitting any other Bid(s) as an individual Bidder, and weare not participating in any other Bid(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of **ITB 4.3**;
8. **Suspension and Debarment**: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, have not been declared ineligible by IsDB,under the Employer’s country laws or official regulations or by an act of compliance with a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union;
9. **Government-owned enterprise or institution**: [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of* ***ITB 4.6***];
10. **Not Bound to Purchase**: We understand that there is no obligation on the Executing Agency/Purchaser(s) to purchase any Goods, and/or Related Services from any FRA Supplier during the Term of the Framework Agreement.
11. **No expectation of Call-off Contract:** We confirm that no undertaking or any form of statement, promise, representation or obligation has been made by the Executing Agency/Purchaser in respect of the total quantities or value of the Goods that may be ordered by it, or any participating Purchaser(s), in accordance with this Framework Agreement. We acknowledge and agree that we have not submitted this Bid on the basis of any such undertaking, statement, promise or representation. If we conclude a Framework Agreement, we have no legitimate expectation of being awarded a Call-off Contract under the Framework Agreement.
12. **Not Bound to Accept**: In relation to this Primary Procurement, we understand that you are not bound to accept any Bid that you may receive.
13. **Fraud and Corruption**: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

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

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

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

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

­­­­­­­­­­­­­

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

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

**Technical Part**

***[Note to Purchaser: Modify as appropriate]***

The technical bid shall include all relevant information required to evaluate the technical Part in accordance with the requirements.

To establish the conformity of the Goods and Related Services to the ICB document, the Bidder shall furnish the documentary evidence that the Goods conform to the technical specifications and standards, including any essential technical and performance characteristics specified in Section VII, Schedule of Requirements. Any required functional guarantees shall also be provided. The attached forms/format may support the Bidder to organize information required to present its technical bid.

The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

In the interest of timely bid evaluation and conclusion of framework agreement, Bidders are encouraged not to overload the supporting materials with documents that do not directly address the Purchaser’s requirements.

The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDSfollowing commencement of the use of the goods by the Purchaser.

Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

If the procurement has been assessed to present potential or actual cyber security risks, the technical bid must include proposed cyber security risks management plan.

If there are assessed supply chain risks, the technical bid must include proposed supply chain risk management plan.

The Manufacture’s Authorizations shall be included in accordance with ITB BDS 17.2 (a) and the attached Manufacturer’s Authorization form.

Technical Bid Checklist

|  |  |
| --- | --- |
| Technical. Requirement No. \_ | Technical Requirement:  *[ insert: description of requirement ]* |
| Bidder’s technical bid/ compliance: | |
| Bidder’s cross references to supporting information in the Technical Bid: | |

Functional Guarantees

*(to be used as applicable)*

The Bidder shall copy in the left column of the table below; the identification of each functional guarantee required in the Specification and in the right column, provides the corresponding value for each functional guarantee of the proposed Goods.

|  |  |
| --- | --- |
| **Required Functional Guarantee** | **Value of Functional Guarantee of the Goods** |
| 1. |  |
| 2. |  |
| 3. |  |
| … |  |

Manufacturer’s Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the* ***BDS.****]*

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

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

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of goods manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods],* and to subsequently sign a Framework Agreement permitting them to enter into Call-off Contracts for the supply of the Goods.

We hereby extend our full guarantee and warranty in accordance with FAP 11 of the Framework Agreement, with respect to the Goods offered by the above firm.

We confirm that we do not engage or employ forced labor or persons subject to trafficking or child labor, in accordance with FAP 4 of the Framework Agreement.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Bidder Information Form

Primary Procurement - Framework Agreement Goods

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

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

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Name *[insert Bidder’s legal name]* |
| 2. In case of JV, legal name of each member: *[insert legal name of each member in JV]* |
| 3. Bidder’s actual or intended country of registration: *[insert actual or intended country of registration]* |
| 4. Bidder’s year of registration: *[insert Bidder’s year of registration]* |
| 5. Bidder’s Address in country of registration: *[insert Bidder’s legal address in country of registration]* |
| 6. Bidder’s Authorized Representative Information  **Name**: *[insert Authorized Representative’s name]*  **Address**: *[insert Authorized Representative’s Address]*  **Telephone/Fax numbers**: *[insert Authorized Representative’s telephone/fax numbers]*  **Email Address**: *[insert Authorized Representative’s email address]* |
| 7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with **ITB 4.4**.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with **ITB 4.1**.  🞎 In case of state-owned enterprise or institution, in accordance with **ITB 4.6** documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Bidder is not dependent on the budget of the Beneficiary’s government or under the supervision of the Executing Agency or Purchaser   8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.The successful Bidder (s) shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form. |

Bidder’s JV Members Information Form

Primary Procurement - Framework Agreement Goods

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].*

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

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

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Name: *[insert Bidder’s legal name]* |
| 2. Bidder’s JV Member’s name: *[insert JV’s Member legal name]* |
| 3. Bidder’s JV Member’s country of registration: *[insert JV’s Member country of registration]* |
| 4. Bidder’s JV Member’s year of registration: *[insert JV’s Member year of registration]* |
| 5. Bidder’s JV Member’s legal address in country of registration: *[insert JV’s Member legal address in country of registration]* |
| 6. Bidder’s JV Member’s authorized representative information  **Name**: *[insert name of JV’s Member authorized representative]*  **Address**: *[insert address of JV’s Member authorized representative]*  **Telephone/Fax numbers**: *[insert telephone/fax numbers of JV’s Member authorized representative]*  **Email Address**: *[insert email address of JV’s Member authorized representative]* |
| 7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with **ITB** **4.4**.  🞎 In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not dependent on the budget of the Beneficiary’s government or under the supervision of the Executing Agency or Purchaser, in accordance with **ITB 4.6**.  8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. The successful Bidder (s) shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form. |

Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

*[The following table shall be filled in by the Bidder, each member of a Joint Venture and each subcontractor proposed by the Bidder]*

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

|  |
| --- |
| **SEA and/or SH Declaration**  **in accordance with Section III, Qualification Criteria, and Requirements** |
| We:  🞎 (a) have not been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations  🞎 (b) are subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations  🞎 (c) had been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor. |
| **[*If (c) above is applicable*, *attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]*** |

Letter of Bid- Financial Part

Primary Procurement - Framework Agreement Goods

|  |
| --- |
| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*  *Note: All italicized text is to help Bidders in preparing this form.* |

**Framework Agreement - Goods**

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

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

To: **[*insert complete name of Executing Agency*]**

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Part

1. **Bid Validity Period**: Our Bid shall be valid until *[insert day, month and year in accordance with ITB 18.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. **Bid Price**: The total unit price/s of our Bid excluding any discounts offered in item (c) below is as provided in the **attached Price Schedule Summary**.
3. **Unconditional Discounts**: The unconditional discounts offered are: *[Specify in detail each unconditional discount offered.]*

The exact method of calculations to determine the net price after application of unconditional discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];

1. **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the ICB process or the Framework Agreement: [*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.”)

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

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

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

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

­­­­­­­­­­­­­­­­

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

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

Price Schedule Forms

***[Note to the Executing Agency:***

***As the ITB indicates, each line item will be evaluated on its own and determination for conclusion of Framework Agreement made on the basis of the most advantageous bid for a line item****. It is therefore important that the line item should to the extent practically possible be a complete set, and not components of a set (unless the procurement itself is for procurement of components), whose technical requirements and functional performance as applicable could be described. As an example, if this Framework Agreement includes the procurement of commonly needed equipment, the line item would be the required equipment.*

*If there is a need to specify sub-items, the corresponding sub-item information should be inserted. This is then eventually aggregated to determine the line item prices (bid price) entered by the bidder in the Price Schedule Summary.*

*Two set of Price Schedule templates are provided based on: (i) range of Call-off quantities and (ii) estimated quantities over the FRA period respectively. The Executing Agency shall use either one of the sets depending on the type of FRA and delete the other.*

*For Single-Supplier FRA, providing the estimated quantities of items over the FRA should reasonably enable bidders to offer their unit prices in a competitive manner. However, for Multi-Supplier FRA, the Executing Agency may choose, depending on the nature and type of procurement, to provide either the estimated quantities over the FRA period or the indicative range of call off quantities.]*

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

Price Schedules

Price Schedule: Goods manufactured outside the Executing Agency’s Country, to be imported [Option 1]

***[Quantities based on call-off indicative quantities]***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | 6 |
| Line  Item  N° | Description of Goods | Country of Origin | **Indicative** Delivery Period as defined by Incoterms | **Indicative Quantity and physical unit per individual Call-off** | | ***Unit price***  ***cip [insert named place of destination], in accordance with ITB 14.7 (b)*** |
| **Minimum** | **Maximum** |
| *[insert number of the item]* | *[insert name of Goods]* | *[insert country of origin of*  *the Goods]* | *[insert Delivery Period]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert number of units to be supplied and name of the physical unit* | *[insert price per unit]* |
|  |  |  |  |  |  |  |
| Name of Bidder *[insert complete name of Bidder]*  Signature *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | | | |

***Note to the Executing Agency:***

* *Information for columns 1, 2, 4 (indicative), and 5 (indicative) to be inserted by the Executing Agency.*
* *If the items comprise of sub-items, insert the corresponding sub-item information.*

Price Schedule: Goods to be supplied from within the Executing Agency’s Country *[Option 1]*

***[Quantities based on call-off indicative quantities]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | | |
| 1 | 2 | | 3 | 4 | 5 | | 6 |
| Line Item No. | Description of Goods | | Country of Origin (for already imported Goods) | **Indicative**  Delivery Period as defined by Incoterms | **Indicative Quantity and physical unit per individual Call-off** | | **Unit price EXW (plus prices to deliver to place of destination, if required), in accordance with ITB 14.7 a (i) or (ii)** |
| **Minimum** | **Maximum** |  |
| *[insert number of the item]* | *[insert name of Goods]* | |  | *[insert Delivery Period]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert price per unit]]* |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  | | Name of Bidder *[insert complete name of Bidder]*  Signature *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | | |

***Note to the Executing Agency:***

* *Information for columns 1, 2, 4 (indicative), and 5 (indicative) to be inserted by the Executing Agency.*
* *If the items comprise of sub-items, insert the corresponding sub-item information.*

Price Schedule: Goods manufactured outside the Executing Agency’s Country, to be imported *[Option 2]*

***[Quantities based on estimated quantity over FRA Period]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Line  Item  N° | Description of Goods | Country of Origin | **Indicative** Delivery Period as defined by Incoterms | **Estimated Quantity over FRA period** and physical unit | ***Unit price***  ***cip [insert named place of destination], in accordance with ITB 14.7 (b)*** |
| *[insert number of the item]* | *[insert name of Goods]* | *[insert country of origin of*  *the Goods]* | *[insert Delivery Period]* | *[insert number of units to be supplied and name of the physical unit* | *[insert price per unit]* |
|  |  |  |  |  |  |
| Name of Bidder *[insert complete name of Bidder]*  Signature *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | | |

***Note to the Executing Agency:***

* *Information for columns 1, 2, 4 (indicative), and 5 (indicative) to be inserted by the Executing Agency.*
* *If the items comprise of sub-items, insert the corresponding sub-item information.*

FRA- Price Schedule: Goods to be supplied from within the Executing Agency’s Country *[Option 2]*

***[Quantities based on estimated quantity over FRA Period]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | |
| 1 | 2 | | | 3 | 4 | 5 | 6 |
| Line Item No. | Description of Goods | | | Country of Origin (for already imported Goods) | **Indicative**  Delivery Period as defined by Incoterms | **Estimated Quantity over FRA period** and physical unit | **Unit price EXW (plus price to deliver to place of destination, if required), in accordance with ITB 14.7 a (i) or (ii)** |
| *[insert number of the item]* | *[insert name of Goods]* | | |  | *[insert Delivery Period]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert price per unit]* |
|  |  | | |  |  |  |  |
|  | | Name of Bidder *[insert complete name of Bidder]*  Signature *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | | |

***Note to the Executing Agency:***

* *Information for columns 1, 2, 4 (indicative), and 5 (indicative) to be inserted by the Executing Agency.*
* *If the items comprise of sub-items, insert the corresponding sub-item information.*

**Price for Related Services and Completion Schedule**

***[ If applicable]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | | |
| 1 | 2. | 4 | 5 | 6 | 7 |
| Item No. | Item Description | Description of Services (excludes inland transportation and other Related Services required in the Executing Agency’s Country to convey the Goods to their final destination) | Country of Origin | Related Service Completion Period | Unit price |
|
| *[insert item number]* | *[Insert name of Goods]* | *[insert name of Service]* | *[insert country of origin of the Services]* | *[insert Related Service Completion Period per item]* | *[insert unit price]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Name of Bidder *[insert complete name of Bidder]*  Signature of Bidder *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | | |

Price Schedule Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ | | | | |
| 1 | 2 | 4 | 5 | 6 | 7 |
| **Item No** | **Description of Goods** | **Unit price EXW *(plus prices to deliver to place of destination, if required)*** | **Unit price**  **CIP *(named place of destination)*** | **Unit Price Related Services** | **Total Unit Price**  ***((4+6) or (5+6), as applicable)*** |
| ***[insert Item No.]*** | *[insert name of Goods]* | *[insert unit price]* |  | *[insert unit price]* | *[insert total unit price]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Name of Bidder *[insert complete name of Bidder]*  Signature of Bidder *[signature of person authorized to sign the Bid]*  Date *[insert date]* | | | | |

Beneficial Ownership Disclosure Form

*INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM*

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder(s). In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:*

* *directly or indirectly holding 25% or more of the shares*
* *directly or indirectly holding 25% or more of the voting rights*
* *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

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

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

To: **[*insert complete name of procuring Agency*]**

In response to your request in the Letter of Acceptance *dated [insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

**Details of beneficial ownership**

|  |  |  |  |
| --- | --- | --- | --- |
| Identity of Beneficial Owner | Directly or indirectly holding 25% or more of the shares  (Yes / No) | Directly or indirectly holding 25 % or more of the Voting Rights  (Yes / No) | Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder  (Yes / No) |
| *[include full name (last, middle, first), nationality, country of residence]* |  |  |  |

***OR***

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

**OR**

*(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]”

**Name of the Bidder**: \*[*insert complete name of the Bidder*]\_\_\_\_\_\_\_\_\_

**Name of the person duly authorized to sign the Bid on behalf of the Bidder**: \*\*[*insert complete name of person duly authorized to sign the Bid*]\_\_\_\_\_\_\_\_\_\_\_

**Title of the person signing the Bid**: [*insert complete title of the person signing the Bid*]\_\_\_\_\_\_

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]\_\_\_\_\_

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]\_\_\_\_\_

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

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

Section V - Eligible Countries

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

1. In accordance with Para 1.8.1 of the Procurement Policy of the Guidelines for Procurement of Goods, Works and Related Services under Islamic Development Bank Project Financing, (April 2019 edition, amended from time to time), it is a fundamental policy of IsDB that the Goods, Works and Related Services provided by the Contractor, and its associates and sub-contractors, shall be in strict compliance with the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. The Beneficiary shall advise prospective Bidders that bids will only be considered from Firms that are not subject to these Boycott Regulations. The Bidder shall provide a letter of oath to that effect.

The eligibility of a Firm will be determined during the evaluation process. In cases where Firms withhold information to evade disqualification on account of the eligibility requirement, the Beneficiary will have the right to cancel the contract at any time and also to penalize such Firm and claim compensation for losses incurred, as a consequence thereof, by the Beneficiary and/or IsDB. IsDB reserves the right not to honor any contract if the supplier or contractor involved is found to be ineligible based on the eligibility requirement stated therein.

For the purpose of eligibility, a Member Country (MC) Firm shall comply with all of the following:

1. *it is established or incorporated in a IsDB MC;*
2. *its principal place of business is located in a IsDB MC; and*
3. *it is more than 50% beneficially owned by a firm or firms in one or more MC (which firm or firms must also qualify as to nationality) and/or citizens of such MC.*

For the purpose of eligibility, a domestic firm of a MC is defined as follows:

1. *it is established or incorporated in the MC where the Works are to be carried out and/or where the Goods are to be delivered;*
2. *its principal place of business is located in the Beneficiary MC; and*
3. *it is more than 50% beneficially owned by a firm or firms in the Beneficiary MC (which firm or firms must also qualify as to nationality) and/or citizens of such MC.*

2. In reference to **ITB 4.8** and **ITB 5.1**, for the information of the Proposers, at the present time firms, goods and services from the following countries are excluded from this RFP process:

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

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

Section VI - IsDB Policy - Corrupt and Fraudulent Practices

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

Guidelines for the Procurement of Goods, Works and Related Services under Islamic Development Project Financing, April 2019, revised February 2023

**Fraud and Corruption:**

1.15.1 It is IsDB’s policy to require that Beneficiaries as well as Firms, Contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any personnel, observe the highest standard of ethics during the selection and execution of IsDB financed contracts[[7]](#footnote-8). In pursuance of this policy, the requirements of *IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects* and sanctions procedures shall be observed at all times. IsDB:

1. defines, for the purposes of this provision, the terms set forth as follows:
2. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
3. “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;
4. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
5. “coercive practices” 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; and
6. “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an IsDB 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 acts intended to materially impede the exercise of IsDB inspection and audit rights provided for under Paragraph 1.15.1(e) below.
7. will reject a Bid for award if it determines that the Bidder recommended for award, or 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;
8. will declare misprocurement and cancel the portion of the Project Financing allocated to a contract if it determines at any time that representatives of the Beneficiary or of a recipient of any part of the proceeds of the Project Financing engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to IsDB to address such practices when they occur, including by failing to inform IsDB in a timely manner at the time they knew of the practices;
9. will sanction a Firm or individual, at any time, in accordance with the prevailing IsDB sanctions procedures[[8]](#footnote-9), including by publicly declaring such Firm or individual ineligible, either indefinitely or for a stated period of time:
10. to be awarded a IsDB-financed contract; and
11. to be a nominated sub-contractor, consultant, sub-consultant, Contractor or Supplier of an otherwise eligible Firm being awarded a IsDB-financed contract; and
12. will require that a clause be included in Bidding Documents and in contracts financed by IsDB, requiring Bidders, including their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, to permit IsDB to inspect all accounts, records and other documents relating to the submission of Bids and contract performance, and to have them audited by auditors appointed by IsDB.

PART 2 – Supply Requirements

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

**Contents**

Estimated Schedule of Requirements- Supply of Goods 85

Estimated Schedule of Requirements- Related Services 86

Technical Specifications 87

Drawings 90

Inspections and Tests 91

## Notes for Preparing the Estimate Schedule of Requirements

*[The Estimate Schedule of Requirements shall be included in the ICB document by the Executing Agency, and shall cover, at a minimum, a description of the Goods and Related Services, indicative total Quantities required over the term of the FRA* *[or as applicable, indicative range of individual call-off quantities]* *that may be supplied under a Framework Agreement/s, Delivery Periods named place/s of destination and estimated requirements for Related Services, if any.*

***As the ITB indicates, each line item will be evaluated on its own and determination for conclusion of Framework Agreement made on the basis of the most advantageous bid for a line item****. It is therefore important that the line item should to the extent practically possible be a complete set, and not components of a set (unless the procurement itself is for procurement of components), whose technical requirements could be described. As an example, if this Framework Agreement includes the procurement of commonly needed equipment, the line item would be the required equipment.*

*If there is a need to specify sub-items, the corresponding sub-item information should be inserted.]*

Estimated Schedule of Requirements- Supply of Goods

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Line Item  N° | Description of Goods | Physical unit | Indicative Quantity per Specified Period [e.g. Year/Quarter etc.] *[if applicable]* | | | Indicative total Quantity required over the term of the FRA *[ or indicative range of individual call-off quantities, if applicable]* | Delivery Period\* as per Incoterms | Named Place/s of Destination |
|  |  |  | Period 1 | Period 2 | Period 3 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\* “Delivery Period” is the specified period from the date of formation of a Call-off contract for delivery of the Goods as per the applicable Incoterms.

**Estimated Schedule of Requirements- Related Services**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2. | 4 |  |
| Item No. | Item Description | Description of Services in accordance with the Estimated List of Goods and Delivery Schedule (excludes inland transportation and other Related Services required in the Executing Agency’s Country to convey the Goods to their final destination) | Place/s where Services will be performed (*if known*) |
| *[insert item number]* | *Insert name of Good* | *[insert name of Service]* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Technical Specifications

*The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Executing Agency.*

***As the ITB indicates, each line item will be evaluated on its own and determination for conclusion of Framework Agreement made on the basis of the most advantageous bid for a line item****. It is therefore important that the line item should to the extent practically possible be a complete set, and not components of a set (unless the procurement itself is for procurement of components), whose technical requirements would be described in this section. As an example, if this Framework Agreement includes the procurement of commonly needed equipment, the line item would be the required equipment. If there is a need to specify sub-items, the corresponding sub-item technical requirements should be inserted.*

*The technical requirements may be as, appropriate, in the form of detailed technical specifications/characteristics or in the form of functional/performance requirements or both. A specification that provides the desired level of functionality/ performance allows technical approaches to achieving the Executing Agency’s functional and performance objectives. Such a specification could enable suppliers (particularly for specialized Goods) to bring their expertise, technology and innovation as appropriate.*

*When preparing the TS, the Executing Agency shall take into account that:*

* *The TS constitute the benchmarks against which the Executing Agency will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Executing Agency.*
* *The TS shall require that all Goods and materials to be incorporated in the Goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.*
* *The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.*
* *The IsDB encourages the use of metric units.*
* *Standardizing technical specifications may be advantageous, depending on the complexity of the Goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of Goods.*
* *Standards for equipment, materials, and workmanship specified in the ICB document shall not be restrictive. Recognized international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, whether from the Beneficiary’s or from other eligible countries, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.*
* *Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*
  + 1. *Standards of materials and workmanship required for the production and manufacturing of the Goods.*
    2. *Any sustainable procurement technical requirements shall be clearly specified. The sustainable procurement requirements should be consistent with the objectives of the procurement. The requirements shall be specified to enable their evaluation. To encourage Bidders’ innovation in addressing sustainable procurement requirements, as long as the Bid evaluation criteria specify the mechanism for monetary adjustments for the purpose of Bid comparisons, Bidders may be invited to offer goods that exceed the specified minimum sustainable procurement requirements.*
    3. *If the procurement has been assessed to present potential or actual cyber security risks, the Executing Agency shall specify cyber security requirements, including cyber security accreditations as appropriate.*
    4. *If there are supply chain risks, the Executing Agency shall require the Bidder to include its assessment of supply chain risks and proposal to manage the risks.*
    5. *Detailed tests required (type and number).*
    6. *Other additional work and/or Related Services required to achieve full delivery/completion.*
    7. *Detailed activities to be performed by the Supplier, and any relevant activities by the Executing Agency.*
    8. *List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.*
* *[The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Executing Agency shall include an additional ad-hoc Bid form (to be an Attachment to the Letter of Bid), where the Bidder shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.]*

*[When the Executing Agency requests that the Bidder provides in its Bid a part or all of the Technical Specifications, technical schedules, or other technical information, the Executing Agency shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Bidder in its Bid.]*

*[If a summary of the Technical Specifications (TS) has to be provided, the Executing Agency shall insert information in the table below. The Bidder shall prepare a similar table to justify compliance with the requirements]*

***Summary of Technical Specifications****. The Goods and Related Services shall comply with following Technical Specifications and Standards:*

|  |  |  |
| --- | --- | --- |
| ***Item No*** | ***Name of Goods or Related Service*** | ***Technical Specifications and Standards*** |
| *[insert item No]* | *[insert name]* | *[insert TS and Standards]* |
|  |  |  |
|  |  |  |
|  |  |  |

**Detailed Technical Specifications and Standards** *[insert whenever necessary].*

*[Insert detailed description of TS]*

Drawings

This ICB document includes *[insert**“*the following*”**or “*no*”]* drawings.

*[If documents shall be included, insert the following List of Drawings]*

|  |  |  |
| --- | --- | --- |
| **List of Drawings** | | |
| Drawing No. | **Drawing Name** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Inspections and Tests

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

PART 3 – Executing Agency Forms

**Executing Agency Forms**

**Contents**

[Notification of Intention to Conclude a Framework Agreement(s) 94](#_Toc137744900)

[Notification to Conclude a Framework Agreement 99](#_Toc137744901)

Notification of Intention to Conclude a Framework Agreement(s)

[*This Notification of Intention to Conclude a Framework Agreement(s) shall be sent to each Bidder that submitted a Bid**, unless the Bidder has previously received notice of exclusion from the process at an interim stage of the procurement process.* *Send this Notification to the Bidder’s Authorized Representative named in the Bidder Information Form*]

For the attention of Bidder’s Authorized Representative

**Name:** *[insert Authorized Representative’s name]*

**Address:** *[insert Authorized Representative’s Address]*

**Telephone/Fax numbers:** *[insert Authorized Representative’s telephone/fax numbers]*

**Email Address:** *[insert Authorized Representative’s email address]*

*[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]*

**Executing Agency:** *[insert the name of the Executing Agency]*

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

**Framework Agreement title:** *[insert the name of the FRA]*

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

**Financing No.:** *[insert reference number for financing]*

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

**Date of transmission**: This Notification is sent by: [*email/fax*] on [*date*] (local time)

**Notification of Intention to Conclude a Framework Agreement(s)**

This Notification of Intention to conclude Framework Agreement(s) (Notification) notifies you of our decision to conclude the above Framework Agreement(s). The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

1. request a debriefing in relation to the evaluation of your Bid, and/or
2. submit a Procurement-related Complaint in relation to the decision to conclude the Framework Agreement.

**The successful Bidder(s) are the following:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Estimated Quantity over FRA period or**  **Range of Call-off Quantities** | **Name of Bidder** | **Technical Score** | **Bid price as read-out** | **Evaluated Bid Cost** | **Combined Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**All Bidders** *[INSTRUCTIONS: insert names of all Bidders that submitted Bids,* *Bid prices as read out and evaluated, technical scores and combined scores .]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Estimated Quantity over FRA period or**  **Range of Call-off Quantities** | **Name of Bidder** | **Technical Score** | **Bid price as read-out** | **Evaluated Bid Cost** | **Combined Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

**How to request a debriefing**

|  |
| --- |
| Deadline: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).  You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Conclude a Framework Agreement.  Provide the framework agreement name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of Executing Agency*]  **Email address**: [*insert email address*]  **Fax number**: [*insert fax number*] ***delete if not used***  If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.  The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.  If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Conclusion of Framework Agreement Notice. |

**How to make a complaint**

|  |
| --- |
| Deadline: Procurement-related Complaint challenging the decision to conclude a Framework Agreement shall be submitted by midnight, [*insert date*] (local time).  Provide the Framework Agreement name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of Executing Agency*]  **Email address**: [*insert email address*]  **Fax number**: [*insert fax number*] *delete if not used*  At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to exclude you from conclusion of a Framework Agreement. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.  Further information:  For more information see the “[Guidelines for the Procurement of Goods, Works and Related Services under IsDB Project Financing](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) (Annex B).”.. You should read these provisions before preparing and submitting your complaint. In addition, the IsDB Guidance “ [Complaint](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework)s Management” provides a useful explanation of the process, as well as a Complaint Template letter.  In summary, there are four essential requirements:   1. You must be an ‘interested party’. In this case, that means a Bidder who submitted a Bid in this procurement process, and is the recipient of a Notification of Intention to Conclude a Framework Agreement. 2. The complaint can only challenge the decision to conclude the Framework Agreement. 3. You must submit the complaint within the period stated above. 4. You must include, in your complaint, all the information required by the Guidelines (as described in Annex B). |

**Standstill Period**

|  |
| --- |
| Deadline: The Standstill Period is due to end at midnight on [*insert date*] (local time).  The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Conclude a Framework Agreement.  The Standstill Period may be extended as stated in the section above titled ‘How to request a debriefing’. |

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

On behalf of the Executing Agency:

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Title/position:** |  |
| **Telephone:** |  |
| **Email:** |  |

Notification to Conclude a Framework Agreement

*[Use letterhead paper of the Executing Agency]*

*[Date]*

To: *[name and address of successful Bidder]*

**Notification to Conclude a Framework Agreement**

**Framework Agreement No.[*insert FRA reference number*]**

This is to notify you that your Bid dated *[insert date]*to conclude a Framework Agreement in relation to the supply of *[insert short title for Goods] is hereby accepted by our Agency.*

Please sign, date and return the Framework Agreement within [*insert the applicable period for signing of the FRA in accordance of the ITB]* days of receipt of the same. In accordance with ITB 41.1, please also complete and submit, within eight (8) Business days, the Beneficial Ownership Disclosure Form attached to the ICB.

|  |  |
| --- | --- |
| **Authorized Signature:** |  |
| **Name:** |  |
| **Title/position:** |  |
| **Name of Agency:** |  |
| **Telephone:** |  |
| **Email:** |  |

Attachment: Framework Agreement

PART 4 – Framework Agreement

Framework Agreement

[*This form is to be completed by the Executing Agency in accordance with the instructions provided in italicized text. The italicized text should be deleted from the final document.*

***Note****: the terminology in relation to the parties to the Framework Agreement changes from the terminology used in relation to the parties involved in the Primary Procurement process. In the Primary Procurement process the Executing Agency is responsible for establishing the FRA(s). However, the parties to the FRA will be the “Purchaser(s)” (being Beneficiary’s agencies that are entitled to purchase under the FRA) and, where appropriate, a “Lead Purchaser” or a “Responsible Agency” acting on behalf of a Purchaser(s) and responsible for managing and administering the FRA.*]

This Framework Agreement [*insert reference number of the Framework Agreement]* is made for the supply of *[ insert brief description of Goods and Related Services]*

*on the [insert:* ***number****]* day of *[insert:* ***month****]*, *[insert:* ***year****]*

between

*[Select one of the three OPTIONS below]*

*[OPTION 1: for Single User Framework Agreement]*

**the Purchaser(s)** [*insert complete name of the Purchaser/s, the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of Country of Purchaser/s}”, or “a corporation incorporated under the laws of {insert name of Country of Purchaser/s}”*] *(*the Purchaser(s)) and

*[OPTION 2: for a Multi-User Framework Agreement* *with a Lead Purchaser that is responsible for managing and administering the Framework Agreement, and that is also a Purchaser,]*

between

**the Lead Purchaser** [*insert complete name of the Lead Purchaser, the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of the Lead Purchaser’s Country}”, or “a corporation incorporated under the laws of {insert name of Country of Lead Purchaser}”*] and having its principal place of business at *[insert Lead Purchaser’s address]* as a Purchaser in its own right under the Framework Agreement and as the agency responsible for the management and administration of the Framework Agreement for use by the other participating Purchasers listed in Schedule *[insert number]* to this Framework Agreement (Purchaser (s)) and

*[OPTION 3: for a Multi-User Framework Agreement* *with an agency, that is not a Purchaser, but that is responsible for the management and administration of the Framework Agreement, for use by the Purchasers.*]

between

**the Responsible Agency** [*insert complete name of the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of Country} of the Responsible Agency”, or “a corporation incorporated under the laws of {insert name of Country of the Responsible Agency}”*] and having its principal place of business at *[insert Responsible Agency’s address]* as the agency responsible for the management and administration of the Framework Agreement for use by the participating Purchasers listed in Schedule [insert number] to this Framework Agreement (Purchaser (s)) and

**the Supplier** [*insert name of the Supplier*], a corporation incorporated under the laws of [*insert country of Supplier*] and having its principal place of business at [*insert Supplier’s address*] (Supplier)**.**

This Framework Agreement is subject to the provisions described in the Sections and Schedules listed below, and any amendments.

This Framework Agreement concludes a standing offer by the Supplier to supply the specified Goods to the Purchaser(s) during the Term of the Framework Agreement, as and when the Purchaser(s) wishes to purchase them, through a Call-off Contract.

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

**Framework Agreement Provisions**

**Schedule 1**: Schedule of Requirements

**Schedule 2**: Price Schedules

**Schedule 3:** Security Forms

**Schedule 4**: Secondary Procurement

**Schedule 5**: List of participating Purchasers [*use for Multi-User FRAs, otherwise delete*]

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of [*insert the name of the Framework Agreement governing law country*] on the day, month and year indicated above.

*[To facilitate this emergency procurement, if acceptable to the Purchaser and the Supplier, electronic signature of the Framework Agreement such as using DocuSign is recommended.]*

*[Select one of the three options below]*

*[OPTION 1: for Single User Framework Agreement]*

“For and on behalf of the Purchaser:”

*[OPTION 2: for a Multi-User Framework Agreement* *with a Lead Purchaser that is responsible for managing and administering the Framework Agreement, and that is also a Purchaser]*

“For and on behalf of the Lead Purchaser:”

*[OPTION 3: - for a Multi-User Framework Agreement* *with an agency, that is not a Purchaser, but that is responsible for the management and administration of the Framework Agreement, for use by the participating Purchasers.*]

“For and on behalf of the Responsible Agency”

Signed: [*insert signature*]

Full name: [*name of person signing*]

Agency: [*insert the name of agency*]

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

In the presence of [*insert identification of official witness]*

For and on behalf of the Supplier:

Signed: [*insert signature of authorized representative(s) of the Supplier*]

Full name: [*name of person signing*]

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

In the presence of [*insert identification official of witness*]

Framework Agreement Provisions (FAP)

[*This section is to be completed by the Executing Agency as per the instructions provided in italicized text. The italicized text should be deleted from the final document*.]

|  |  |
| --- | --- |
| **Framework Agreement Provision (FAP)** | **Description** |
| 1. Definitions | * 1. The following words and expressions shall have the meanings hereby assigned to them  **“IsDB”** means the Islamic Development Bank (IsDD), whether acting on its own account or in its capacity as administrator of trust funds provided by other donors.“**Base Price”** is the Framework Agreement (FRA) unit price prior to any price adjustment in accordance with **FRA Provision FAP 8**.“**Business Day”** is any day that is an official working day of the Purchaser. It excludes the Purchaser’s official public holidays.**“Call-off Contract”** is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the supply of Goods, and any Related Services.“**Closed Framework Agreement”** is where no new firm(s) may conclude Framework Agreement(s) during the Term of the Framework Agreement.**“Commencement** Date**”** is the date this Framework Agreement is signed by both parties, being the commencement of the Term.“**Contract Price**” is the price payable to the Supplier as specified in each Call-off Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.“**Day**” means calendar day.“**Goods**” means all goods, materials, items, commodities, raw material, machinery, equipment, and/or other materials, as specified in the **FRA Provisions,** that the Supplier is required to supply to the Purchaser under a Call-off Contract. Where appropriate, for the purpose of interpretation, the definition for Goods includes Related Services.**“In Writing”** means communicated or recorded in written form. It includes, for example: mail, e-mail, fax or communication through an electronic procurement system (provided that the electronic system is accessible, secure, ensures integrity and confidentiality, and has sufficient audit trail features).**“Incoterms”** means the international commercial terms for goods published by the International Chamber of Commerce (ICC).**“Lead Purchaser”,** when named in the Framework Agreement, means a party to the Framework Agreement, as a Purchaser in its own right under the framework agreement and as the agency responsible for the management and administration of the Framework Agreement for use by the other participating Purchasers as specified in the **FAP 2.2.** All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Lead Purchaser. All communications, including notices, in relation to a Call-off Contract, are to be addressed to the Purchaser named in the Call-off Contract.“**Multi-User Framework Agreement**” means a Framework Agreement where there is more than one Purchaser permitted to purchase through a Call-off Contract, as specified in the **FAP 2.2;** **“Purchaser”** is the Beneficiary’s agency(ies) that is/are permitted to purchase Goods from a Supplier under a Call-off Contract awarded through a Framework Agreement. Where appropriate, for the purpose of interpretation of the Framework Agreement, the term Purchaser includes Lead Purchaser, or Responsible Agency.“**Purchaser’s Country**” is the country specified in the **FAP 2.3.****“Related Services”** means the services incidental to the supply of the Goods, such as insurance, installation, training, initial maintenance and other such obligations of the Supplier, excluding inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination.**“Responsible Agency**”, when named in the Framework Agreement, is a party to the Framework Agreement, but only in its capacity as the agency responsible for managing and administering the Framework Agreement for use by the participating Purchasers. All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Responsible Agency.**“Secondary Procurement”** is the method used to select a Supplier and award a Call-off Contract under this Framework Agreement.“**Single-User Framework Agreement**” means a Framework Agreement where there is only one Purchaser, as specified in the **FAP 2.2**.**“Supplier”** means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to supply to a Purchaser, from time to time, and as and when required, the Goods, and, if applicable, Related Services, under a Call-off Contract.**“Term”** mean the duration of this Framework Agreement as described in the **FAP2.4** starting on the Commencement Date. Where applicable, it includes any extension(s) to the initial Term, if permitted in the **FA 2.5**. |
| 1. Framework Agreement Specific Information | * 1. This Framework Agreement relates to the purchase and supply, under separate Call-off Contracts, of [*insert short title that describes the type of Goods, and any Related Services*]. The Goods, and Related Services, are more fully described in Schedule 1: Schedule of Requirements including, where applicable: list of Goods, list of Related Services, Technical Specifications, Drawings and Inspections and Tests.   2. [*state either* “This is a Single-User Framework Agreement.” *or* “This is a Multi-User Framework Agreement. All participating Purchasers are listed at Schedule [*insert Schedule number*]”]   3. The Purchaser’s Country is: *[insert the name of the country]*   4. The Framework Agreement and the Call-off Contracts shall be governed by and interpreted in accordance with the laws of *[state: “*the Purchaser’s Country*”, unless any other law shall apply].*   5. The Term of this Framework Agreement is [*enter number of years*] years. [*NOTE: the maximum initial Term shall not exceed 3 years*] from the Commencement Date.   6. *[*Delete *if the term is not to be extended]* The Term may be extended, at the Purchaser’s sole discretion, and where there has been satisfactory performance by the Supplier. To extend the Term, the Purchaser shall give the Supplier no less than three (3) months’ notice, In Writing, prior to the date on which the Framework Agreement would otherwise have expired. The total Term of the Framework Agreement shall be no longer than five (5) years.   7. The edition of Incoterms that shall apply is: *[insert date of edition]*   8. *[Price adjustment-****FAP 8*** *if applicable*]: Source of the indices, and the source of exchange rate (if applicable) and the base date indices *[ to be inserted by the Supplier]*   9. Any notice given by one party to the other pursuant to this Framework Agreement shall be In Writing using the quickest available method such as electronic mail with proof of receipt. A notice shall be effective when delivered, or on the notice’s effective date, whichever is later.   The representatives for each party, who shall be the primary point of contact for the other party in relation to matters arising from this Framework Agreement, including notices, are specified below. Should the representative be replaced, the party replacing the representative shall promptly inform the other party In Writing of the name and contact details of the new representative. Any representative appointed shall be authorized to make decisions on the day to day operation of the Framework Agreement.   * 1. **Purchaser’s Representatives**   *[Selection one of the following options]*  *OPTION 1:* *for a Single-User Framework Agreement* *use the following text*]  The name and contact details of the Purchaser’s Representative under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:  Name:  Title/position:  Address:  Phone:  Mobile:  E-mail:  *OR*  *[OPTION 2: for a Multi-User Framework Agreement* *with a Lead Purchaser that is responsible for managing and administering the Framework Agreement and is also a Purchaser insert the name of the Lead Purchaser’s Representative and list all other participating Purchasers’ Representatives in a Schedule:*]  The name and contact details of the Lead Purchaser under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:  Name:  Title/position:  Address:  Phone:  Mobile:  E-mail:  The Representatives for all other participating Purchasers are listed in Schedule [*insert number*] to this Framework Agreement.  OR  *[OPTION 3: for a Multi-User Framework Agreement* *concluded by a central purchasing authority (that is not also a Purchaser)* *insert the following*]  The name and contact details of the Responsible Agency under this Framework Agreement, and the address for notices in relation to this Framework Agreement, are:  Name:  Title/position:  Address:  Phone:  Mobile:  E-mail:  The Representatives for all participating Purchasers are listed in Schedule [*insert number*] to this Framework Agreement.   * 1. **Supplier’s Representatives**   The name and contact details of the Supplier’s Representative, for the purposes of this Framework Agreement, and the address for notices in relation to this Framework Agreement are:  Name:  Title/position:  Address:  Phone:  Mobile:  E-mail: |
| 1. Framework Agreement Documents | * 1. This Framework Agreement (FRA) shall be read as a whole. Where a document is incorporated by reference into this Framework Agreement, it shall be deemed to form, and be read and construed, as part of this Framework Agreement.   2. This Framework Agreement comprises the following documents.:  1. Framework Agreement, including all Sections and Schedules; 2. Notice of Conclusion of a Framework Agreement; and 3. Offer submission form (from Primary Procurement process). |
| 1. Supplier’s Obligations | * 1. The Supplier shall offer to supply (standing offer) to the Purchaser, the Goods, including any Related Services if applicable, described in the Framework Agreement Schedule 1: Schedule of Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement.   2. The Supplier shall respond to a request from a Purchaser for quotation or direct contracting within the period specified in that request by either (i) submitting a quotation or (ii) accepting award of contract in case of direct selection or (iii) informing the Purchaser that it does not intend to supply the Goods and Related Services (if any) under the Call-off Contract.   3. During the Term of the Framework Agreement, the Supplier shall continue to be eligible and qualified, and the Goods shall continue to be eligible, as per the qualification and eligibility criteria stipulated in the Primary Procurement process and the provisions of sub-paragraphs 4.4 (a) to 4.4 (c) below. The Supplier shall notify the Purchaser immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Goods cease to be eligible.   4. The Goods supplied under Call-off Contracts that may be awarded by the Purchaser shall be:  of the quality, type and as otherwise specified in the Framework Agreement, Schedule 1: Schedule of Requirements;at the Contract Price specified in the Call-off Contract; andin such quantities, at such times and to such locations as specified in the Call-off Contract.  * 1. ***[Include FAP 4.5 for rapidly changing technologies such as information systems (computers, software, communication technology etc.) specify that this requirement applies.]*** At any point during Term of the Framework Agreement, should technological advances be introduced by the Supplier for the Goods offered for the Framework Agreement, the Supplier shall provide to the Purchaser(s) of the Call-off Contracts the latest versions of the available Goods at the time of Call-off, having equal or better performance or functionality at no additional cost to the Purchaser (s).   2. The Supplier agrees that this Framework Agreement and any additional provisions set out in a Call-off Contract, shall apply to the supply of Goods.   3. **Forced Labor**   The Supplier, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking.  Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.  Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.   * 1. **Child Labor**   The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).  The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.  Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:   1. with exposure to physical, psychological or sexual abuse; 2. underground, underwater, working at heights or in confined spaces; 3. with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads; 4. in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or 5. under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.    1. **Health and safety obligations**   The Supplier shall comply, and shall require its Subcontractors if any to comply, with all applicable health and safety regulations, laws, guidelines, and any other requirement stated in the Technical Specifications.   * 1. The Supplier shall comply with additional obligations as specified in the Call-off Contract. |
| 1. Continued Qualifications and Eligibility | * 1. The Supplier shall continue to have the nationality of an eligible country. A Supplier or subcontractor, shall be deemed to have the nationality of a country if the Supplier 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.   2. All Goods and Related Services to be supplied under a Call-off Contract and financed by the IsDB shall continue to have their origin in eligible Countries**.** For the purpose of this provision, origin means the country where the Goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. Ineligible Countries, if any, are listed in **FAP 5.5** below.   3. To continue to be eligible the Supplier shall not have been sanctioned by the IsDB, pursuant to the IsDB’s Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures.   4. The Purchaser may require, during the Term of the Framework Agreement, evidence of the Supplier’s continued qualification and eligibility, and the Goods continued eligibility. Failure to provide such evidence, as requested, may result in the Supplier being disqualified from participating in a Secondary Procurement process, and/or being awarded a Call-off Contract, and/or the termination of the Framework Agreement.   5. At the present time, firms, goods and services from the following countries are excluded from this Framework Agreement as being ineligible.   [*[insert a list of the countries following approval by the IsDB to apply the restriction or state “none”].*] |
| 1. Role of Lead Purchaser or Responsible Agency | * 1. Where there is a Lead Purchaser or Responsible Agency that is a party to the Framework Agreement, their role is to manage and administer the Framework Agreement(s) for use by the participating Purchaser(s). All communications, including notices, in relation to the Framework Agreement are to be made to the Lead Purchaser or Responsible Agency.   2. The Lead Purchaser or Responsible Agency is responsible for all matters pertaining to the Framework Agreement including, for example, amendments, suspension and termination of the Framework Agreement. For matters relating to individual Call-off Contracts, all communications, including notices, must be made to the Purchaser named in the Call-off Contract.   3. Where no Lead Purchaser or Responsible Agency has been appointed, the named Purchaser is responsible for managing and administering the Framework Agreement and the provisions in **FAP** **2.9** above, in relation to communications and notices etc., apply to the Purchaser. |
| 1. Contract Price | * 1. The Contract Price for each call-off Contract shall be determined by applying: *[modify as appropriate]*   **For Direct Selection:**  the Base Price (unit price/s) stipulated in the **Framework Agreement, Schedule 2**, subject to any adjustments specified in **FAPs 8 and 9**; and anyadditional price for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in Call-off Contract.  or  **For Mini-competition:**  the successful competitive quotation subject to any adjustments specified in **FAPs 8 and 9**; and anyadditional price for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ. |
| 1. Adjustments for changes in Cost | * 1. Adjustments **to the Base Price (unit prices) stipulated in the** **Framework Agreement**   *[Select one of the two options]*  *[****OPTION 1****: use for FRAs where the determining indices related to the unit price/s are not expected to vary by more than ±5% over the Term of the FRA. In this case, use the following text:*  “The unit price/s offered by the Supplier, as stipulated in the FRA, shall apply to all Call-off Contracts awarded during the Term of the FRA. The unit price/s shall not be subject to any price adjustment during a Secondary Procurement, and/or an award of a Call-off Contract.”]  *OR*  *[****OPTION 2****: use for FRAs where the determining indices related to the unit price/s are expected to vary by more than ±5% over the Term of the FRA. In this case use the following text:*  “The unit price/s stipulated in the FRA, shall not be subject to adjustments for Call-off contracts awarded within *[insert number of months depending on trend of volatility of the prices]* months from the date of conclusion of FRA. For any Call-off contracts awarded after this specified period, the unit price/s shall be subject to an adjustment as follows:   1. for Call-off Contracts awarded through the Secondary Procurement method based on competitive quotations (mini-competition), Suppliers shall be required to offer prices that do not exceed their adjusted unit price/s as adjusted below; 2. for Call-off Contracts awarded through a Secondary Procurement method involving direct selection, (i.e. not awarded through a mini-competition), the price adjustment below shall be applied to that Supplier’s unit price/s to determine the Call-off Contract Price.   The price adjustment is intended to reflect changes in the cost of labor, material components, and/or other factors, over the relevant period of the FRA. Where a price adjustment applies, it shall be calculated as follows:  a+b+c = 1  in which:  P1 = Call-off unit contract price.  P0 = unit price, as described in the Framework Agreement, Schedule 2: Price Schedules.  a = fixed element representing profits and overheads included in the Contract Price.  b = estimated percentage of labor component in the Contract Price.  c = estimated percentage of material component in the Contract Price.  L0, L1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.  M0, M1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.  The Supplier shall indicate the source of the indices, and the source of exchange rate (if applicable) and the base date indices in its offer.  The coefficients are as follows:  a = *[insert value of coefficient; generally, in the range of 5 to 15 percent]*  b = *[insert value of coefficient]*  c = *[insert value of coefficient]*  Base date = *[insert specific date which was the date of thirty (30) days prior to the deadline for submission of the offers in the Primary Procurement process]*  Date of adjustment =*:*   1. *For Direct Selection: the date 30 days prior to the* formation of the Call-off Contract 2. *For mini competition: the date 30 days prior to the Request for Quotation.*   If the currency in which the Contract Price (P0) is expressed, is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the unit price/s. The correction factor shall be: Z0 / Z1, where:  Z0 = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P0 on the Base date, and  Z1 = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price P0 on the Date of Adjustment. |
| 1. Adjustments for Changes in Laws | * 1. If after the date of 28 days prior to date of Offer submission for the Framework Agreement, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser’s Country (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Base Price (unit price/s) stipulated in the Framework Agreement, then such unit price/s shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Framework Agreement. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with **FAP 8**. |
| 1. Subcontractors | * 1. The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Call-off Contracts if not already specified in the Framework Agreement. Such notification, in the Framework Agreement or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Call-off Contract. |
| 1. Warranty | * 1. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.   2. The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.   3. The Supplier shall comply with any additional warranty obligation specified in the Call-off Contracts. |
| 1. Copyright | * 1. The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party. |
| 1. Patent Indemnity | * 1. The Supplier shall, subject to the Purchaser’s compliance with 13.2 below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:      1. the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and      2. the sale in any country of the products produced by the Goods.   Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.   * 1. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in 13.1above, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.   2. If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.   3. The Purchaser shall, at the Supplier’s request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.   4. The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser. |
| 1. Limitation of Liability | * 1. Except in cases of criminal negligence or willful misconduct,  1. 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 2. Under each Call-off Contract, the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the Call-off Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement. |
| 1. Force Majeure | * 1. The Supplier shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Framework Agreement and/or a Call-off Contract is the result of an event of Force Majeure.   2. For purposes of this provision, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, and freight embargoes.   3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.   4. 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 currency of 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 Party. |
| 1. Language | * 1. The language of this Framework Agreement, and any Call-off Contract is [*insert* *language*]. Supporting documents and printed literature that are part of this Framework Agreement, and any Call-off Contract, may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of this Framework Agreement, and any Call-off Contract, this translation shall govern.   2. The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation. |
| 1. Fraud and Corruption | * 1. IsDB requires compliance with its policy in regard to corrupt and fraudulent practices, as set forth in the Appendix to this Framework Agreement Provisions (Fraud and Corruption).   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 Primary or Secondary Procurement process or execution of a Call-off 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. |
| 1. Records, inspections and audit | * 1. The Supplier shall keep, and shall make all reasonable efforts to cause its subcontractor(s), if any, to keep, accurate and systematic accounts and records in respect of this Framework Agreement, the Goods, and any Call-off Contract, in such form and details as will clearly identify relevant time changes and costs.   2. Pursuant to the Appendix to the Framework Agreement (Fraud and Corruption), the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the IsDB and/or persons appointed by the IsDB to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of the Framework Agreement and/or any Call-off Contract. The Supplier’s and its subcontractors attention is drawn to **FAP 17** (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the IsDB’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the IsDB’s prevailing sanctions procedures). |
| 1. Confidential Information | * 1. The Purchaser and the Supplier shall keep confidential and shall not, without the consent In Writing from the other, divulge to any third party any documents, data, or other information furnished directly or indirectly by either party in connection with the Framework Agreement.   2. The obligation of a party under **FAP 19. 1** above, shall not apply to information that:  the Purchaser or Supplier need to share with the IsDB or other institution(s) participating in the financing of a Call-off Contractnow, or in future, enters the public domain through no fault of that partycan be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other partyotherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality. |
| 1. Change to the Framework Agreement | * 1. Any change to this Framework Agreement, including an extension of the Term, must be In Writing and signed by both Parties. A change can be made at any time after this Framework Agreement has been signed by both Parties, and before it expires. |
| 1. Assignment | * 1. The Supplier shall not assign, in whole or in part, its obligations under this this Framework Agreement and/or Call-off Contracts, without the prior written consent of the Purchaser. |
| 1. Termination of the Framework Agreement | * 1. The Purchaser, without prejudice to any other remedy for breach of the Framework Agreement or Call-off Contract, may terminate this Framework Agreement immediately, by notice In Writing to the Supplier, if:  in the judgement of the Purchaser, the Supplier has engaged in Fraud and Corruption, orduring the Term of the Framework Agreement, the Supplier ceases to be qualified or eligible, orthe Supplier purports to assign, or otherwise transfer or dispose of this Framework Agreement and/or Call-off Contract, in whole, or in part, without the prior written consent of the Purchaser, orthe Supplier becomes bankrupt or otherwise insolvent, orthe Supplier fails to perform any other obligation under the Framework Agreement and/or any Call-off Contract.  * 1. The Purchaser may terminate this Framework Agreement and/or any Call-off Contract, in whole or in part, by notice In Writing sent to the Supplier, at any time, for its convenience. The notice of termination shall specify that the termination is for the Purchaser’s convenience, the extent to which the performance of the Supplier under the Framework Agreement is terminated, and the date upon which such termination becomes effective.   2. Upon expiry, or earlier termination of this Framework Agreement, all Call-off Contracts already entered into under this Framework Agreement shall continue in full force and effect. However, no further Call-off Contracts shall be awarded once the Framework Agreement is terminated. |
| 1. Dispute resolution in relation to the Framework Agreement | * 1. In the case of a dispute arising out of, or in connection with this Framework Agreement, the Parties shall, in good faith, make every reasonable effort to communicate and cooperate with each other with a view to amicably resolving the dispute.   2. Where parties have exhausted the process described in **FAP 23.1**, the parties may, by mutual agreement, nominate and refer the dispute to an adjudicator/mediator to assist in the resolution of the dispute. Parties will meet their own costs associated with such a referral, and split the costs of the adjudicator/. In appointing the adjudicator parties should agree whether or not the adjudicator’s decision is to be final and binding.   3. Further dispute resolution mechanism for Call-off contracts shall be as specified in the Call-off Contracts. |

Appendix to the Framework Agreement: Corrupt and Fraudulent Practices

Procurement Policy- Guidelines for the Procurement of Goods, Works and Related Services under Islamic Development Project Financing, April 2019, revised February 2023

**Fraud and Corruption:**

1.15.1.It is IsDB’s policy to require that Beneficiaries as well as Firms, Contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any personnel, observe the highest standard of ethics during the selection and execution of IsDB financed contracts[[9]](#footnote-10). In pursuance of this policy, the requirements of *IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects* and sanctions procedures shall be observed at all times. IsDB:

1. defines, for the purposes of this provision, the terms set forth as follows:
2. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
3. “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;
4. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
5. “coercive practices” 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; and
6. “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an IsDB 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 acts intended to materially impede the exercise of IsDB inspection and audit rights provided for under Paragraph 1.15.1.(e) below.
7. will reject a Bid for award if it determines that the Bidder recommended for award, or 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;
8. will declare misprocurement and cancel the portion of the Project Financing allocated to a contract if it determines at any time that representatives of the Beneficiary or of a recipient of any part of the proceeds of the Project Financing engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to IsDB to address such practices when they occur, including by failing to inform IsDB in a timely manner at the time they knew of the practices;
9. will sanction a Firm or individual, at any time, in accordance with the prevailing IsDB sanctions procedures[[10]](#footnote-11), including by publicly declaring such Firm or individual ineligible, either indefinitely or for a stated period of time:
10. to be awarded a IsDB-financed contract; and
11. to be a nominated sub-contractor, consultant, sub-consultant, Contractor or Supplier of an otherwise eligible Firm being awarded a IsDB-financed contract; and
12. will require that a clause be included in Bidding Documents and in contracts financed by IsDB, requiring Bidders, including their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, to permit IsDB to inspect all accounts, records and other documents relating to the submission of Bids and contract performance, and to have them audited by auditors appointed by IsDB.

Framework Agreement – Schedules

SCHEDULE 1: Schedule of Requirements

[*insert the agreed schedule of requirements e.g.:*]

**Contents**

* + - 1. List of Goods *[consistent with the price schedule forms]*
      2. List of Related Services *[consistent with the price schedules]*
      3. Technical Specifications

*Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*

1. *standards*
2. *any required Related Services*
3. *any required tests and inspections*
4. *any functional guarantees covered by the Warranty.*

*[If a summary of the Technical Specifications (TS) has to be provided, the Executing Agency shall insert information in the table below.*

***1.3.1 Summary of Technical Specifications****. The Goods and Related Services shall comply with following Technical Specifications and Standards:*

|  |  |  |
| --- | --- | --- |
| ***Item No*** | ***Name of Goods or Related Service*** | ***Technical Specifications and Standards*** |
| *[insert item No]* | *[insert name]* | *[insert TS and Standards]* |
|  |  |  |
|  |  |  |

**1.3.2 Detailed Technical Specifications and Standards** *[insert whenever necessary].*

*[Insert detailed description of TS]*

***1.3.3 Drawings***

*[If drawings shall be included, insert List of Drawings]*

|  |  |  |
| --- | --- | --- |
| **List of Drawings** | | |
| Drawing Nr. | **Drawing Name** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***1.3.4 Inspection and Tests***

The following inspections and tests shall be performed: *[insert list of inspections and tests, including as applicable: nature, frequency, any locations and any procedure for carrying out the inspections and tests.]*

SCHEDULE 2: Price Schedules

[*insert the agreed price schedules]*

SCHEDULE 3: Security Forms

Security Forms that may be required under Call-off Contracts

1. Performance Security

2. Advance Payment Security

Performance Security

**(Bank Guarantee)**

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

*[Guarantor letterhead or SWIFT identifier code]*

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

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

**Performance Guarantee No.:** *[Insert guarantee reference number]*

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

**Contract No.:** *[insert Purchaser’s reference for the specific Contract]*

We have been informed that \_ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of \_ *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*( ) *[insert amount in words]*,[[11]](#footnote-12)1 such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2…[[12]](#footnote-13)2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

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

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

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

Advance Payment Security

**Demand Guarantee**

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[Insert name and Address of Purchaser]*

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

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]*

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

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called “the Applicant”) has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

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

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*( ) *[insert amount in words][[13]](#footnote-14)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 that the Applicant has used the advance payment for purposes other than toward delivery of Goods.

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 in proportion to the value of the Goods shipped (for Goods supplied from abroad) and/or the value of the Goods delivered at the named place of destination (for Goods supplied from within the Purchaser’s country), as evidenced by copy(ies) of [ ].[[14]](#footnote-15)

This Guarantee shall expire upon our receipt of copy(ies) of the above referenced documents, evidencing that at least ninety (90) percent of the Contract Price of the Goods has been delivered or on the *[insert day]* day of *[insert month]*, *[insert year][[15]](#footnote-16)*, whichever is earlier.

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

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

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

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

SCHEDULE 4: Secondary Procurement

This Section contains the methods and the criteria that the Executing Agency shall use to conduct a Secondary Procurement process to select a Supplier and award a Call-off Contract under this Framework Agreement.

[The Executing Agency shall select the criteria deemed appropriate for the Secondary Procurement process, using the samples text provided below or other acceptable wording, and delete the text in italics.

*The Secondary Procurement methodology(ies) to be described in this Schedule must be consistent with the Secondary Procurement method(s) set out in the Request for Bids which resulted in the conclusion of the Framework Agreement.]*

1. Secondary Procurement method(s)

The Secondary Procurement method(s) that apply to the selection of a Supplier for the award of a Call-off Contract under this Framework Agreement [is/are] *[insert the types of the Secondary Procurement Method(s) that apply. This may include methods used as examples below, or any other method(s) approved by the IsDB.]:*

1. competitive quotations through mini-competition,
2. direct selection based on location, and
3. direct selection based on balanced division of supply.
4. *[add any other applicable method]*

The procedure for the application of the procurement methods outlined under paragraph 1 above are the following.

* 1. **Competitive quotations (mini-competition)** *[delete if not applicable as per paragraph 1 above]*

The Purchaser will prepare a Request for Quotation (RFQ) and invite all eligible Suppliers holding a Framework Agreement that includes the Goods to be procured under the Call-off contract, to submit competitive quotations.

The RFQ will include*:*

1. the Goods, and any Related Services, to be delivered
2. delivery location(s)
3. delivery date(s) or schedule
4. quantity
5. any additional requirement for inland transportation and other services in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ not included in the Base Price,
6. details of any inspections or tests that are additional to those described in the Framework Agreement
7. the criteria to be applied to the evaluation of quotations
8. the award criteria, e.g.:

The Purchaser shall award the Call-off Contract to the Supplier whose Bid(s) has been determined to be:

substantially responsive to the RFQ; and

the lowest evaluated cost.

1. deadline for submission of quotations
2. reference the Call-off Contract Terms and Conditions of supply, which are to apply to the purchase
3. request to Suppliers to demonstrate that they continue to be eligible and qualified to supply the Goods
4. *any other relevant information.*

Suppliers are not permitted to quote a price, excluding any additional price for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ not included in the Base Price, that is higher than the Base Price stated in the Framework Agreement, Schedule 2, or as adjusted by the agreed price adjustment formula, if applicable in accordance **with FAP 8,** and any changes in any Laws and Regulations in accordance with **FPA 9**.]

* 1. ***Direct Selection under Single-Supplier Framework Agreement***

The Purchaser may request the Supplier to include in the Call-off Contract Price, the prices for any additional inland transportation and other related services in the Purchaser’s Country to convey the Goods to their final destination.

The Purchaser will issue a Call-off Contract to the Supplier using the prices/pricing mechanism set out in the Framework Agreement, Schedule 2 or as adjusted by the agreed price adjustment formula if applicable in accordance **with FAP 8**, and any changes in any Laws and Regulations in accordance with **FAP 9**; including, as applicable, the prices for any additional inland transportation and other related services in the Purchaser’s Country to convey the Goods to their final destination.

* 1. **Direct selection based on location** *[delete if not applicable as per paragraph 1 above]*

The Purchaser will select an eligible Supplier holding a Framework Agreement, to deliver the Goods, based on which Supplier is best able to deliver the Goods, and any Related Services, based on the location where the Goods are to be supplied.

The Purchaser will issue a Call-off Contract using the prices/pricing mechanism set out in the Framework Agreement, Schedule 2 or as adjusted by the agreed price adjustment formula, if applicable in accordance **with FAP 8**, and any changes in any Laws and Regulations in accordance with **FAP 9**; including, as applicable, the prices for any additional inland transportation and other related services in the Purchaser’s Country to convey the Goods to their final destination.

The Purchaser may request the Supplier and include in the Call-off Contract Price, the prices for any additional inland transportation and other related services in the Purchaser’s Country to convey the Goods to their final destination.

* 1. **Direct selection based on balanced division of supply** *[delete if not applicable as per paragraph 1 above]*

The Purchaser will rotate the award of Call-of Contracts amongst all eligible Suppliers holding a Framework Agreement, based on a balanced division of supply linked to an upper limit. The upper limit is: *[insert either the upper limit in value or the upper limit in quantity]*.

The first Call-off Contract(s) will be awarded to the Supplier whose Framework Agreement has the lowest evaluated cost. The first Supplier will continue to be awarded Call-off Contracts until the total [*insert either:* *value/quantity*] of all Call-off Contracts awarded reaches the upper [insert either: *“value”or “quantity”]* limit.

A second supplier, whose Framework Agreement has the second lowest evaluated cost, will then be awarded the subsequent Call-off Contracts until the total [insert either: “*value”or “quantity”*] of all Call-off Contracts awarded reaches the upper [insert either: “*value”or “quantity”*] limit. And so on.

The Purchaser will issue a Call-off Contract using the prices/pricing mechanism set out in the Framework Agreement, Schedule 2 or as adjusted by the agreed price adjustment formula if applicable in accordance **with FAP 8**, if applicable and any changes in any Laws and Regulations in accordance with **FAP 9**.

The Purchaser will request the Suppliers and include in the Call-off Contract Price, the prices for any additional inland transportation and other related services, not included in the Base Price, in the Purchaser’s Country to convey the Goods to their final destination.

* 1. *[add any other applicable method]*

1. Formation of Call-off contract

The Purchaser shall confirm that the selected Supplier continues to be qualified and eligible in accordance with Framework Agreement prior to the formation of the Call-off Contract. The Call-off Contract is formed when one of the following conditions are met depending on the method of selection used for the Secondary procurement.

*[Describe the procedure(s) that applies to the formation of the Call-off Contract. Be specific e.g.]*

* 1. **For competitive quotations through mini-competition using a Request for Quotation,** the Call-off contract if formed when: *[select one of the three Options]*

OPTION 1

“the Purchaser issues, the Letter of Award of Call-off Contract to the successful Supplier.” *[****add if applicable****: “*Following the formation of contract, through offer and acceptance, the Purchaser and Supplier shall sign a Call-off Contract as per the form contained in the Framework Agreement*.”] OR*

OPTION 2

“the Purchaser transmits, to the successful Supplier, a Call-off Contract for signature and return, and the Call-off Contract is signed by both the Purchaser and the Supplier. The date that the Call-off Contract is formed, is the date that the last signature is executed.”

OPTION 3

“the Purchaser transmits, to the successful Supplier, a purchase order for the Goods and the supplier accepts the order.” *(describe how this will happen, e.g. through return email, signed Purchase Order, etc.).*

* 1. **For direct selection based on location or balanced division of supply,** the Call-off contract is formed when the Purchaser transmits, to the successful Supplier, a Call-off Contract for signature and return, and the Call-off Contract is signed by both the Purchaser and the Supplier. The date that the Call-off Contract is formed, is the date that the last signature is executed, or the date agreed by the parties.

1. Communicating the award of Call-off Contract

*[Describe the process to announce the award of a Call-off Contract e.g.*

The Purchaser shall, at the same time as awarding the contract, communicate the award of the Call-off Contract in the case of:

1. Direct Selection to all FRA Suppliers for the items included in the Call-off Contract.
2. selection based on competitive quotations (through mini-competition) to all Suppliers invited to submit quotations.

The communication must be by the quickest means possible, e.g. by email, and include, as a minimum, the following information:

1. the name and address of the successful Supplier
2. the quantity/volume of Goods being procured
3. the contract price
4. a statement of the reason(s) the recipient Supplier was unsuccessful.]
5. Complaint about award of Call-off Contract

An unsuccessful Supplier may complain about the decision to award a Call-off Contract. In this case the process for making a complaint is as follows: *[describe the complaints process. At a minimum, the process should include the following]:*

1. the complaint shall be made in writing to the Purchaser, by the quickest means available, e.g. email
2. the Purchaser will address the complaint within a reasonable time
3. the receipt of a complaint does not prohibit the award of the Call-off Contract, and no standstill period or pause in process shall apply.

*.*

Request for Quotation

**Secondary Procurement under a Framework Agreement**

**(method: mini-competition)**

|  |  |
| --- | --- |
| **From:** | **[*Insert Purchaser’s legal name*]** |
| **Purchaser’s Representative:** | [*Insert name of Purchaser’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Purchaser’s address*] |
| **Telephone:** | [*Insert Representatives telephone number*] |
| **Email:** | [*Insert Representatives email address*] |

|  |  |
| --- | --- |
| **To:** | **[*Insert Supplier’s legal name*]** |
| **Supplier’s Representative:** | [*Insert name of Supplier’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Supplier’s address*] |
| **Telephone:** | [*Insert Representatives telephone number*] |
| **Email:** | [*Insert Representatives email address*] |

|  |  |
| --- | --- |
| **Framework Agreement (FRA):** | **[*Insert short title of FRA*]** |
| **FRA Date:** | [*Insert FRA Date*] |
| **FRA Reference No.** | [*Insert FRA reference*] |

|  |  |
| --- | --- |
| **RFQ Ref No.:** | [*Insert reference*] |
| **RFQ Date:** | [*Insert date of RFQ*] |
| **RFQ issued:** | This RFQ has been transmitted by: “post*” or “*email*” or “*fax” |

**Attachments:**

Annex 1: Purchaser’s Requirements

Annex 2: Quotation Form

Annex 3: Call-off Contract for Supply of Goods **[*this may be the Call-off Contract Form or another acceptable template*]**

Dear [*insert name of Supplier’s Representative*],

1. **Request for Quotation (RFQ)**

With reference to above Framework Agreement (FRA), you are invited to submit your most competitive Quotation in this Secondary Procurement process. The Quotation is for the Goods [*add if applicable:* “and the Related Services,”] described in Annex 1: Purchaser’s Requirements, attached to this RFQ.

1. **Price**
2. Your Quotation must be submitted in the format contained in Annex 2: Supplier Quotation Form.
3. Your Quotation, excluding any additional price for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ not included in the Base Price, cannot be higher than the Base Price for the Goods [*add if applicable:* “and Related Services,”] as established in the Framework Agreement, Schedule 2: Price Schedules adjusted for any change in Laws and Regulations in accordance with FRA Specific Provisions. [*OR use the following text if the Base Price is subject to a price adjustment*: Your Quotation cannot be higher the Base Price for the Goods [*add if applicable:* “and Related Services,”] as established in the Framework Agreement, Schedule 2: Price Schedules, adjusted by applying the price adjustment formula and any adjustment for change in Laws and Regulations in accordance with FRA Specific Provisions”]
4. The price for any additional inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ not included in the Base Price shall be quoted.
5. The price that you quote shall be fixed and shall not be subject to any further adjustment.
6. The Quotation shall be in the same currency(ies) specified in the Framework Agreement, Schedule 2: Price Schedules.
7. The Quotation will be valid for a period of [*insert number of calendar days*]
8. **Clarifications**

If you require clarification(s) regarding this RFQ, send your request in writing (email or hard copy *or through e-procurement system* if available) to our above-named Representative before [insert date and time]. We shall forward copies of our response to all Suppliers including a description of the inquiry but without identifying its source.

1. **Submission of Quotations**

Quotations are to be submitted in the form attached in Annex 2: **[*insert method as applicable: e.g. by email, through e-procurement system*]** to the following address; [Attention: *[insert full name of person, if applicable;* **E-mail address: or link to e-procurement system]**

Offers submitted as email attachments shall be in the form of scanned non- editable images. ***[Include if needed:*** *To facilitate the procurement process, the Executing Agency may require copies of the same quotations in other formats (such as in Word or Excel)]*

The deadline for submission of Quotations is [*insert time, day, month, year*]. Please inform us within *[insert number of days]* if you do not intend to submit a quotation.

1. **Opening of Quotations**

Quotations will be opened on [**[*insert time, day, month, year*]** by the Executing Agency’s representatives in the presence of the Supplier’s designated representatives who choose to attend the virtual opening ***[Under the COVID-19 emergency situation, if virtual opening is not feasible, the offers may be opened by the Executing Agency’s representatives only]***. Minutes of the opening will be shared with all suppliers who submitted quotations.

1. **Evaluation of Quotations**

Quotations will be evaluated item-wise and according to the criteria and methodology described in the Framework Agreement, Schedule 4: Secondary Procurement.

1. At the time of Contract Award, the Supplier (including each subcontractor proposed by the Supplier) shall not be subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations. Prior to Contract award, the Purchaser will verify that the successful Bidder (including each member of a JV) is not disqualified by the IsDB due to noncompliance with contractual Sexual Exploitation and Abuse (SEA) /Sexual Harassment (SH) prevention and response obligations. The Purchaser will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Purchaser will require the Bidder to propose a replacement subcontractor.

In this regard, *“****Sexual Exploitation and Abuse” “(SEA)”***means the following:

***Sexual Exploitation*** *is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.*

***Sexual Abuse*** *is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.*

***“Sexual Harassment” “(SH)”*** *is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by contractor’s personnel with other contractor’s, subcontractors’ or employer’s personnel.*

1. **Contract**

Attached, as Annex 3 to this RFQ, is the draft Call-off Contract that will apply to this Secondary Procurement. If successful, you will be required to sign a Call-off Contract on the same, or similar terms. [*Instructions: complete a draft Call-off Contract for this procurement and attach it to this RFQ*]

On behalf of the Purchaser:

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Title/position:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RFQ ANNEX 1: Purchaser’s Requirements**  *[The Purchaser shall complete these tables, as appropriate, to enable the Supplier to prepare the Quotation]*  **List of Goods and Delivery Period** | | | | | | | |
| **Line Item N°** | **Description of Goods** | **Quantity required** | **Physical unit** | **Named Place of Destination** | **Place of Final Destination (Project Site)** | **Applicable Incoterms (e.g. CIP, EXW etc.)** | **Delivery Period from Date of formation of Call-off contract** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of Related Services and Completion Schedule** | | | | | |
| **Service** | **Description of Service** | **Quantity required** | **Physical Unit** | **Place where Services shall be performed** | **Completion Period of Services** |
|
| *[****insert Service No****]* | *[****insert description of Related Services****]* | *[****insert quantity of items to be supplied****]* | *[****insert physical unit for the items****]* | *[****insert name of the Place****]* | *[****insert no. of days such as from Delivery Period or receipt of Goods, as appropriate****]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Technical Specifications, Drawings, Inspections and Tests

The Technical Specifications, Drawings, Inspections and Tests as are described in the Framework Agreement Schedule 1: Schedule of Requirements.

*[Add any additional information consistent with the information provided in the Schedule of Requirements]*

RFQ ANNEX 2: Supplier Quotation Form

|  |  |
| --- | --- |
| **From:** | **[*Insert Supplier’s legal name*]** |
| **Supplier’s Representative:** | [*Insert name of Supplier’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Supplier’s address*] |
| **Email:** | [*Insert Supplier’s email address*] |

|  |  |
| --- | --- |
| **To:** | **[*Insert Purchaser’s legal name*]** |
| **Purchaser’s Representative:** | [*Insert name of Purchaser’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Purchaser’s address*] |

|  |  |
| --- | --- |
| **Framework Agreement (FRA)** | **[*Insert short title of FRA*]** |
| **FRA Reference No.** | [*Insert Purchaser’s FRA reference*] |
| **Date of Framework Agreement:** | [*Insert FRA date*] |

|  |  |
| --- | --- |
| **RFQ Ref No.:** | [*Insert Purchaser’s reference*] |
| **Date of Quotation:** | [*Insert date of Quotation*] |

Dear [*insert name of Purchaser’s Representative*]

**SUBMISSION OF QUOTATION**

1. **Conformity and no reservations**

In response to the above named RFQ we offer to supply the Goods, [*add if applicable:* “and deliver the Related Services,”] as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules, Technical Specifications, Drawings, Inspections and Tests. We confirm that we have examined and have no reservations to the RFQ, including the Call-off Contract.

1. **Eligibility and conflict of interest**

We declare that we continue to be qualified, and meet the eligibility requirements and that we have no conflict of interest. If awarded the Call-off Contract, the Goods [*add if applicable:* “and Related Services,”] that we supply shall be sourced from an eligible country.

**Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** [*select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the status of disqualification by the IsDB of each JV member and/or subcontractor]*.

We, including any of our subcontractors:

1. [have not been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations.]
2. [are subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations.]
3. [had been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, have not been declared ineligible by IsDB,under the Employer’s country laws or official regulations or by an act of compliance with a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union.

1. **Quotation Price**

The total price of our quotation, excluding any unconditional discounts offered in item (g) below is [*insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies*].

1. **Unconditional Discounts**

The unconditional discounts offered are: [*Specify the discount offered*.]

The exact method of calculations to determine the net price after application of unconditional discounts is: [*Specify the method that shall be used to apply the discounts*].

1. **Quotation Validity Period**

Our Quotation shall be valid for the period specified in RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

1. **Performance Security** [*delete if no performance security is required*]

If we are awarded the Call-off Contract, we commit to obtain a Performance Security in accordance with the RFQ.

1. **Commissions, gratuities, fees**

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation or execution of a Call-off Contract [*If none has been paid or is to be paid, indicate “*none*.”*]

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Not Bound to Accept**

We understand that you reserve the right to:

1. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
2. annul the RFQ process at any time prior to the award of a Call of Contract without incurring any liability to Suppliers.
3. **Fraud and Corruption**

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Title/position:** |  |
| **Telephone:** |  |
| **Email:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quotation for Goods: Price Schedule 1  **For Goods to be imported from outside the Purchaser’s Country** | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 9 |
| **Line Item**  **N°** | **Description of Goods** | **Country of Origin** | **Delivery Period as defined by Incoterms** | **Quantity and physical unit** | **Unit price**  **cip *[insert place of destination]*** | **CIP Price per line item**  **(Col. 5x6)** | ***[ For CIP, if in addition inland transportation etc. is required]* Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ** | | | **Total Price per Line item**  **(Col. 7+8)** |
| *[insert number of the item]* | *[insert name of good]* | *[insert country of origin of the Good]* | *[insert quoted Delivery Period]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit price CIP per unit]* | *[insert total CIP price per line item]* | *[insert the corresponding price per line item]* | | | *[insert total price of the line item]* |
|  |  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  | | |  |
|  | | | | | | | | **Quotation Price** |  | |
|  | | | | | | | | | | |

Quotation for Goods: Price Schedule 2

**For Goods from within the Purchaser’s Country (already imported\* to or manufactured in the Purchaser’s Country)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 |
| **Line Item**  **N°** | **Description of Goods** | | **Delivery Period as defined by Incoterms** | **Quantity and physical unit** | **Unit price EXW\* (plus prices to deliver to place of destination, if required)** | **Total EXW (plus prices to deliver to place of destination, if required) price per line item**  **(Col. 4×5)** | ***[If required by the Purchaser]* Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination** | **Total Price per line item**  **(Col. 6+7)** |
| *[insert number of the item]* | *[insert name of Good]* | | *[insert quoted Delivery Date]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert EXW (plus prices to deliver to place of destination, if required) unit price]* | *[insert total EXW (plus prices to deliver to place of destination, if required) price per line item]* | *[insert the corresponding price per line item]* | *[insert total price per item]* |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  | |

\*for already imported Goods, in accordance with the Primary Procurement process, the EXW price shall exclude any custom duties and other import taxes on the Goods. Provide supporting documentary evidence on custom duties and other import taxes already paid or to be paid on the Goods.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quotation for Related Services: Price Schedule 3** | | | | | | | | | | |
| 1 |  | 2 | | 3 | 4 | 5 | 6 | | 7 | |
| **Item No.** | **Item description** | **Description of Services (excludes inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination)** | | **Country of Origin** | **Completion Period at place of Final destination** | **Quantity and physical unit** | **Unit price** | | **Total Price per Service**  **(Col. 5\*6 or estimate)** | |
| *[insert number of the item]* |  | *[insert name of Services]* | | *[insert country of origin of the Services]* | *[insert Delivery Period at place of final destination per Service]* | *[insert number of items to be supplied and name of the physical unit]* | *[insert unit price]* | | *[insert total price per item]* | |
|  |  |  | |  |  |  |  | |  | |
|  |  |  | |  |  |  |  | |  | |
|  | | | **Quotation Price** | | | | |  | |

Total Quotation Price

**The total cost for the supply and delivery of the Goods, and related Services is as follows:**

|  |  |
| --- | --- |
| **Price Schedules** | **Amount** |
| Goods: Price Schedule 1 |  |
| Goods: Price Schedule 2 |  |
| Related Services: Price Schedule 4 |  |
| **Total Quotation Price** |  |

Sample Letter of Award of Call-off Contract

*[modify as appropriate]*

*[use letterhead paper of the Purchaser]*

*[date]*

To: *[name and address of the Supplier]*

Subject: ***Notification of Award of Call-off Contract No.***

In reference to the Framework Agreement [*insert reference number and date*] [*For mini-competition, add the following:* “and your Quotation [*insert reference number and date*] has been accepted.”] please find enclosed herewith the Call-off Contract. You are requested to sign the Call-off contract within [*insert no of days*].

*[****Delete if Performance Security is not required****:* “You are also requested to furnish a Performance Security within [*insert no of days*], using for that purpose the Performance Security Form attached to the Framework Agreement”]

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

**Attachment: Call-off Contract**

**Call-off Contract for the supply of Goods and Related Services *[if any]***

|  |  |
| --- | --- |
| **Framework Agreement (FRA):** | *[insert short title of FRA]* |
| **FRA Date:** | *[insert FRA date]* |
| *FRA reference number:* | *[insert FRA reference number]* |
| **Goods:** | *[short title for type of Goods*] |
| **The Project Site(s)/Final Destination(s) is/are:** | *[Insert information on the location(s) of the site(s),* ***where applicable****]* |
| **Site of inspections and tests** | **[***Insert information,* ***where applicable*]** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purchaser:** | |  | **Supplier:** | | | | |
| ***[Insert complete legal name of the Purchaser]***  [*address*] | |  | ***[Insert complete legal name of the Supplier]***  [*address*] | | | | |
| **GOODS** | | | | | | |
| **Code** | **Product name** | | | **Quantity** | **Unit price** | **Total** |
| [*insert code*] | [*description of Goods*] | | | [*number*] | [*price*] | [*amount*] |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
| Special instructions/comments: | | | | **Total** | | ***[Insert amount]*** |
| **Required Delivery period/s as per INCOTERMS** | | | | **[*insert period/s*]** as per applicable INCOTERMS | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RELATED SERVICES** | | | | |
| **Code** | **Name/description of service** | **Quantity** | **Price** | **Total** |
| [*insert code*] | [*Describe the Related Services covered and/or Framework Agreement Schedule 1: Schedule of Requirements. The price quoted in Schedule 2 of the Framework Agreement or as agreed with the selected Supplier shall be included in the Contract Price*.] | [*number*] | [*price*] | [*amount*] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Special instructions/comments: | | **Total** | | ***[insert amount]*** |
| **Required Completion period** | | [*insert period*] | |

1. **Contract Price**

The Contract Price for the supply of Goods, and provision of related Services (if applicable) is as follows

|  |  |
| --- | --- |
| Description | Amounts and currency/ies *[insert total amounts from preceding two tables]* |
| Goods |  |
| Related Services *[if applicable]* |  |
| Contract Price: [ insert total for Goods and Related Services *[if applicable]* |  |

1. **Contract Documents**

The following documents shall be deemed to form and be read and construed as part of this Call-off Contract. This Call-off Contract shall prevail over all other contract documents.

1. Letter of Award of Call-off Contract
2. Supplier’s Quotation (if applicable)
3. Addenda No. ­­\_\_\_ (if any)
4. Call-off Contract- Conditions of Contract

and by reference the following documents:

1. Framework Agreement
2. Schedule 1: Schedule of Requirements *[insert relevant items from schedule 1 as applicable to the* Call-off *contract such as technical specifications, any drawings, and inspection and tests]*
3. *[List any other document]*
4. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Call-off Contract, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

***[To facilitate this emergency procurement, if acceptable to the Purchaser and the Supplier, electronic signature of the Call-off Contract such as using DocuSign is recommended.]***

For and on behalf of the Purchaser

Signed: *[insert signature]*

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

In the presence of *[insert identification of official witness]*

*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

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

in the presence of *[insert identification of official witness]*

*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Call-off Contract- Conditions of Contract (CoC)**

***[Note to the Executing Agency: In the interest of harmonization and simplification for the Call-off Contract purchaser/s, the Executing Agency (FRA) may fill in, to the extent practicable, the information to be filled in in this section and clearly marking specific information that can only/shall be filled in by the Call-off Purchaser/s.]***

The following Call-off Contract Conditions of Contract apply to the Call-off Contract awarded under the Framework Agreement between the Purchaser and the Supplier.

1. **Standards and Specifications**

The Goods and Related Services if applicable shall conform to the technical specifications and standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods’ country of origin.

1. **Packing, Marking and Documentation**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.

The packing, marking and documentation within and outside the packages shall be: *[insert the type of packing required, the markings in the packing and all documentation required; or refer to the Technical Specifications]*

1. **Transportation**

Responsibility for transportation of the Goods shall be as specified in the applicable Incoterms specified in the Framework Agreement.

If not in accordance with Incoterms, responsibility for transportations shall be as follows: *[insert “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser’s Country, defined as the Project Site. Transport to such place of destination in the Purchaser’s Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the Purchaser and the Supplier)].*

1. **Shipping and Other Documents**

[***Modify as appropriate***

Details of Shipping and other Documents to be furnished by the Supplier are: *[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Supplier’s warranty certificate, inspection certificate issued by nominated inspection agency, Supplier’s factory shipping details etc.].*

The above documents shall be received by the Purchaser:

* + 1. before arrival of the Goods, if the mode of payment is through letter of credit if so specified in the Terms of Payment below. If the documents are not received before arrival of the Goods, the Supplier will be responsible for any consequent expenses; or otherwise;
    2. on shipment.]

1. **Terms of Payment**

The method and conditions of payment to be made to the Supplier under the Call-off Contract shall be as follows:

*[Normally the L/C method of payment applies to Goods from abroad. For emergency procurement, the time and processes for L/C may not suit the fast track procurement. It is expected that the Direct Payment disbursement method will apply. The Direct Payment method coupled with a relatively high advance payment is expected to help mitigate the risk (due to non-availability of L/C) to the Supplier. If L/C has to be used, the required processes shall be completed in an efficient manner.]*

*[State: The Purchaser [insert: “shall” or “shall not”, as appropriate] process the payments using the Direct Payment disbursement method, as defined in the World Bank’s Disbursement Guidelines for Investment Project Financing.]*

***[SAMPLE PROVISION; MODIFY AS APPROPRIATE)]***

**Payment for Goods supplied from abroad:**

*[Choose the applicable option and delete the other]*

***[Option 1- for payments using the Direct Payment Disbursement method]:***

Payment of foreign currency portion shall be made in (\_\_\_\_\_) *[currency of the Contract Price]* in the following manner:

* + - 1. **Advance Payment:**
* Ten (10) percent of the Contract Price shall be paid, within ten (10) days of signing of the Contract and upon submission of a claim for the amount;
* Thirty (30) percent of the Contract Price shall be paid within twenty (20) days of signing of the Contract and upon submission of claim and a bank demand guarantee for equivalent amount valid until the Goods are delivered and in the form of Advance Payment Security attached to the Framework Agreement or another form acceptable to the Purchaser.
  + - 1. **On Shipment:** Fifty (50) percent of the Contract Price of the Goods shipped shall be paid, within 15 days after submission of documents specified under Shipping and Other Documents herewith.
      2. **On Acceptance:** Ten (10) percent of the Contract Price of Goods received shall be paid within fifteen (15) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

Payment of local currency portion shall be made in [currency] within fifteen (15) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted services have been performed.]

***[Option 2- for payments using letter of credit]***

Payment of foreign currency portion shall be made in \_\_\_\_\_ *[currency of the Contract Price]* in the following manner:

* + - 1. **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within fifteen (15) days of signing of the Contract, and upon submission of claim.
      2. **On Shipment:** Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified under Shipping and Other Documents herewith.
      3. **On Acceptance:** Ten (10) percent of the Contract Price of Goods received shall be paid within fifteen (15) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

Payment of local currency portion shall be made in \_\_\_\_\_\_\_ *[currency]* within fifteen (15) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.

**Payment for Goods and Services supplied from within the Purchaser’s Country:**

Payment for Goods and Services supplied from within the Purchaser’s Country shall be made in \_\_\_\_\_ *[currency]*, as follows:

1. **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (15) days of signing of the Contract upon submission of a claim for the amount.
2. **On Delivery:** Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and within 15 days after submission of the documents specified under Shipping and other Documents herewith.
3. **On Acceptance:** The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within fifteen (15) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.
4. **Performance Security**

*[A Performance Security* ***shall normally not be required for the subject emergency procurement.*** *In exceptional circumstances, if a Performance Security is required, insert the following:]*

*[“The Supplier shall provide a performance security for the performance of the Contract, within the period stated in the Letter of Award of Call-off, using for that purpose the Performance Security Form attached to the Framework Agreement.*

*The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract.*

*The amount of the Performance Security shall be: [insert % of the Contract Price;], denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser. The Performance Security shall be in the form attached to the Framework Agreement.*

*The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than fourteen (14) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise.”]*

1. **Taxes and Duties**

For Goods manufactured outside the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s Country.

For Goods Manufactured within the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

For Goods manufactured outside the Purchaser’s Country, the Purchaser shall bear and pay all custom duties and import duties on the contracted Goods. For already imported Goods, to enable reimbursemnt to the Supplier and/or payment to the relevant bodies as appropriate, the Supplier shall furnish documentary evidence on custom duties and other import taxes already paid or to be paid on the Goods.

The Purchaser shall bear and pay for any Purchaser’s Country sales tax and other taxes which may be payable on the Goods.

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.

1. **Insurance**

The insurance coverage shall be as specified in the applicable Incoterms specified in the Framework Agrement. ***[Preferred provision]***

*OR*

If not in accordance with Incoterms, insurance shall be as follows:

*[insert specific insurance provisions agreed upon, including coverage, currency and amount]*

1. **Warranty**

In addition to the general waranty obligations specified in the Framework Agreemnt:

The warranty shall remain valid for *[insert number]* months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination**,** or for [insert number] months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

The period for repair or replacement after being notified of the defect by the Purchaser shall be *[insert number]* days. If having been notified, the Supplier fails to remedy the defect within this period, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

For purposes of the warranty, the place(s) of final destination(s) shall be as stated in this Call-off Contract.

1. **Liquidated Damages and Bonuses**

Except as provided for under the Framework Agreement under Force Majeure,if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages

The liquidated damage shall be *[insert %]* of the price of the delayed Goods or unperformed Services] for each week or part thereof of delay until actual delivery or performance.

The maximum amount of liquidated damages shall be *[insert %]* of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Call-off Contract pursuant to theFramework Agreement provision on Termination.

***[Optional]***

*[Insert if there are no Related Services:]* Bonus payment to the Supplier shall be *[insert number]* % per day if the Goods under the Contract are delivered before the final contractual Delivery Date].

*[Insert if there are Related Services:]* Bonus payment to the Supplier shall be *[insert number]* % per day if the Goods under the Contract are delivered and the Related Services are completed before the Completion Date].

1. **Change Orders and Contract Amendments**

The Purchaser may at any time order the Supplier through notice, to make changes within the general scope of the Call-off Contract in any one or more of the following:

1. drawings, designs, or specifications, where Goods to be furnished under the Call-off Contract are to be specifically manufactured for the Purchaser;
2. the method of shipment or packing;
3. the place of delivery; and
4. the Related Services to be provided by the Supplier.

If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Call-off Contract Price or in the Delivery/Completion schedule, or both, and the Call-off Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order.

Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Call-off Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

1. **Extensions of Time**

If at any time during performance of the Call-off Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

Except in case of Force Majeure, as provided for in the Framework Agreement, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages specified above, unless an extension of time is agreed upon.

1. **Dispute Resolution in relation to Call-off Contract**

As stated in the FRA provisions, the Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation and if needed using an adjudicator, any disagreement or dispute arising between them under or in connection with the Call-off Contract.

If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation and adjudication if used, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified below.

Notwithstanding any reference to arbitration herein,

### the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

### the Purchaser shall pay the Supplier any monies due the Supplier.

*[“ (a) shall be retained in the case of a Contract with a foreign Supplier and (b) shall be retained in the case of a Contract with a national of the Purchaser’s Country.”]*

[ (a) Contract with foreign Supplier:

*[unless the Purchaser chooses the commercial arbitration rules of another international arbitral institution, the following sample provision should be inserted:]*

All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.

(b) Contracts with Supplier national of the Purchaser’s Country:

In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country.*]*

1. ***[Note to Purchaser: Under a Project assessed as high or substantial Sexual Exploitation and Abuse(SEA)/Sexual Harassment (SH) risk, include the following if the Related Services include activities that need to be performed by the Supplier’s personnel such as installation, operation and/or maintenance, otherwise state: “Not Applicable”.]***

14.1 The Supplier shall have a code of conduct, and provide appropriate sensitization, for the Supplier’s personnel carrying out *[state as applicable: installation/ operation/ maintenance/ operation and maintenance]* that include, but not limited to, maintaining a safe working environment and not engaging in the following practices:

1. any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Supplier’s or Purchaser’s personnel;
2. any form of sexual exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
3. any form of sexual abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and
4. any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.
   1. The Purchaser may require the Supplier to remove (or cause to be removed), from the site or other places where the *[state as applicable: installation/ operation/ maintenance/ operation and maintenance]* is being executed, a Supplier’s personnel that undertakes behaviors that are not consistent with the code of conduct stated in 14.1. Notwithstanding any requirement from the Purchaser to replace any such person, the Supplier shall immediately remove (or cause to be removed) any such person, from the site or other places where the *[state as applicable: installation / operation / maintenance/ operation and maintenance]* is being executed. In either case, the Supplier shall promptly appoint, as appropriate, a suitable replacement with equivalent skills and experience.
5. ***[Note to Purchaser: The following provision shall be included if the Call-off Contract has been assessed to present potential or actual cyber security risks]***

“The Supplier, including its Subcontractors/ suppliers/ manufacturers shall take all technical and organizational measures necessary to protect the information technology systems and data used in connection with the Call-off Contract. Without limiting the foregoing, the Supplier, including its Subcontractors/ suppliers/ manufacturers, shall use all reasonable efforts to establish, maintain, implement and comply with, reasonable information technology, information security, cyber security and data protection controls, policies and procedures, including oversight, access controls, encryption, technological and physical safeguards and business continuity/disaster recovery and security plans that are designed to protect against and prevent breach, destruction, loss, unauthorized distribution, use, access, disablement, misappropriation or modification, or other compromise or misuse of or relating to any information technology system or data used in connection with the Call-off Contract.”

SCHEDULE 5: List of Purchasers (if applicable)

[*delete this section if this is a Single-User FRA i.e. single Purchaser FRA*]

The following agencies are participating as Purchasers in this Framework Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Purchaser** | **Address** | **Representative** |
|  | [*insert complete name of* *Lead Executing Agency/Purchaser #1*]  [*insert the type of legal entity*] | [*insert the address of the principle place of business*] | Name:  Title/position:  Phone:  Mobile:  E-mail: |
|  | [*insert complete name of Purchaser #2*]  [*insert the type of legal entity*] | [*insert the address of the principle place of business*] | Name:  Title/position:  Phone:  Mobile:  E-mail: |
|  | [*insert complete name of Purchaser #3*]  [*insert the type of legal entity*] | [*insert the address of the principle place of business*] | Name:  Title/position:  Phone:  Mobile:  E-mail: |
|  |  |  |  |

Annex: IsDB Group AML/ CFT & KYC Questionnaire

**IsDB Group1 AML & KYC Questionnaire (Non-Financial Institutions)**

The following questions are intended to assist the Members of the Islamic Development Bank Group (*hereinafter referred to as” IDBG*”) in their respective customers due diligence. It seeks to collate and document information on the Anti-Money Laundering & Financing of Terrorism Policies & Procedures implemented by their respective customers, professional intermediaries, correspondent banks, consultants and non-governmental organizations.

# General Information

* 1. **General Entity Information**

|  |  |
| --- | --- |
| Name of the institution |  |
| Country of incorporation or registration |  |
| Registration / License Number |  |
| Legal Form  *(for example Public Limited Company, Joint Stock Company, Partnership,* limited or unlimited liability etc.) |  |
| Address of Head Office |  |
| Website addresses |  |
| Main activities |  |
| Telephone |  |
| Fax |  |
| Name |  |
| Email Address |  |

* 1. **Ownership Structure**
     1. What is the authorized and issued share capital of your institution? Authorised Capital: Issued Share Capital:
     2. Name of persons or any legal entity who owns or control more than 10% of the shares of you institution.
     3. Are the shares of the institution divided in to several classes? Yes No NA If yes, list the classes of shares (whether ordinary, preferred, bearer or registered shares):

1 Each of the Islamic Development Bank (IsDB), Islamic Corporation for the Insurance of Investment and Export Credit (ICIEC), Islamic Corporation for the Development of the Private Sector (ICD), and International Islamic Trade Finance Corporation (ITFC); is a supra-national, inter-governmental self-regulated of international financial institutions established under its respective Articles of Agreements, having their headquarters in Jeddah, Kingdom of Saudi Arabia (all together are refer to as IsDB Group).

* + 1. Is your institution publicly traded? Yes No NA
    2. If your answer is “Yes,” please list Exchange & Symbol of your institution.
    3. Does your Entity have branches or subsidiaries? If so, does this questionnaire apply also to your Branches/subsidiaries?
    4. Have there been any significant changes in ownership (exceeding 25%) over the last five years? If yes, please provide details.

# Anti-Money Laundering & Financing Terrorism Controls (AML/CFT)

|  |  |  |  |
| --- | --- | --- | --- |
| **I. *General AML Policies, Practices and Procedures*** | YES | NO | N/A |
| 1. Are there laws / regulations designed to prevent and deal with money laundering and terrorist financing in the country of incorporation of your company or institution?  If yes, please list the names of the relevant laws: |  |  |  |
| 2. Has your institution developed written policies and procedures to prevent detect and report suspicious transactions/terrorist financing activities? |  |  |  |
| 3.Does your AML/CFT policy meet the requirement of local laws and the FATF standards? |  |  |  |
| 4.Does these laws and regulations prohibit your institution from conducting business with or on behalf shell companies. |  |  |  |
| 5.Is your AML/CFT policy approved by the board of your institution or by a senior committee? |  |  |  |
| 6. Does your policy require you to identify the source of your customers’ funds or income? |  |  |  |
| 7. Does your institution collect information regarding its customers’ business activities and assess its customers’ AML policies or practices? |  |  |  |
| 8. Is your institution subject to the supervision of any regulatory authority? If yes, please give the name of the supervisory/regulatory authority. |  |  |  |
| 9. Please give the name of the authority to which you must report in case of a suspicion of money laundering and terrorist financing: |  |  |  |
| 10. In addition to inspections by the government supervisors/regulators, does your institution have an internal audit function or other independent third party that assesses AML policies and practices on a regular basis? |  |  |  |
| 11. Does your Entity have an established Anti-bribery and corruption Policy (If yes, please provide a copy) |  |  |  |
| 12. Does your institution have policies to cover relationships with Politically Exposed Persons (PEPs), their families and close associates? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 13. Does your institution have appropriate record retention procedures pursuant to applicable laws?  If yes, please state the period of time for which records are kept. |  |  |  |
| **II. *Risk Assessment*** | YES | NO | N/A |
| 14. Does your institution have a risk-based assessment of customer base and their transactions? |  |  |  |
| 15. Does your institution determine the appropriate level of enhanced due diligence necessary for those categories of customers and transactions that your institution has reason to believe pose a heightened risk of illicit activities? |  |  |  |
| **III. *Know Your Customer, Due Diligence and Enhanced Due Diligence*** | YES | NO | N/A |
| 16. Does your institution require the verification of identification information for all customers and counterparties (individuals or entities) at the establishment of the relationship? (such as; name, nationality, address, telephone number, occupation, age/date of birth, number and type of valid official identification, as well as the name of the country/state that issued it)? |  |  |  |
| 17. Does your institution have procedures to establish a record for each new customer that contains their respective identification documents and ‘Know Your Customer’ information? |  |  |  |
| 18. Does your customer identification program require that enhanced due diligence be conducted regarding certain customers that may present a heightened level of money laundering and terrorist financing risk to your institution, such as international private banking and correspondent banking customers, or customers from high risk money laundering and terrorist financing jurisdictions? |  |  |  |
| 19. Does your institution have a periodic process to review and, where appropriate, update high-risk customer information? |  |  |  |
| ***IV. Reportable Transactions and Prevention and Detection of Transactions with Illegally Obtained Funds*** | YES | NO | N/A |
| 20. Does your institution have policies or practices for the identification and reporting of transactions that are required to be reported to the authorities? |  |  |  |
| **V. *Transaction Monitoring*** |  |  |  |
| 21. Does your institution have a monitoring program for unusual and potentially suspicious activities that could expose your institution to any ML/FT risks. |  |  |  |
| 22. Does your institution filter payments against relevant United Nations sanctions lists? |  |  |  |
| **VI. *AML Training*** | YES | NO | N/A |
| 1. Does your Institution provide AML/CTF/Sanctions & Embargoes training to relevant employees that includes:    * Identification and reporting of transactions that must be reported to government authorities. |  |  |  |
| * Examples of different forms of money laundering involving the institution’s products and services. * International, national, and internal policies to prevent money laundering. If yes, how frequent are these trainings? |  |  |  |
| 24 Does your institution retain records of its training sessions including attendance records and relevant training materials used? |  |  |  |
| 25. Does your institution have policies to communicate new AML/CTF/Sanctions & Embargoes related laws or changes to existing AML/CTF/Sanctions & Embargoes related policies or practices to relevant employees? |  |  |  |
| 26. Does your Institution employ third parties to carry out some of the AML/CFT/ Sanctions & Embargoes functions of the institution?  If YES Kindly answer below question. |  |  |  |
| **VI. Additional Information/documents** | | | |
| Please attach the following documents along with this form:   * License /Certificate of Registration; * By-law / Articles of Association. * AML / CFT / KYC Policy / Guidelines; * List of Shareholders / owners and their respective shareholding percentage * List of Board of Directors (or Trustees) including their nationalities & shareholders they represent * List of Management Team indicating their respective positions and the number of years of service. * Annual Report & Financial Statement. | | | |

I hereby confirm that the statements given above are true and correct. I also confirm that I am authorized to complete this document.

Name : Signature :

Title

Date : Official Seal

(P.S. Please ensure that this form is fully filled, duly signed and stamped in order to complete the required onboarding processes).

1. *Insert if applicable: “Call-off Contract(s) awarded under a Framework Agreement will be jointly financed by [insert name of co-financing agency]. The Primary Procurement to conclude a Framework Agreement(s) and the Secondary Procurement to award a Call-off Contract(s) will be governed by the IsDB Procurement Guidelines.”* [↑](#footnote-ref-2)
2. *If electronic procurement will be used, insert link or web site address and any additional relevant information, as appropriate.* [↑](#footnote-ref-3)
3. *The fee chargeable should only be nominal to defray reproduction and mailing costs.*  [↑](#footnote-ref-4)
4. *For example, cashier’s check, direct deposit to specified account number, etc.* [↑](#footnote-ref-5)
5. *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, downloading from authorized web site(s) or electronic procurement system.* [↑](#footnote-ref-6)
6. *Substitute the address for Bid submission if it is different from address for inquiry and issuance of request for Bids document.* [↑](#footnote-ref-7)
7. In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper. [↑](#footnote-ref-8)
8. A Firm or individual may be declared ineligible to be awarded a IsDB-financed contract upon: (i) completion of the IsDB’s sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. [↑](#footnote-ref-9)
9. In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper. [↑](#footnote-ref-10)
10. A Firm or individual may be declared ineligible to be awarded a IsDB-financed contract upon: (i) completion of the IsDB’s sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. [↑](#footnote-ref-11)
11. *1* The Guarantor shall insert an amount representing the percentage of the contract Amount denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary. [↑](#footnote-ref-12)
12. 2 Insert the date twenty-eight days after the expected completion date specified in the Call-off Contract. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.” [↑](#footnote-ref-13)
13. 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-14)
14. *Insert shipping/other applicable documents establishing “delivery” of the Goods in accordance with the applicable Incoterm to the Contract.*  [↑](#footnote-ref-15)
15. *Insert the Delivery date in accordance with the Contract. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: “We agree to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the guarantee.”* [↑](#footnote-ref-16)