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**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 Works and/or Physical Services, is subject to international competitive bidding. The subsequent purchase of Works and/or Physical Services 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.

Framework Agreements may be used to retain one or more qualified firms for multiple Works and Physical services that: (i) are similar in nature and complexity; (ii) require similar qualifications; and/or (iii) are individually relatively small (economy of scale or scope).

As the Works and Physical services carried out under a framework agreement are more specifically determined during the call-off process, in most cases, it may not be practical to request a fully priced bid in the Primary Procurement process.

At the Primary Procurement stage, the Employer’s Requirements normally provide the objectives, background information and as much information as practically possible on the planned works and services (such as expected scope, locations if known, typical estimated person months requirements, qualifications requirements, expected typical deliverables) to enable firms to provide their technical proposals and rates (prices) for the works/services that may be required. To avoid fragmentation, it is important that the line service item/s for which rate/s (price/s) is/are requested **should to the extent practically possible be a complete set** **of works/services**, whose outputs and performance could be described as applicable.The approach and methodology at the framework agreement level is to demonstrate the firms’ ability to carry out typical works/services to be called-off under the Framework Agreement.

For additional information on this document, please contact:

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Standard Procurement Document

Summary of contents

Specific Procurement Notice

**Specific Procurement Notice - International Competitive Bidding** **(ICB) Framework Agreement(s) Works and Physical Services**

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 – Works and Physical Services (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, Activity 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 reference to IsDB’s policy in regard to Fraud and Corruption which apply to this Bidding process.

**PART 2 EXECUTING AGENCY’S REQUIREMENTS**

**Section VII Activity Schedules**

This Section includes the List of Works and Physical Services and Completion Schedules that describe the Works and/or 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**

This Part sets out the provisions of the Framework Agreement

SCHEDULE 1: Works and/or Services

SCHEDULE 2: Activity Schedules

SCHEDULE 3: Security Forms

SCHEDULE 4: Secondary Procurement

SCHEDULE 5: List of Employers (if applicable)

Specific Procurement Notice (SPN)

Template

International Competitive Bidding Framework Agreement(s) for Works and Physical

(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/Beneficiary/Recipient] [has received/has applied for/intends to apply for]* financing from the Islamic Development Bank (IsDB) toward the cost of the [*insert name of project or grant*] and intends to apply part of the proceeds toward payments under 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 Employer under the Framework Agreement*[*s*]. / *is an Employer acting on behalf of* [*another/a group of*] *Employer*[*s*] / *is a central purchasing authority (but not itself an Employer) acting on behalf of* [*a/a group of*] *Employer*[*s*]]. The Executing Agency now invites sealed Bids from eligible Bidders for *[insert brief description of Works and Physical 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 Employers) 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-Contractor.” *OR* “Multi-Contractor.”].
5. The selection of a FRA Contractor 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 Employers, to purchase Works and Physical under a Call-off Contract. The conclusion Framework Agreement does not guarantee that a FRA Contractor will be awarded a Call-off Contract.
6. Bidding will be conducted through International Competitive Bidding using 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 items.
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)**

**Works and Physical Services**

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

**Procurement of:**

*[insert identification of the Works and Physical Services]*

**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)**

**Works and Physical Services**

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PART 1 – Bidding Procedures

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

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| 1. General
 |
| 1. Scope of Bid
 | * 1. In connection with the Specific Procurement Notice, International Competitive Bidding (ICB) Framework Agreement(s) Works and Physical Services, 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 Works and Physical Services, 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 provision of Works and Physical Services. The parties to the contract are the Employer and Contractor;
		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/Employer’s country;**“Completion Period”** is the specified period from the date of formation of a Call-off contract for provision of the Works and Physical Services;“**Framework Agreement (FRA)**” means the agreement between the Executing Agency and Contractor (s) (the successful Bidder(s)) to establish the terms and procedures governing the award of Call-off contracts under the agreement;“**FRA Contractor**” means a Contractor; **“Works”** and/or **“Services”** means the work to be performed by the Contractor pursuant to the Contract;“**Lead Employer**” when named in the Framework Agreement, a Lead Employer is a party to the Framework Agreement, in its capacity as: (a) the lead agency acting on behalf of all participating Employers in managing and administering the Framework Agreement, and (b) as an Employer in its own right;“**Multi-User Framework Agreement**” means a Framework Agreement where there is more than one Employer permitted to purchase through a Call-off Contract**;**“**Multi-Contractor Framework Agreement**” means where more than one Bidder (Contractor) concludes a Framework Agreement for the provision 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;“**Executing Agency**” means the agency that undertakes the Primary Procurement process and concludes the Framework Agreement(s);“**Employer**”, as **specified in the BDS**, means the agency(ies) that is/are permitted to procure Works and/or Services from a Contractor under a Call-off Contract awarded through a Framework Agreement;“**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 Contractors, and, as the agency responsible for managing and administering the Framework Agreement, on behalf of the Employer or Employers, once it has been concluded. A Responsible Agency is not an Employer under the Framework Agreement; “**Secondary Procurement**” means the process described in the Framework Agreement and followed by an Employer to select a FRA Contractor, and award a Call-off Contract for the provision of Works and/or Services;“**Single-User Framework Agreement**” means a Framework Agreement where there is only one Employer;“**Single-Contractor Framework Agreement**” means a Framework Agreement where only one Bidder (Contractor) concludes a Framework Agreement for the provision of each item;“**Contractor**” is a person or corporate body whose Bid to provide the Works and/or Services has been accepted by the Employer. A Contractor may also be referred to as a “FRA Contractor”;**“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 in regard to 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, Contractors, suppliers, and personnel, to permit 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 IsDB.
 |
| 1. Eligible Bidders
 | * 1. A Bidder may be a firm that is a private entity, a government-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; or receives or has received any direct or indirect subsidy from another Bidder; orhas the same legal representative as another Bidder; orhas a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Executing Agency regarding this Primary Procurement process; oror any of its affiliates participated as a consultant in the preparation of the Executing Agency’s Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Works and Physical 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 Employer or Beneficiary in implementing the Framework Agreement or a Call-off Contract; orwould be providing goods, works, or Works and Physical 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; or would 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 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.
	3. A Bidder that has been sanctioned by IsDB, pursuant to IsDB’s Anti-Corruption 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 an IsDB-financed Framework Agreement or Call-off Contract or benefit from a Bank-financed Framework Agreement or Call-off Contract, financially or otherwise, during such period of time as 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 IsDB, that they:

are legally and financially autonomous; operate under commercial law; and are 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 an Employer. 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 Employer in case of a Single-User Framework Agreement or all Employers 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 an Employer 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 IsDB, at the Beneficiary’s request, is satisfied that the debarment;

relates to fraud or corruption; and followed 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. All 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.
 |
| 1. Qualification of the Bidder
 | * 1. All Bidders shall provide in Section IV, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
	2. In the event that prequalification of Bidders has been undertaken as statedin ITB 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.
 |
| 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 CriteriaSection IV - Bidding FormsSection V - Eligible CountriesSection VI - IsDB Policy-Corrupt and Fraudulent Practices  |
|  | **PART 2 - Service Requirements**Section VII - Executing Agency’s Requirements**PART 3 - Executing Agency Forms****PART 4 - Framework Agreement (FRA)**SCHEDULE 1: Works and/or ServicesSCHEDULE 2: Activity SchedulesSCHEDULE 3: Security FormsSCHEDULE 4: Secondary ProcurementSCHEDULE 5: List of Employers (if applicable) |
|  | * 1. The Specific Procurement Notice “Invitation for Bids to conclude a Framework Agreement(s) for Works and/or Services”, 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;Conformity: documentary evidence in accordance with **ITB 16,** that the Works and/or Services conform to the Bidding document; andany other document required **in the BDS**.* 1. The **Financial Part**:
1. **Letter of Bid – Financial Part:** prepared in accordance with ITB 12 and ITB 14;
2. Schedules: Priced Activity Schedule completed in accordance with **ITB 12** and **ITB 14;**
3. Any other document required **in the BDS**.
	1. 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.
	2. In addition to the requirements under **ITB 11.1,** Bids submitted by a JV shall include a copy of the Joint Venture agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement.
	3. 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 and in the Priced Activity Schedule(s) shall conform to the requirements specified below.
	2. Bidders shall provide their prices in the Priced Activity Schedule, as specified **in the BDS.**
	3. The Bidder shall indicate the methodology for the application of any unconditional discounts in the Letter of Bid, in accordance with **ITB 12.1**.
	4. 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.
	5. The Bidder shall fill in rates and prices for all items of the Works and Physical Services described in the Specifications, and listed in the Priced Activity Schedule in Section VII, Executing Agency’s Requirements. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Priced Activity Schedule**.**
	6. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Bids, shall be included in the total Bid price submitted by the Bidder.
 |
| 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 Works Services
 | * 1. To establish the conformity of the Works and Services to the bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that Works and/or Services provided conform to the technical specifications and standards specified in Section VII, Executing Agency’s Requirements.
	2. Standards for provision of the Works and/or Services are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality 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, Executing Agency’s Requirements.
 |
| 1. Documents Establishing the Eligibility and Qualifications of the Bidder
 | * 1. To establish Bidder’s eligibility in accordance with **ITB 4,** Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.
	2. The documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted shall establish to the Executing Agency’s satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
	3. Bidders shall provide in Section IV, Bidding Forms, a preliminary description of the proposed methodology, work plan and schedule.
	4. In the event that prequalification of Bidders has been undertaken as stated **in the BDS**, only Bids from prequalified Bidders shall be considered for award of Contract. These qualified Bidders should submit with their Bids any information updating their original prequalification applications or, alternatively, confirm in their Bids that the originally submitted prequalification information remains essentially correct as of the date of Bid submission.
 |
| 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 Employer 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 prices shall be determined as follows:
		1. in the case of a fixed price Framework Agreement, the prices shall be the Bid prices 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. Bid Opening
 | * 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”.
	1. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.
 |
| 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 Part
 | * 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:

if accepted, would:affect in any substantial way the scope, quality, or performance of the Works and/or Services; orlimit in any substantial way, inconsistent with the bidding document, the Executing Agency’s rights or the Bidder’s obligations; orif rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.* 1. 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, Executing Agency’s Requirements have been met without any material deviation or reservation, or omission.
	2. If a Bid is not substantially responsive to the requirements of Bidding document, it shall be rejected by the Executing Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
	3. 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.
	4. 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.
	5. 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 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.
	6. 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 Priced Activity 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:

price adjustment for correction of arithmetic errors in accordance with **ITB 33.1**;price adjustment due to unconditional discounts offered in accordance with **ITB 14.3**;converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with **ITB 34**;price adjustment due to quantifiable nonmaterial nonconformities in accordance with **ITB 32.1**; and;excluding provisional sums and the provision, if any, for contingencies in the Priced Activity Schedule but including Daywork, when requested in the Specifications.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.
 |
| 1. Correction of Arithmetic Errors
 | * 1. Provided that the Bid is substantially responsive, the Executing Agency shall correct arithmetical errors on the following basis:

if there is a discrepancy between the service item unit price and the total of the service subitems (if any), the total shall prevail and the line item unit price shall be corrected; if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) 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. Margin of Preference
 | * 1. No margin of preference shall apply in the Primary Procurement process and in any Secondary Procurement processes.
 |
| 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
 | * 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.
 |
| 1. Executing Agency’s Right to Accept Any Bid, and to Reject Any or All Bids
 | * 1. 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 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 Employer(s) to procure any Works and/or Services 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 Works and/or Services from other Contractors who are not FRA Contractors.
 |
| 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 successful Bidder(s) 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 Employers.
 |
| 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 Employers;
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 Procurement Agency in UNDB online or Dg Market website in addition to IsDB’s external website and on the Executing Agency’s website with free access 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 Contractor 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 Contractors must continue to be qualified and eligible, and the Works and/or Services must continue to be eligible, as per the criteria stipulated in this ICB. The Employer may require, at the Secondary Procurement stage and award of Call-off Contract, evidence of continued qualification and eligibility.
 |
| 1. Adjustment to the Bid prices
 | * 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 Works and/or Services 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 Employer under the Framework Agreement.”*OR**OPTION 2: “*the agency acting for, and on behalf of, [select “the *Employer*” or “*all participating* *Employers”*] 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 Employers individually in the BDS or in an Annex to the BDS, or (b) describe all Employer*s *as an identifiable group of entities.*]**Employers**The Employer(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 (t)*** | [*Select the appropriate option and delete the rest*] *OPTION 1:***Single-Contractor Framework Agreement**This Primary Procurement intends to conclude a Single-Contractor Framework Agreement. OR *OPTION 2:***Multi-Contractor Framework Agreement**This Primary Procurement intends to conclude a Multi-Contractor 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 (v)** | **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 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 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 11.2 (f)** | The Bidder shall submit the following additional documents in its Bid: *[list any additional document not already listed in ITB 11.2 that must be submitted with the Bid]* |
| **ITB 14.2** | *Option 1- Single-Contractor 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 service item/s.*Option 2- Multi- Contractor FRA*The price to be quoted in the Letter of Bid in accordance with **ITB 12.1** shall be (i) the unit bid price/s for the specified service item/s against the estimated quantities over the FRA period or (ii) the unit bid prices for the specified service item/s against the range of Call-off quantities, as specified in the Priced Activity Schedule. |
| **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 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 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 prices shall be adjusted (to determine the FRA prices) by the following factor(s): *[(1) The local currency portion of the FRA prices shall be adjusted by a factor reflecting local inflation during the period of extension, and**(2) the foreign currency portion of the FRA 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 2021]*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 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 2021]*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 (sub-factors) and the corresponding weight out of 100% are:*[If the contract has been assessed to present potential or actual cyber security risks, the method statement technical factor must also include proposed cyber security risks management plan.]*

|  |  |
| --- | --- |
| **Technical Factor** | weight in percentage[insert weight in %] |
| 1. to what extent the proposed Works and/or Services exceed specified performance requirements
 |  |
| 1. Method statement;
 |  |
| 1. Scheduling
 |  |
| 1. Organization for executing the Works and/or Services, team composition, qualifications and experience of Contractor’s Personnel
 |  |
| 1. Key risks mitigation proposal
 |  |
| 1. Sustainable procurement proposal
 |  |
| 1. Key equipment strategy
 |  |
| *[The above are proposed headings. Expand as appropriate to enable evaluation. Modify and/or add any other factors as appropriate]* |  |

*[The above technical factors may be modified as appropriate to ensure that the documents requested from Bidders as part of the Technical Part of their Bid (Section IV) enable evaluation of the technical factors.]* *[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 Priced Activity Schedule shallbe initialed by \_\_\_\_\_\_\_ ***[insert number]*** representatives of the Employer 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 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 2021”. 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 36.1** | 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 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;
2. the Executing Agency’s decision to exclude a Bidder from the procurement process prior to the decision to conclude a Framework Agreement(s); and
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]

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TECHNICAL PART

1. Qualification Criteria

If the Executing Agency has not undertaken prequalification of potential Bidders, all Bidders shall include the following information and documents with their Bids:

(a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;

(b) total monetary value of Works and/or Services performed for each of the last five years;

(c) experience in Works and Services of a similar nature and size for each of the last five years, and details of Works and Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;

(d) list of major items of equipment proposed to carry out the Contract;

(e) qualifications and experience of key site management and technical personnel proposed for the Contract;

(f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor’s reports for the past five years;

(g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);

(h) authority to the Executing Agency to seek references from the Bidder’s bankers;

(i) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount;

(j) proposals for subcontracting components of the Works and Services amounting to more than 10 percent of the Contract Price; and

(k) if required by the Executing Agency, Environmental and Social (ES) past performance declaration (see below at the end of this section)**.**

Bidders shall include with their bids the Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration, using the form in Section IV. Bids submitted by a joint venture of two or more firms as members shall comply with the following requirements, unless otherwise stated **below**:

(a) the Bid shall include all the information listed above for each joint venture member;

(b) the Bid shall be signed so as to be legally binding on all members;

(c) the Bid shall include a copy of the agreement entered into by the joint venture members defining the division of assignments to each member and establishing that all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; 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;

(d) one of the members shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and

(e) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

Bidders shall meet the following minimum qualifying criteria:

(a) annual volume of Works and Services of at least the amount specified **below;**

(b) experience as Contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Works and Services over the last 5 years (to comply with this requirement, Works and Services contracts cited should be at least 70 percent complete) as specified **below;** and

(c) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified **below**.

A consistent history of litigation or arbitration awards against the Bidder or any member of a Joint Venture may result in disqualification.

At the time of Contract award, successful Bidder (including each member of a JV) shall not be subject to disqualification by IsDB due to noncompliance with contractual SEA/SH prevention and response obligations. If any proposed subcontractor does not meet the requirement, the Executing Agency will require the Bidder to propose a replacement subcontractor.

**Qualification Requirements**

|  |  |
| --- | --- |
| **Joint Ventures** | The information needed for Bids submitted by joint ventures is as follows: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Annual Volume** | The minimum required annual volume of Works and Services for the successful Bidder in any of the last five years shall be: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Experience** | The experience required to be demonstrated by the Bidder should include as a minimum that he has executed during the last 5 years the following:*[ Depending on the ES assessment, the experience requirement may include experience in managing relevant ES aspects]**[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]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Liquid Assets** | The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Subcontractors**  | Subcontractors’ experience \_\_\_\_\_\_\_\_\_\_\_\_ ***[insert “shall” or “shall not”]*** be taken into account. |

The figures for each of the members of a joint venture shall be added together to determine the Bidder’s compliance with the minimum qualifying criteria of (a), (b) and (e); however, for a joint venture to qualify the member in charge must meet at least 40 percent of those minimum criteria for an individual Bidder and other members at least 25% of the criteria. Failure to comply with this requirement will result in rejection of the joint venture’s Bid.

Subcontractors’ experience and resources ***will not be taken*** into account in determining the Bidder’s compliance with the qualifying criteria, unless otherwise stated in the Qualification Requirements above.

**Declaration: Environmental and Social (ES) past performance**

***[ Note to the Executing Agency: the decision on whether to require this declaration depends on its relevance to the contract based on the nature and assessed risk of the contract]***

The Bidder ( if joint venture, each member of a joint venture) shall declare, using the form in Section IV, any contract that has been suspended or terminated and/or performance security called by an employer, in the past five years, for reasons of breach of environmental or social (including Sexual Exploitation and Abuse) contractual obligations. The Executing Agency may use this information to seek further information or clarifications in carrying out its due diligence.

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



**Key Equipment**

The essential equipment to be made available for the Contract by the successful Bidder shall be: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**Key Personnel**

*[Include, as appropriate, the requirements for the minimum key personnel to execute the Works and Services, taking into account the nature, scope, complexity and risks of the contract.*

*[Where a Project SEA risks are assessed to be substantial or high, the Executing Agency shall include Sexual Exploitation, Abuse and Harassment expert(s)]*

FINANCIAL PART

In addition to the criteria listed in ITB 32.2 (a) to (e) the following criteria shall apply: *[Specify additional criteria, if any]*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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 BDSThe 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*]

1. [*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 |

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Letter of Bid- Technical Part

Primary Procurement - Framework Agreement Works and Services

|  |
| --- |
| *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 - Works and Services**

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

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

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

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. **Bid/Proposal-Securing Declaration**: *[select OPTION 1 or 2 as applicable]*

*OPTION 1*

“We have neither been suspended nor declared ineligible by the Executing Agency(s) based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Executing Agency’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 Executing Agency’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 IsDB of each JV member and/or subcontractor]*.

We, including any of our subcontractors:

1. [have not been subject to disqualification by IsDB for non-compliance with SEA/ SH obligations.]
2. [are subject to disqualification by IsDB for non-compliance with SEA/ SH obligations.]
3. [had been subject to disqualification by 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 provide, in conformity with the ICB document, the following Works and Services: [*insert a brief description of the Works and 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 Contractors 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 government-owned enterprise or institution*] / [*We are a government-owned enterprise or institution but meet the requirements of* ***ITB 4.6***];
10. **Not Bound to Procure**: We understand that there is no obligation on the Executing Agency/Employer(s) to procure the Works and Services from any FRA Contractor during the Term of the 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.
11. **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.
12. **Fraud and Corruption**: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

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

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

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

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

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

­­­­­­­­­­­­­­­­

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

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

Bidder Information Form

Primary Procurement - Framework Agreement Works and Services

*[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 government-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 Executing Agency

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 Works and Services

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in 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 government-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 Employer, 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. |

Qualification Information

|  |  |
| --- | --- |
| **1. Individual Bidders or Individual Members of Joint Ventures** | 1.1 Constitution or legal status of Bidder: [*attach copy]*Place of registration: [*insert]*Principal place of business: [*insert]*Power of attorney of signatory of Bid: [*attach]*1.2 Total annual volume of Works and Services performed in five years, in the internationally traded currency specified **in the BDS**: [*insert]*1.3 Works and Services performed as prime Contractor on the provision of Works and Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Works and Services under way or committed, including expected completion date. |
| Project name and country | Name of employer and contact person | Type of Works and Services provided and year of completion | Value of contract |
| (a)(b) |  |  |  |
|  | 1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditors’ reports, etc. List below and attach copies.1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB 4.1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Executing Agency.1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved. |
|  Other party(ies) | Cause of dispute | Details of litigation award | Amount involved |
| (a)(b) |  |  |  |

|  |  |
| --- | --- |
|  | 1.11 Statement of compliance with the requirements of ITB 4.2.1.12 Environmental and Social (ES) performance declaration, if required, and Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration, using the forms included in this Section IV. 1.13 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding document. |
| **2. Joint Ventures** | 2.1 The information listed in 1.1 - 1.12 above shall be provided for each member of the joint venture (and each subcontractor for the SEA/SH declaration).2.2 The information in 1.13 above shall be provided for the joint venture.2.3 Attach the power of attorney of the signatory(ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.2.4 Attach the Agreement among all members of the joint venture (and which is legally binding on all members), which shows that(a) all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;(b) one of the members will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and(c) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge. |
| **3. Additional Requirements** | 3.1 Bidders should provide any additional information required **in the BDS**. |

Technical Proposal Forms

Works and Services

The Bidder shall submit documentary evidence to demonstrate that the Works and Services to be provided will meet or exceed the technical specifications and standards specified in Section VII, Executing Agency’s Requirements, including any specified performance requirements.

Method Statement

*[Describe the methodology for carrying out the Works and Services. Include any sustainable procurement proposal, as applicable. Also include key risks management plan. If required, also include proposed method statement to manage cyber security risks.]*

Work Plan

Key Personnel and Subcontractors

|  |
| --- |
| Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer to GCC Clause 4.1. |
|  |
| Position | Name | Years of experience (general) |  |
| --- |  |  |  |
| --- |  |  |  |

|  |  |
| --- | --- |
|  | **Proposed subcontracts and firms involved. Refer to GCC Clause 3.5.** |
| Sections of the Works and Services | Value of subcontract | Subcontractor(name and address) | Experience in providing similar Works and Services |
| --- |  |  |  |
| --- |  |  |  |

|  |  |
| --- | --- |
|  | Key Equipment StrategyMajor items of Contractor's Equipment proposed for carrying out the Works and Services. List all information requested below.  |

|  |  |  |  |
| --- | --- | --- | --- |
| Item of equipment | Description, make, and age (years) | Condition (new, good, poor) and number available | Owned, leased (from whom?), or to be purchased (from whom?) |
| --- |  |  |  |
| --- |  |  |  |

Code of Conduct for Contractor’s Personnel Form

***[Code of Conduct may be included, depending on risk and nature of the Works and Services (e.g. Works and Services that involve significant on-site activities) under the Framework Agreement.]***

**Note to the Bidder**:

**The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified**. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

***Note to the Employer****:*

***The following minimum requirements shall not be modified****. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.*

***Delete this Box prior to issuance of the bidding documents.***

**CODE OF CONDUCT FOR CONTRACTOR’s PERSONNEL**

We are the Contractor, [*enter name of Contractor*]. We have signed a contract with [*enter name of Executing Agency*] for [*enter description of the Works and Services*]. The Works and Services will be carried out at [*enter the locations in the Executing Agency’s country where the Works and Services are required, as applicable]*. Our contract requires us to implement measures to address *environmental and social risks* [ ***Note to Executing Agency****: depending on the nature of the contract and assessed risks, this may be replaced with social risks*], related to the Works and Services.

This Code of Conduct is part of our measures to deal with environmental and social risks *[****Note to Executing Agency****: depending on the nature of the contract and assessed risks, this may be replaced with social risks]* related to the Works and Services.

All personnel that we utilize in the execution of the Works and Services, including the staff, labor and other employees of us and each Subcontractor, and any other personnel assisting us in the execution of the Works and Services, are referred to as Contractor’s Personnel.

This Code of Conduct identifies the behavior that we require from the Contractor’s Personnel employed for the execution of the Works and Services at the locations in the Executing Agency’s country where the Works and Services are provided.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

**REQUIRED CONDUCT**

Contractor’s Personnel employed for the execution of the Works and Services at the locations in the Employer’s country where the Works and Services are provided shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor’s Personnel and any other person;
3. maintain a safe working environment including by:
	1. ensuring that workplaces, machinery, equipment and processes under each person’s control are safe and without risk to health;
	2. wearing required personal protective equipment;
	3. using appropriate measures relating to chemical, physical and biological substances and agents; and
	4. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in 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 Contractor’s or Employer’s Personnel;
7. not engage in 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;
8. not engage in in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse, and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of applicable grievance mechanism for Contractor’s Personnel or the project’s Grievance Redress Mechanism.

**RAISING CONCERNS**

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the individual, with relevant experience, designated by the Contractor to handle these matters*] in writing at this address [ ] or by telephone at [ ] or in person at [ ]; or
2. Call [ ] to reach the Contractor’s hotline *(if any)* and leave a message.

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to Contractors that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

**CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT**

Any violation of this Code of Conduct by the Contractor’s Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR’s PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor’s contact person(s) with relevant experience*] requesting an explanation.

Name of Contractor’s Personnel: [insert name] Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of authorized representative of the Contractor:

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

Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT 1:** Behaviors constituting SEA and behaviors constituting SH

**ATTACHMENT 1 TO THE CODE OF CONDUCT FORM**

**BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)**

The following non-exhaustive list is intended to illustrate types of prohibited behaviors.

1. **Examples of sexual exploitation and abuse** include, but are not limited to:
* A Contractor’s Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
* A Contractor’s Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
* A Contractor’s Personnel rapes, or otherwise sexually assaults a member of the community.
* A Contractor’s Personnel denies a person access to the locations where the Works and Services are executed unless he/she performs a sexual favor.
* A Contractor’s Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.
1. **Examples of sexual harassment** **in a work context**
* A Contractor’s Personnel comment on the appearance of another Contractor’s Personnel (either positive or negative) and sexual desirability.
* When a Contractor’s Personnel complains about comments made by another Contractor’s Personnel on his/her appearance, the other Contractor’s Personnel comment that he/she is “asking for it” because of how he/she dresses.
* Unwelcome touching of a Contractor’s Personnel or Employer’s Personnel by another Contractor’s Personnel.
* A Contractor’s Personnel tells another Contractor’s Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

Environmental and Social Performance Declaration

***[Note to the Executing Agency: Include this form if applicable in accordance with Section III]***

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

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

|  |
| --- |
| Environmental and Social Performance Declaration  |
|  **No suspension or termination of contract**: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance, in the past five years. **Declaration of suspension or termination of contract**: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance, in the past five years. Details are described below: |
| **Year** | **Suspended or terminated portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for suspension or termination: *[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]* | *[insert amount]* |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for suspension or termination: *[indicate main reason(s)]* | *[insert amount]* |
| *…* | *…* | *[list all applicable contracts]* | *…* |
| **Performance Security called by an employer(s) for reasons related to ES performance** |
| Year | Contract Identification | Total Contract Amount (current value, currency, exchange rate and US$ equivalent) |
| *[insert year]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for calling of performance security: *[indicate main reason(s) e.g. gender-based violence; sexual exploitation, or sexual abuse breaches]* | *[insert amount]* |

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 IsDB for non-compliance with SEA/ SH obligations🞎 (b) are subject to disqualification by IsDB for non-compliance with SEA/ SH obligations🞎 (c) had been subject to disqualification by 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 Works and Physical Services

|  |
| --- |
| *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 – Works and Physical Services**

**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 bid unit price/s per service item number/numbers excluding any discounts offered in item (c) below is as provided in the attached **Priced Activity Schedules.**
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.

Schedule Forms

*[The Bidder shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the Priced* ***Activity Schedules*** *shall coincide with the List of Works and Physical Services specified in the Executing Agency’s Requirements.*

***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****. To avoid fragmentation of Works and Services, it is therefore important that the line item* ***should to the extent practically possible be a complete set******of Works and Services****, whose outputs and performance could be described as applicable.*

*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) that is evaluated.*

*Two set of Priced Activity 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.*

*If specifying quantities is not applicable to the type of service/s, lump sum may be specified instead of specifying quantities/range of quantities.*

Priced Activity Schedule- [Option 1: Quantities based on call-off indicative quantities of work/service items]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 4 | 5 | 6 |
| Service item N° | Description of Works and Services | **Indicative** Service Completion Period  | **Indicative Quantity and physical unit per individual Call-off \*** | ***Unit price***  |
| **Minimum** | **Maximum** |
| *[insert number of the Service ]* | *[insert name of Works and Services]* | *[insert* **Indicative** Service Completion Period*]* | *[insert quantities of service item]* | *[insert quantities of service item]* | *[insert price per unit]* |
|  |  |  |  |  |  |

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[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.*
* *line item should to the extent practically possible be a complete set of Works and Services. If there is a need to specify sub-items, the corresponding sub-item information should be inserted.*
* ***If specifying quantities is not applicable to the type of service/s, “lump sum” may be specified instead of specifying quantities/range of quantities***

Priced Activity Schedule-[Option 2: Quantities based on estimated quantity of work/service items over FRA Period]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 4 | 5 | 6 | 7 |
| Service LineItemN° | Description of Works and Services | **Indicative** Service Completion Period | **Estimated Quantity over FRA period** and physical unit | ***Unit price***  | Total Price per Service (Col. 5\*6) |
| *[insert line item number of the Service ]* | *insert name of Works and Services]* | *[insert Delivery Period]* | *[insert quantities of service item]* | *[insert price per unit]* | *insert total price per unit]* |
|  |  |  |  |  |  |
|  |  |  |  | *Total Bid Price* |  |
|  |  |  |  |  |  |

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[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.*
* *line item should to the extent practically possible be a complete set of Works and Services. If there is a need to specify sub-items, the corresponding sub-item information should be inserted.*
* ***If specifying quantities is not applicable to the type of service/s, lump sum may be specified instead of specifying quantities/range of quantities.***

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*]

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

To: **[*insert complete name of Executing 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 1.11 of the Procurement Policy - Guidelines for the Procurement of Goods, Works and Related Services under Islamic Development Bank Project Financing, April 2019 revised February 2023, 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**, 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)**: *[insert a list of the countries following approval by IsDB to apply the restriction or state “none”].*

Under **ITB 4.8(b)**: *[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:**

1.39 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 1.39(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 – Executing Agency’s Requirements

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| Section VII – Executing Agency’s Requirements |

**Contents**

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[Performance Specifications and Drawings 89](#_Toc137886228)

Activity Schedule

**Objectives**

The objectives of the Activity Schedule are

(a) to provide sufficient information on the quantities of Works and Services to be performed to enable Bids to be prepared efficiently and accurately; and

(b) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Works and Services executed.

In order to attain these objectives, Works and Services should be itemized in the Activity Schedule in sufficient detail to distinguish between the different classes of Works and Services, or between Works and Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

**As the ITB (BDS) 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.

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

**Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Employer of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

(a) A list of the various classes of Works and Services, labor, materials, and plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for Works and Services delivered on a daywork basis.

(b) Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor’s profit, overheads, supervision, and other charges.

**Provisional Sums**

The estimated cost of specialized services to be carried out, or of special goods to be supplied, by other Contractors should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Employer to select such specialized Contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

*These Notes for Preparing an Activity Schedule are intended only as information for the Employer or the person drafting the bidding document. They should not be included in the final documents.*

Performance Specifications and Drawings

(**Describe Outputs and Performances, rather than Inputs, wherever possible**)

**Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their Bids. In the context of international competitive Bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of Bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Services be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects in the same country are useful in this respect. The use of metric units is encouraged by the World Bank. Most specifications are normally written specially by the Employer to suit the Contract in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in this document.

There are considerable advantages in standardizing General Specifications for repetitive Services in recognized public sectors, such as education, health, sanitation, social and urban housing, roads, ports, railways, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in the provision of Services, although not necessarily to be used in a particular Services Contract. Deletions or addenda should then adapt the General Specifications to the particular Services.

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, Bidders may be invited to offer Works and Physical Services that exceed the specified minimum sustainable procurement requirements.

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.

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.

Any applicable environmental and social requirements shall be specified. The ES requirements should be prepared in manner that does not conflict with the relevant General Conditions (and the corresponding Particular Conditions if any) and other parts of the specifications.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, Services, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Beneficiary’s country or other standards, the specifications should state that goods, materials, Services and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable.

The following clause may be inserted in the Special Conditions or Specifications.

**Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and Services or work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Employer prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Employer at least 28 days prior to the date when the Contractor desires the Employer consent. In the event the Employer determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

*If technical alternatives for parts of the Services are permitted in the bidding document, these parts shall be described in this Section.*

*These Notes for Preparing Specifications are intended only as information for the Employer or the person drafting the bidding document*

PART 3 – Executing Agency Forms

**Executing Agency Forms**

**Contents**

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[Notification to Conclude a Framework Agreement 97](#_Toc137886352)

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 Successful Bidder** | **Contract Price** | **Combined Score** |
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**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** |
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**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**

|  |
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| 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**

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| 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 provision of *[insert short title for Services] 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 “Employer(s)” (being Beneficiary’s agencies that are entitled to purchase under the FRA) and, where appropriate, a “Lead Employer” or a “Responsible Agency” acting on behalf of an Employer(s) and responsible for managing and administering the FRA.*]

This Framework Agreement [*insert reference number of the Framework Agreement]* is made for the provision of *[ insert brief description of 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 Employer(s)** [*insert complete name of the Employer/s, the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of Country of Employer/s}”, or “a corporation incorporated under the laws of {insert name of Country of Employer/s}”*] *(*the Employer(s)) and

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

between

**the Lead Employer** [*insert complete name of the Lead Employer, the type of legal entity, (for example, “an agency of the Ministry of the Government of {insert name of the Lead Employer’s Country}”, or “a corporation incorporated under the laws of {insert name of Country of Lead Employer}”*] and having its principal place of business at *[insert Lead Employer’s address]* as an Employer 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 Employers listed in Schedule *[insert number]* to this Framework Agreement (Employer (s)) and

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

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 Employers listed in Schedule [insert number] to this Framework Agreement (Employer (s)) and

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

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 Contractor to provide the specified Services to the Employer(s) during the Term of the Framework Agreement, as and when the Employer(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**: Employer’s Requirements

**Schedule 2**: Activity Schedules

**Schedule 3:** Security Forms

**Schedule 4**: Secondary Procurement

**Schedule 5**: List of participating Employers [*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 Employer and the Contractor, 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 Employer:”

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

“For and on behalf of the Lead Employer:”

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

“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 Contractor:

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

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 Employer. It excludes the Employer’s official public holidays.**“Call-off Contract”** is a contract awarded under a Framework Agreement, through a Secondary Procurement process, for the provision of Works and/or 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 Contractor 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.**“Dayworks”** means varied work inputs subject to payment on a time basis for the Contractor’s employees and equipment, in addition to payments for associated materials and administration;**Employer”** is the Beneficiary’s agency(ies) that is/are permitted to procure Works and/or Services from a Contractor under a Call-off Contract awarded through a Framework Agreement. Where appropriate, for the purpose of interpretation of the Framework Agreement, the term Employer includes Lead Employer, or Responsible Agency.**“Employer’s Personnel”** meansall staff, labor and other employees of the Employerengaged in fulfilling the Employer’s obligations under the Contract; and any other personnel identified as Employer’s Personnel, by a notice from the Employer to the Contractor.**“ES”** means Environmental and Social, as applicable, (including Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH)).**“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).**“Lead Employer”,** when named in the Framework Agreement, means a party to the Framework Agreement, as an Employer 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 Employers as specified in the **FAP 2.2.** All communications, including notices, in relation to the Framework Agreement, are to be addressed to the Lead Employer. All communications, including notices, in relation to a Call-off Contract, are to be addressed to the Employer named in the Call-off Contract.“**Multi-User Framework Agreement**” means a Framework Agreement where there is more than one Employer permitted to purchase through a Call-off Contract, as specified in the **FAP 2.2;** “**Employer’s Country**” is the country specified in the **FAP 2.3.****“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 Employers. 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 Contractor and award a Call-off Contract under this Framework Agreement.**“Works”** or **“Services”** means the work to be performed by the Contractor pursuant to the Contract.**“Contractor”** means the person, private or government entity, or a combination of the above, who has concluded a Framework Agreement to provide to an Employer, from time to time, and as and when required, the Works and/or Services. **“Contractor’s Personnel”** meansall personnel whom the Contractor utilizes in the execution of the Works and Services, including the staff, labor and other employees of the Contractor and each Subcontractor; and any other personnel assisting the Contractor in the execution of the Works and/or Services.**“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 the Contractor’s Personnel with other Contractor’s Personnel or Employer’s Personnel“**Single-User Framework Agreement**” means a Framework Agreement where there is only one Employer, as specified in the **FAP 2.2**. **“Subcontractor”** means any entity to which the Contractor subcontracts any part of the Works and Works and/or Services in accordance with the provisions of Sub-Clauses 3.5 and 4.**“Term”** means 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 **FAP 2.5**. |
| 1. Framework Agreement Specific Information
 | * 1. This Framework Agreement relates to the provision, under separate Call-off Contracts, of [*insert short title that describes the type of Works and/or Services*]..
	2. [*state either* “This is a Single-User Framework Agreement.” *or* “This is a Multi-User Framework Agreement. All participating Employers are listed at Schedule [*insert Schedule number*]”]
	3. The Employer’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 Employer’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 Employer’s sole discretion, and where there has been satisfactory performance by the Contractor. To extend the Term, the Employer shall give the Contractor 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 source of the indices, the Base date indices and source of exchange rate are specified below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[When concluding the Framework Agreement, if applicable in accordance with FAP 8, insert agreed source of indices, base date indices and source of exchange rate.]** 1. 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. **Employer’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 Employer’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 Employer that is responsible for managing and administering the Framework Agreement and is also an Employer insert the name of the Lead Employer’s Representative and list all other participating Employers’ Representatives in a Schedule:*]The name and contact details of the Lead Employer 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 Employers 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 an Employer)* *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 Employers are listed in Schedule [*insert number*] to this Framework Agreement.* 1. **Contractor’s Representatives**

The name and contact details of the Contractor’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. Contractor’s Obligations
 | * 1. The Contractor shall offer to provide (standing offer) to the Employer, the Works and/or Services, described in the Framework Agreement Schedule 1: Employer’s Requirements, for the Term of this Framework Agreement, in accordance with the terms and conditions stipulated in this Framework Agreement, and carry out its obligations with all due diligence, all in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.
	2. The Contractor shall respond to a request from an Employer 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 Employer that it does not intend to provide the Works and/or Services under the Call-off Contract.
	3. During the Term of the Framework Agreement, the Contractor shall continue to be eligible and qualified, and the Works and/or Services 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 Contractor shall notify the Employer immediately, in writing, if it ceases to be qualified and/or ceases to be eligible, or the Works and/or Services cease to be eligible.
	4. The Works and/or Services supplied under Call-off Contracts that may be awarded by the Employer shall be:

of the quality, type and as otherwise specified in the Framework Agreement, Schedule 1: Employer’s 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. The Contractor agrees that this Framework Agreement and any additional provisions set out in a Call-off Contract, shall apply to the provision of Works and/or Services.
	2. **Engagement of Contractor’s Personnel**

The Contractor shall make arrangements for the engagement of the Contractor’s Personnel.The Contractor is encouraged, to the extent practicable and reasonable, to use local labor that has the necessary skills.If applicable, the Contractor shall be responsible for obtaining all necessary permit(s) and/or visa(s) from the appropriate authorities for the entry of all personnel to be employed for the Works and/or Services into the Employer’s country.The Contractor shall at its own expense provide the means of repatriation to all of its personnel employed for the execution of the Works and/or Services to the place where they were recruited or to their domicile. It shall also provide suitable temporary maintenance of all such persons from the cessation of their employment on the Contract to the date programmed for their departure. * 1. **Persons in the Service of Employer**

The Contractor shall not recruit, or attempt to recruit, staff and labor from amongst the Employer’s Personnel.* 1. **Labor Laws**

The Contractor shall comply with all the relevant labor laws applicable to the Contractor’s Personnel, including laws relating to their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights.The Contractor shall at all times during the progress of the Contract use its best endeavors to prevent any unlawful, riotous or disorderly conduct or behavior by or amongst its employees and the labor of its Subcontractors.The Contractor shall, in all dealings with its personnel currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs and all local laws and regulations pertaining to the employment of labor.* 1. **Rates of Wages and Conditions of Labor**

The Contractor shall pay rates of wages, and observe conditions of labor, which are not lower than those established for the trade or industry where the Service is carried out. If no established rates or conditions are applicable, the Contractor shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by employers whose trade or industry is similar to that of the Contractor.The Contractor shall inform the Contractor’s Personnel about their liability to pay personal income taxes in the Employer’s country in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the laws of the country for the time being in force, and the Contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws.* 1. **Facilities for Contractor’s Personnel**

If applicable, the Contractor shall provide and maintain all necessary accommodation and welfare facilities for the Contractor’s Personnel employed for the execution of the Contract at the locations in the Employer’s country where the Works and/or Services are provided.* 1. **Workers’ Organizations**

In countries where the relevant labor laws recognize workers’ rights to form and to join workers’ organizations of their choosing and to bargain collectively without interference, the Contractor shall comply with such laws. In such circumstances, the role of legally established workers’ organizations and legitimate workers’ representatives will be respected, and they will be provided with information needed for meaningful negotiation in a timely manner. Where the relevant labor laws substantially restrict workers’ organizations, the Contractor shall enable alternative means for the Contractor’s Personnel to express their grievances and protect their rights regarding working conditions and terms of employment. The Contractor shall not seek to influence or control these alternative means. The Contractor shall not discriminate or retaliate against the Contractor’s Personnel who participate, or seek to participate, in such organizations and collective bargaining or alternative mechanisms. Workers’ organizations are expected to fairly represent the workers in the workforce.* 1. **Non-Discrimination and Equal Opportunity**

The Contractor shall not make decisions relating to the employment or treatment of Contractor’s Personnel on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment of Contractor’s Personnel on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices. Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Contractor shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers and children (of working age in accordance with Sub-Clause 4.14).* 1. **Forced Labor**

The Contractor, 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 Contractor, 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 Contractor, 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**
	2. The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor’s Personnel employed for the execution of Works and/or Services at the locations in the Employer’s country where the Works and/or Services are executed.
	3. The Contractor shall comply with additional obligations as specified in the Call-off Contract.
	4. **Protection of the Environment**

As applicable, the Contractor shall take all necessary measures to:* + 1. protect the environment (both on and off the locations where the Works and/or Services are executed) from damages resulting from its operations/and or activities; and
		2. limit damage and nuisance to people and property resulting from pollution, noise and other results of the Contractor’s operations and/ or activities.

The Contractor shall ensure that any emissions, surface discharges, effluent and any other pollutants from the its activities shall exceed neither the values that may be indicated in the Employer’s Requirements, nor those prescribed by applicable laws.In the event of damage to the environment, property and/or nuisance to people, on or off the locations where the Works and/or Services are carried out, as a result of the Contractor’s operations and/or activities, the Contractor shall agree with the Employer the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition. The Contractor shall implement such remedies at its cost to the satisfaction of the Employer.* 1. **Cultural Heritage Findings**

All fossils, coins, articles of value or antiquity, structures, groups of structures, and other remains or items of geological, archaeological, paleontological, historical, architectural, religious interest found on the locations in the Employer’s country where the Works and/or Services are carried out shall be placed under the care and custody of the Employer. As soon as practicable after discovery of any such finding, the Contractor shall give a notice to the Employer, to give the Employer the opportunity to promptly inspect and/or investigate the finding before it is disturbed and to issue instructions for dealing with it. |
| 1. Continued Qualifications and Eligibility
 | * 1. The Contractor shall continue to have the nationality of an eligible country. A Contractor or subcontractor, shall be deemed to have the nationality of a country if the Contractor 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 Works and/or Services to be supplied under a Call-off Contract and financed by IsDB shall continue to have their origin in eligible Countries**.**
	3. To continue to be eligible the Contractor shall not have been sanctioned by IsDB, pursuant to IsDB’s Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures.
	4. The Employer may require, during the Term of the Framework Agreement, evidence of the Contractor’s continued qualification and eligibility, and the Works and/or Services continued eligibility. Failure to provide such evidence, as requested, may result in the Contractor 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 IsDB to apply the restriction or state “none”].*] |
| 1. Role of Lead Employer or Responsible Agency
 | * 1. Where there is a Lead Employer 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 Employer(s). All communications, including notices, in relation to the Framework Agreement are to be made to the Lead Employer or Responsible Agency.
	2. The Lead Employer 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 Employer named in the Call-off Contract.
	3. Where no Lead Employer or Responsible Agency has been appointed, the named Employer is responsible for managing and administering the Framework Agreement and the provisions in **FAP** **2.10** above, in relation to communications and notices etc., apply to the Employer.
 |
| 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**; .or **For Mini-competition:**the successful competitive quotation subject to any adjustments specified in **FAPs 8 and 9**;. |
| 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 Contractor, 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), Contractors 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 Contractor’s unit price/s to determine the Call-off Contract Price.

The price adjustment is intended to reflect fluctuations in the cost of inputs, over the relevant period of the FRA. Where a price adjustment applies, it shall be calculated as follows:$$P\_{1}=P\_{0 }\left[a+\frac{bL\_{1}}{L\_{0}}+\frac{bM\_{1}}{M\_{0}}\right]-P\_{0}$$a+b+c = 1in which:P1 = Call-off unit contract price.P0 = unit price, as described in the Framework Agreement, Schedule 2: Activity Schedules.a = fixed element representing profits and overheads.b = estimated percentage of labor component.c = estimated percentage of other inputs.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 = indices for other inputs on the base date and date for adjustment, respectively, in the country of origin.The source of the indices, the base date indices and the source of exchange rate (if applicable) are specified in FAP 2.7.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, andZ1 = 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, If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Works and/or Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be. 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. Dayworks
 | * 1. If applicable, the Daywork rates in the Contractor’s Bid shall be used for small additional amounts of Works and/or Services only when the Employer has given written instructions in advance for additional Works and/or Services to be paid in that way. All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Employer.
 |
| 1. Subcontractors
 | * 1. The Contractor shall notify the Employer 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 Contractor from any of its obligations, duties, responsibilities, or liability under the Call-off Contract.
 |
| 1. Identifying Defects, correction of defects and lack of performance penalty
 | * 1. The Employer shall supervise the Contractor’s performance and notify him of any Defects that are found. Such checking shall not affect the Contractor’s responsibilities. The Employer may instruct the Contractor to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. The Defect Liability Period is as specified in the Call-off Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
	2. Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Employer’s notice.
	3. If the Contractor does not correct a Defect within the time specified in the Employer’s notice, the Employer will assess the cost of having the Defect corrected and deduct from payments due to the Contractor, if any, or otherwise the Contractor shall pay the assessed amount.
 |
| 1. Force Majeure
 | * 1. The Contractor 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 the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
	3. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event..
	4. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
	5. During the period of its inability to perform the Works and/or Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Works and/or Services and in reactivating the Service after the end of such period
 |
| 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 Contractor 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 Employer requires the Contractor 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 Contractor 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 Works and/or Services, 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 Contractor shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, Contractors, suppliers, and personnel, to permit, IsDB and/or persons appointed by 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 Contractor’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 IsDB’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to IsDB’s prevailing sanctions procedures).
 |
| 1. Confidential Information
 | * 1. The Employer and the Contractor 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 Employer or Contractor need to share with IsDB or other institution(s) participating in the financing of a Call-off Contract now, 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 Contractor 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 Employer.
 |
| 1. Termination of the Framework Agreement
 | * 1. The Employer, 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 Contractor, if:

in the judgement of the Employer, the Contractor has engaged in Fraud and Corruption, orduring the Term of the Framework Agreement, the Contractor ceases to be qualified or eligible, or the Contractor 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 Employer, orthe Contractor becomes bankrupt or otherwise insolvent, orthe Contractor fails to perform any other obligation under the Framework Agreement and/or any Call-off Contract.* 1. The Employer may terminate this Framework Agreement and/or any Call-off Contract, in whole or in part, by notice In Writing sent to the Contractor, at any time, for its convenience. The notice of termination shall specify that the termination is for the Employer’s convenience, the extent to which the performance of the Contractor 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 or Call-off contracts, 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 21.1**, 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 ***(Text in this Appendix shall not be modified)***

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:**

1.39 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 1.39(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: Works and/or Services

**[*insert the agreed details of Works and/or Services including description of Works and/or Services, method statements, indicative work program and key personnel and subcontractors]***

SCHEDULE 2: Activity Schedules

**[*insert the agreed priced activity 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 Contractor, shall fill in this form in accordance with the instructions indicated]*

*[Guarantor letterhead or SWIFT identifier code]*

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

**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 Employer’s reference for the specific Contract]*

We have been informed that \_ *[insert name of Contractor, 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 provision of \_ *[insert name of contract and brief description of Works and/or 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 Employer]*

**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 Contractor, 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 the Works and/or 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:

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

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

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us.

This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

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

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

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

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 Contractor 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 Contractor 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 IsDB.]:*

1. competitive quotations through mini-competition,
2. direct selection based on location, and
3. direct selection based on balanced division of Works and/or Services.
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 Employer will prepare a Request for Quotation (RFQ) and invite all eligible Contractors holding a Framework Agreement that includes the Works and/or Services to be procured under the Call-off contract, to submit competitive quotations.

The RFQ will include*:*

1. the Works and/or Services to be provided
2. delivery location(s)
3. delivery date(s) or schedule
4. quantity, if applicable
5. any applicable principles and modalities of inspection of quality of the Works and/or Services by the Employer
6. the criteria to be applied to the evaluation of quotations
7. the award criteria, e.g.:

The Employer shall award the Call-off Contract to the Contractor 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 provision of Works and/or Services
3. request to Contractors to demonstrate that they continue to be eligible and qualified to provide the Works and/or Services
4. *any other relevant information.*

The quoted prices for the Works and/or Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules adjusted for any change in Laws and Regulations in accordance with FRA Specific Provisions *[OR use the following text if the unit rates established in the Framework Agreement is subject to a price adjustment*: “The quoted prices for the Works and/or Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules, adjusted by applying the price adjustment formula and any adjustment for change in Laws and Regulations in accordance with FRA Specific Provisions”*].*

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

The Employer will issue a Call-off Contract to the Contractor 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**.

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

The Employer will select an eligible Contractor holding a Framework Agreement, based on which Contractor is best able to provide the Works and/or Services, based on the location where the Works and/or Services are to be provided.

The Employer 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**.

* 1. **Direct selection based on balanced division of provision of Works and/or Services** *[delete if not applicable as per paragraph 1 above]*

The Employer will rotate the award of Call-of Contracts amongst all eligible Contractors holding a Framework Agreement, based on a balanced division of provision of Works and/or Services 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 Contractor whose Framework Agreement has the lowest evaluated cost. The first Contractor 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 Contractor, 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 Employer 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**.

* 1. *[add any other applicable method]*
1. Formation of Call-off contract

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

OPTION 2

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

OPTION 3

“the Employer transmits, to the successful Contractor, a purchase order for the Works and/or Services and the Contractor 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 provision of Works and/or Services,** the Call-off contract is formed when the Employer transmits, to the successful Contractor, a Call-off Contract for signature and return, and the Call-off Contract is signed by both the Employer and the Contractor. 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 Employer 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 Contractors for the items included in the Call-off Contract.
2. selection based on competitive quotations (through mini-competition) to all Contractors 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 Contractor
2. the Works and/or Services being procured
3. the contract price
4. a statement of the reason(s) the recipient Contractor was unsuccessful.]
5. Complaint about award of Call-off Contract

An unsuccessful Contractor 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 Employer, by the quickest means available, e.g. email
2. the Employer 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 Employer’s legal name*]** |
| **Employer’s Representative:** | [*Insert name of Employer’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Employer’s address*] |
| **Telephone:**  | [*Insert Representatives telephone number*] |
| **Email:** | [*Insert Representatives email address*] |

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

Annex 2: Quotation Form

Annex 3: Call-off Contract for provision of Works and/or Services **[*this may be the Call-off Contract Form or another acceptable template*]**

Dear [*insert name of Contractor’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 provision of the Works and/or Services described in Annex 1: Employer’s Requirements, attached to this RFQ.

1. **Price**
2. Your Quotation must be submitted in the format contained in Annex 2: Contractor Quotation Form.
3. Your Quotation for the Works and/or Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity Schedules adjusted for any change in Laws and Regulations in accordance with FRA Specific Provisions. [*OR use the following text if the unit rates established in the Framework Agreement is subject to a price adjustment*: “Your Quotation for the Works and/or Services shall be based on unit rates that are not higher than the corresponding rates established in the Framework Agreement, Schedule 2: Activity 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 that you quote shall be fixed and shall not be subject to any further adjustment.
5. The Quotation shall be in the same currency(ies) specified in the Framework Agreement, Schedule 2: Activity Schedules.
6. The Quotation shall be valid for a period of [*insert number of calendar days*]
7. **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 Contractors 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 Contractor’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 Contractors 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 Contractor (including each subcontractor proposed by the Contractor) shall not be subject to disqualification by IsDB for non-compliance with SEA/ SH obligations. Prior to Contract award, the Employer will verify that the successful Bidder (including each member of a JV) is not disqualified by IsDB due to noncompliance with contractual Sexual Exploitation and Abuse (SEA) /Sexual Harassment (SH) prevention and response obligations. The Employer will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Employer 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 Employer:

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

|  |
| --- |
| **RFQ ANNEX 1.1: Employer’s Requirements*****[to be completed by the Employer]***1. **Schedule of Works and/or Services**
 |
|  |
| **Service** | **Description of Works/Services** | **Quantity required** | **Physical Unit** | **Place where Works and/or Services shall be performed** | **Completion Period of Works and/or Services** |
|
| *[****insert Service No****]* | *[****insert description of Works and/or Services****]* | *[****insert quantity of required Works and/or Services****]* | *[****insert physical unit****]* | *[****insert place where Works and/or Services are to be performed, as applicable****]* | *[****insert completion period****]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***[B. Specify deliverables, as applicable, with description of expected outputs/performance]***

***[C. Specify milestones, as applicable, against which payments are to be made]***

***[D. Specify, as applicable, technical specifications and/or service levels and measurement***

***[ E. Any services and facilities to be provided by the Employer]***

RFQ ANNEX 1.2: Schedule of Payments and Reporting Requirements

***[to be completed by the Employer]***

*List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state “Not applicable.”*

RFQ ANNEX 2: Contractor Quotation Form

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

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

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

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

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

**SUBMISSION OF QUOTATION**

1. **Conformity and no reservations**

In response to the above named RFQ we offer to provide the Works and/or 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 Works and/or Services [that we provide 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 IsDB of each JV member and/or subcontractor]*.

We, including any of our subcontractors:

1. [have not been subject to disqualification by IsDB for non-compliance with SEA/ SH obligations.]
2. [are subject to disqualification by IsDB for non-compliance with SEA/ SH obligations.]
3. [had been subject to disqualification by 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, Contractors, consultants, manufacturers, or Contractors 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 Contractors.
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 Contractor:

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

Appendix A- Quotation Price

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work or Service No. (1)** | **Description of Work or Service (2)** | **Quantity( 3)\*** | **Physical Unit (4)** | **Unit price(5)\*\*** | **Line Item price (3\*5)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Quoted Price** |  |

\*If applicable, actual quantity of a line item may be replaced by “lump sum”

\*\* in the applicable currencies

Appendix B - Description of the Works and/or Services

*[Give detailed descriptions of the Works and/or Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc.* ***This must be consistent with the description of Works and/or Services included in the FRA, as updated to address the specifics of the Call-off contract****]*

Appendix C - Key Personnel and Subcontractors

***[This must be consistent with Key Personnel and Subcontractors included in the FRA, as updated to address the specifics of the Call-off contract]***

*List under: C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of foreign Personnel to be assigned to work in the Government’s country, and staff-months for each.*

*C-2 Same as C-1 for Key foreign Personnel to be assigned to work outside the Government’s country.*

*C-3 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1 or C-2.*

*C-4 Same information as C-1 for Key local Personnel.*

Sample Letter of Award of Call-off Contract

*[modify as appropriate]*

*[use letterhead paper of the Employer]*

*[date]*

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

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 provision of Works and/or Services**

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

1. **Contract Price**

The Contract Price for the provision of Works and/or Services is as follows

|  |  |
| --- | --- |
| Description | Amounts and currency/ies *[insert total amounts from preceding two tables]* |
| Works and/or Services |  |
|  |  |
| Contract Price:  |  |

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. RFQ Annex 1.1 Employer’s Requirements
3. RFQ Annex 1.2: Schedule of Payments and Reporting Requirements
4. Contractor’s Quotation, including its appendices (as applicable)
5. Addenda No. ­­\_\_\_ (if any)
6. Call-off Contract- Conditions of Contract

and by reference the following documents:

1. Framework Agreement
2. Schedule 1: Employer’s 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 Employer to the Contractor as specified in this Call-off Contract, the Contractor hereby covenants with the Employer to provide the Works and/or Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Employer hereby covenants to pay the Contractor in consideration of the provision of the Works and/or 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.

For and on behalf of the Employer

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 Contractor

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

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 Employer/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 Employer/s.]***

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

1. **Works and/or Services**

The Works and/or Services shall conform to the Employer’s requirements specified in RFQ ANNEX 1: Employer’s Requirements and any other requirements specified in the Framework Agreement.

1. **Payments to the Contractor**

The Contract Price and shall be a fixed lump-sum including all Subcontractors’ costs, and all other costs incurred by the Contractor in carrying out the Works and/or Services.

Payments will be made to the Contractor according to the following payment schedule**.**

1. Advance for Mobilization, Materials and Supplies: \_\_\_\_\_ percent of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.
* Progress payments in accordance with the milestones established as follows, subject to certification by the Employer, that the Works and/or Services have been executed satisfactorily, pursuant to the performance indicators:
* \_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and
* \_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should the certification not be provided, or refused in writing by the Employer within one month of the date of the milestone, or of the date of receipt of the corresponding invoice, the certification will be deemed to have been provided, and the progress payment will be released at such date.

Payment shall be made within *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* days of receipt of the invoice and relevant documents, and within *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*days in the case of the final payment.

The interest rate for delayed payments is *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

1. **Performance Security**

The Contractor 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 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 Employer.

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

1. **Taxes and Duties**

The Contractor, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

1. **Insurance**

The Contractor (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors’, as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as specified below:

1. Third Party motor vehicle
2. Third Party liability
3. Employer’s liability and workers’ compensation
4. Professional liability
5. Loss or damage to equipment and property.

at the Employer’s request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

1. **Liquidated Damages and Bonuses**

Except as provided for under the Framework Agreement under Force Majeure,if the Contractor fails to perform the Works and/or Services within the period specified in the Call-off Contract, the Employer 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 Works and/or Servicesfor each day that the Completion Date is later than the Intended Completion Date.

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

***[Optional]***

Bonus payment to the Contractor shall be *[insert number]* % per day if the Works and/or Services under the Call-off Contract are successfully completed before the final contractual Completion Date].

1. **Modifications to the Call-off Contract**

Modifications of the terms and conditions of the Call-off Contract, including any modification of the scope of the Works and/or Services or of the Contract Price, may only be made by written agreement between the Employer and the Contractor.

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

As provided for in the FRA provisions, the Employer and the Contractor 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 Employer or the Contractor 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 provision of the Works and/or Services 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 Employer shall pay the Contractor any monies due the Contractor.

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

[ (a) Contract with foreign Contractor:

*[unless the Employer 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 Contractor national of the Employer’s Country:

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

1. ***[Note to Employer: Under a Project assessed as high or substantial Sexual Exploitation and Abuse(SEA)/Sexual Harassment (SH) risk and the contract includes on-site activities in the Employer’s country, include the following, as appropriate:***
	1. The Contractor shall have a Code of Conduct, and provide appropriate sensitization, for the Contractor’s personnel carrying out the Works and/or Services that include, but not limited to, maintaining a safe working environment and not engaging in the following practices:
2. 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 Contractor’s or Employer’s personnel;
3. 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;
4. 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
5. any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.
	1. The Employer may require the Contractor to remove (or cause to be removed), from the site/s where the Works and/or Services being executed, a Contractor’s personnel that undertakes behaviors that are not consistent with the code of conduct stated in 9.1. Notwithstanding any requirement from the Employer to replace any such person, the Contractor shall immediately remove (or cause to be removed) any such person, from the site where the Works and/or Services are being executed. In either case, the Contractor shall promptly appoint, as appropriate, a suitable replacement with equivalent skills and experience.]
6. ***[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 Contractor, 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 Contractor, 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.”

**Appendices to Call-off Contract**

Appendix A - Description of the Works and/or Services

*Give detailed descriptions of the Works and/or Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc.*

Appendix B - Schedule of Payments and Reporting Requirements

*List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”*

Appendix C - Key Personnel and Subcontractors

*List under: C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of foreign Personnel to be assigned to work in the Government’s country, and staff-months for each.*

*C-2 Same as C-1 for Key foreign Personnel to be assigned to work outside the Government’s country.*

*C-3 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1 or C-2.*

*C-4 Same information as C-1 for Key local Personnel.*

##

Appendix D—Breakdown of Contract Price in Foreign Currency(ies)

Appendix E - Breakdown of Contract Price in Local Currency

Appendix F - Services and Facilities Provided by the Employer

SCHEDULE 5: List of Employers (if applicable)

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Employer** | **Address**  | **Representative** |
|  | [*insert complete name of* *Lead Executing Agency/Employer #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 Employer #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 Employer #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 the* 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)