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**Foreword**

This Standard Procurement Document (SPD) has been prepared by the Islamic Development Bank (IsDB) for Initial Selection of Applicants for the Request for Proposals (RFP). This SPD derives from the World Bank Standard Procurement Document for Initial Selection 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.

Initial Selection as per Paragraph 1.23 of IsDB’s Procurement Procedures – *Guidelines for Procurement of Good, Works and related services* shall normally be used with Request for Proposal (RFP) as it enables the Beneficiary to invite only the highest ranked applicants to submit Proposals. Initial selection involves a two-step process. The first step is similar to Prequalification and establishes a long list of applicants. Long-listed applicants are then evaluated against rated criteria. After ranking the combined rated criteria scores the Beneficiary selects the highest ranked applicants to submit Proposals.

Initial Selection is used for large and/or complex contracts, supply contracts of specialized equipment and machinery or turnkey contracts, custom-designed equipment, industrial plant, specialized services and some complex information and technology to ensure, in advance of bidding, that only Firms and Contractors with relevant technical expertise and adequate resources for implementing the contract will be selected to Bid.

The Initial Selection Document (ISD) shall be used by Beneficiaries with minimum changes as may be necessary, and acceptable to the IsDB, when an Initial Selection process takes place prior to issuing request for proposals.

For additional information on this document, please contact:

*Project Procurement and Financial Management Division (PPFM)*

*Operations Complex*

*The Islamic Development Bank*

*8111 King Khalid Street.*

*Al Nuzlah Al Yamania District.*

*Unit No. 1, Jeddah 22332-2444*

*Kingdom of Saudi Arabia*

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

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Standard Procurement Document

**Summary**

**Specific Procurement Notice - Invitation for Initial Selection**

The template attached is the Invitation for Initial Selection. This is the template to be used by the Employer.

**Initial Selection Document:**

**PART 1 – INITIAL SELECTION PROCEDURES Section I - Instructions to Applicants (ITA)**

This Section provides information to help the Applicants in preparing and submitting their Applications for Initial Selection (“Applications”). Information is also provided on opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

**Section II - Initial Selection Data Sheet (ISDS)**

This Section includes provisions that are specific to each contract and supplement Section I, Instructions to Applicants.

**Section III - Initial Selection Criteria and Requirements**

This Section specifies the methods, criteria, and requirements to be used to determine how Applicants shall be initially selected and later invited to submit Proposals.

**Section IV - Application Forms**

This Section includes the Application Submission Letter and other forms required to be submitted with the Application.

**Section V - Eligible Countries**

This Section contains information regarding eligible countries.

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

This Section provides the Applicants with the reference to IsDB’s policy in regard to Fraud and Corruption applicable to the Initial Selection process.

**PART 2 – EMPLOYER’S REQUIREMENTS**

**Section VII - Scope of Employer’s Requirements**

This Section includes a summary description, Implementation schedule, and Site and other Data of the Procurement subject of this Initial Selection. If relevant, the Scope of Employer’s Requirements may also include a summary of the environmental and social (ES) requirements (including requirements relating to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH)) which are to be satisfied by the Contractor in executing the Contract.

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

**Specific Procurement Notice – Initial Selection Document (ISD)**

**Template**

**Invitation for Initial Selection**

**(*Insert a short title identification of the procurement*)**

**Employer:** *[insert the name of the* **E***xecuting agency]*

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

**Contract title:** *[insert the name of the contract]*

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

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

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

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

1. The *[insert name of Beneficiary/Recipient] [has received/has applied for/intends to apply for]* financing from the Islamic Development Bank (IsDB) toward the cost of the *[insert name of project], and intends to apply part of the proceeds toward payments under the contract [[1]](#footnote-2)for [insert title of contract]*][[2]](#footnote-3)..
2. The *[insert name of implementing agency]* intends to initially select Applicants for *[insert contract number and/or name, a brief description of the type(s) of procurement, including key performance/functional requirements, location, key qualification requirements and other information necessary to enable Applicants to decide whether or not to respond to this invitation for Initial Selection.]* It is expected that the Request for Proposals will be made in *[insert month and year].*
3. Initial Selection will be conducted through the procedures 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 Applicants as defined in the Guidelines.

4. Interested eligible Applicants may obtain further information from the [*insert name of agency*] at the address below [*insert address at end of document*] during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*]. A complete set of **Initial Selection** documents in [*insert name of language*] may be purchased by interested Applicants on the submission of a written application to the address below and upon payment of a nonrefundable fee of [*insert amount in local currency*] or [*insert amount in specified convertible currency, i.e. US$*]. The method of payment will be [*insert method of payment*]. The document will be sent by [*insert delivery procedure*].[[3]](#footnote-4)

5. Applications for Initial Selection should be submitted in clearly marked envelopes and delivered to the address below by [*insert time*] on [*insert date*]. Late applications may be rejected.

*[Insert name of office]*

*[Insert name of officer and title]*

*[Insert postal address and/or street address, postal code, city and country]*

*[Insert telephone number, country and city codes]*

*[Insert facsimile number, country and city codes]*

*[Insert email address]*

*[Insert web site address]*

**Invitation for**

**Initial Selection**

*Procurement of:*

*[insert identification of the Procurement]*

**Employer:** *[insert the name of the* **Executing** *’s agency]*

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

**Contract title:** *[insert the name of the contract]*

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

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

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

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

**(This Initial Selection Document is for use with a Request for Proposals process)**

Standard Procurement Document

**Table of Contents**

[PART 1 – Initial Selection Procedures 1](#_Toc138251626)

[Section I - Instructions to Applicants 3](#_Toc138251627)

[Section II - Initial Selection Data Sheet (ISDS) 17](#_Toc138251628)

[Section III - Initial Selection Criteria and Requirements 22](#_Toc138251629)

[Section IV - Application Forms 36](#_Toc138251630)

[Section V - Eligible Countries 61](#_Toc138251631)

[Section VI - IsDB Policy-Corrupt and Fraudulent Practices 62](#_Toc138251632)

[PART 2 – Employer’s Requirements 64](#_Toc138251633)

[Section VII - Scope of Employer’s Requirements 65](#_Toc138251634)

PART 1 – Initial Selection Procedures

Section I - Instructions to Applicants

**Contents**

[A. General 3](#_Toc138252219)

[1. Scope of Application 3](#_Toc138252220)

[2. Source of Funds 3](#_Toc138252221)

[3. Corrupt and Fraudulent Practices 4](#_Toc138252222)

[4. Eligible Applicants 4](#_Toc138252223)

[5. Eligibility 6](#_Toc138252224)

[B. Contents of the Initial Selection Document 7](#_Toc138252225)

[6. Sections of Initial Selection Document 7](#_Toc138252226)

[7. Clarification of Initial Selection Document and Pre-Application Meeting 8](#_Toc138252227)

[8. Amendment of Initial Selection Document 9](#_Toc138252228)

[C. Preparation of Applications 9](#_Toc138252229)

[9. Cost of Applications 9](#_Toc138252230)

[10. Language of Application 9](#_Toc138252231)

[11. Documents Comprising the Application 9](#_Toc138252232)

[12. Application Submission Letter 10](#_Toc138252233)

[13. Documents Establishing the Eligibility of the Applicant 10](#_Toc138252234)

[14. Documents Establishing the Qualifications of the Applicant 10](#_Toc138252235)

[15. Signing of the Application and Number of Copies 10](#_Toc138252236)

[D. Submission of Applications 11](#_Toc138252237)

[16. Sealing and Marking of Applications 11](#_Toc138252238)

[17. Deadline for Submission of Applications 11](#_Toc138252239)

[18. Late Applications 11](#_Toc138252240)

[19. Opening of Applications 11](#_Toc138252241)

[E. Procedures for Evaluation of Applications 12](#_Toc138252242)

[20. Confidentiality 12](#_Toc138252243)

[21. Clarification of Applications 12](#_Toc138252244)

[22. Responsiveness of Applications 12](#_Toc138252245)

[23. Margin of Preference 12](#_Toc138252246)

[24. Subcontractors 12](#_Toc138252247)

[F. Evaluation of Applications and Initial Selection of Applicants 13](#_Toc138252248)

[25. Evaluation of Applications 13](#_Toc138252249)

[26. Employer’s Right to Accept or Reject Applicants 14](#_Toc138252250)

[27. Initial Selection of Applicants 14](#_Toc138252251)

[28. Notification of Initial Selection 15](#_Toc138252252)

[29. Request for Proposals 15](#_Toc138252253)

[30. Changes in Qualifications of Applicants 16](#_Toc138252254)

[31. Procurement Related Complaint 16](#_Toc138252255)

Section I - Instructions to Applicants

1. General

|  |  |  |
| --- | --- | --- |
| 1. Scope of Application | * 1. In connection with the invitation for Initial Selection indicated in Section II, Initial Selection Data Sheet (**ISDS**), the Employer, as defined **in the** **ISDS,** issues this Initial Selection Document (“Initial Selection Document”) to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for Initial Selection to submit Proposals for the Procurement described in Section VII, Scope of Employer’s Requirement. In case proposals are to be invited as individual contracts (i.e., the slice and package procedure), these are listed **in the ISDS**. The Request for Proposals (RFP) number corresponding to this Initial Selection is also provided **in the ISDS.**   2. [*in the case of procurement of Information Systems insert the following*: “For the purposes of this Initial Selection Document, the term “Information System” means all:      1. the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated documentation, and all other materials and goods to be supplied, installed, integrated, and made operational; and      2. the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Proposer as specified in Section VII Employer’s Requirement.”] | |
| 1. Source of Funds | * 1. The Beneficiary or Recipient (hereinafter called “Beneficiary”) indicated **in the ISDS** has applied for or received financing (hereinafter called “funds”) from the Islamic Development Bank (hereinafter called “IsDB”) in an amount specified **in the ISDS,** towards the cost of the project named **in the ISDS**. The Beneficiary intends to apply a portion of the funds to eligible payments under the contract(s) resulting from the Request for Proposals (RFP) process for which this Initial Selection is conducted.   2. Payments by IsDB will be made only at the request of the Beneficiary and upon approval by 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, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and their personnel, to permit IsDB to inspect all accounts, records and other documents relating to any Prequalification process, Initial Selection process, Bid submission (in case prequalified), Proposal submission (in case initially selected), and contract performance (in the case of award), and to have them audited by auditors appointed by IsDB. | |
| 1. Eligible Applicants | * 1. Applicants shall meet the eligibility criteria as per this Instruction and ITA 5.1.   2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 4.9 - or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate an authorized 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 Initial Selection process, RFP process (in the event the JV submits a Proposal) and during contract execution (in the event the JV is awarded the Contract).Unless specified **in the ISDS**, there is no limit on the number of members in a JV. | |
|  | * 1. A firm is not permitted to participate for initial selection for the same contract both as an individual firm and as a part of a joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Application but only in the capacity of a subcontractor. Applications submitted in violation of this procedure will be rejected.   2. A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) are not permitted to submit more than one application for initial selection for the same contract, either individually, as joint venture or as a subcontractor among them. Applications submitted in violation of this procedure will be rejected. | |
|  | * 1. An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1. An Applicant shall be deemed to have the nationality of a country if the Applicant 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 specialized sub-contractors or suppliers for any part of the Contract including related Services. | |
|  | * 1. Applicants and proposed specialized sub-contractors or suppliers for any part of the Contract including related services (for the purpose of this ITA 4.6 referred to as “Applicants”) shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the Employer’s Requirement (other than design to be carried out as part of this procurement contract) or have been hired or proposed to be hired by the Employer or Beneficiary as Project Manager for the implementation of the Contract that is the subject of this Initial Selection. In addition, Applicants may be considered to have a conflict of interest if they have 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: (i) are directly or indirectly involved in the preparation of the Initial Selection Document or Request for Proposals (RFP) Document or specifications of the Contract, and/or the Proposal evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to IsDB throughout the procurement process and execution of the Contract. | |
|  | * 1. An Applicant that has been sanctioned by IsDB, in accordance with the above ITA 3.1, including in accordance with the Guidelines for Procurement of Goods, Works and Related Services under IsDB Project Financing (“Procurement Guidelines”), shall be ineligible to be initially selected for, prequalified for, bid for, or be awarded an IsDB-financed contract or benefit from an IsDB-financed contract, financially or otherwise, during such period of time as IsDB shall have determined. . | |
|  | * 1. The list of debarred firms and individuals is available as specified **in the ISDS.** | |
|  | * 1. Applicants that are government-owned enterprise or institutions in the Employer’s Country may be eligible to be initially selected, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to IsDB, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent on the budget of the Beneficiary’s government » as per the para 1.16 of the Procurement Policy of IsDB - Guidelines for Procurement of Goods and Works. 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. An Applicant shall not be under suspension from bidding or submitting proposals by the Employer as the result of the execution of a Bid or Proposal–Securing Declaration. . | |
|  | * 1. An Applicant shall provide such documentary evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.   2. A firm that is under a sanction of debarment by the Beneficiary from being awarded a contract is eligible to participate in this procurement, unless IsDB, at the Beneficiary’s request, is satisfied that the debarment:   (a) relates to fraud or corruption; and  (b) followed a judicial or administrative proceeding that afforded the firm adequate due process. | |
| 1. Eligibility | * 1. Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated in Section V 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   2. Initially selected Contractors, shall be reviewed and subject to onboarding Customer Due Diligence. Only bidders 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 Annex. | |
| 1. Contents of the Initial Selection Document | | |
| 1. Sections of Initial Selection Document | | * 1. This Initial Selection Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8. |
|  | **PART 1 Initial Selection Procedures**   * Section I - Instructions to Applicants (ITA) * Section II - Initial Selection Data Sheet (ISDS) * Section III - Initial Selection Criteria and Requirements * Section IV - Application Forms * Section V – Eligible Countries * Section VI – IsDB Policy-Corrupt and Fraudulent Practices   **PART 2 Employer’s Requirements**   * Section VII - Scope of Employer’s Requirement | |
|  | * 1. Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Initial Selection Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail. | |
|  | * 1. The Applicant is expected to examine all instructions, forms, and terms in the Initial Selection Document and to furnish with its Application all information or documentation as is required by the Initial Selection Document. | |
| 1. Clarification of Initial Selection Document and Pre-Application Meeting | * 1. A prospective Applicant requiring any clarification of the Initial Selection Document shall contact the Employer in writing at the Employer’s address indicated **in the ISDS.** The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Employer shall forward a copy of its response to all prospective Applicants who have obtained the Initial Selection Document directly from the Employer, including a description of the inquiry but without identifying its source. If so indicated **in the ISDS**, the Employer shall also promptly publish its response at the web page identified **in the ISDS**. Should the Employer deem it necessary to amend the Initial Selection Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.   2. If indicated **in the ISDS**, the Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting at the place, date and time mentioned **in the** **ISDS**. During this pre-Application meeting, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Initial Selection Document.   3. Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Initial Selection Document. Any modification to the Initial Selection Document that may become necessary as a result of the pre-Application meeting shall be made by the Employer exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant. | |
| 1. Amendment of Initial Selection Document | * 1. At any time prior to the deadline for submission of Applications, the Employer may amend the Initial Selection Document by issuing an Addendum. | |
|  | * 1. Any Addendum issued shall be part of the Initial Selection Document and shall be communicated in writing to all Applicants who have obtained the Initial Selection Document from the Employer. The Employer shall promptly publish the Addendum at the Employer’s web page identified **in the ISDS**. | |
|  | * 1. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2. | |
| 1. Preparation of Applications | | |
| 1. Cost of Applications | * 1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Initial Selection process. | |
| 1. Language of Application | * 1. The Application as well as all correspondence and documents relating to the Initial Selection exchanged by the Applicant and the Employer, shall be written in the language specified **in the ISDS.** Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified **in the** **ISDS,** in which case, for purposes of interpretation of the Application, the translation shall govern. | |
| 1. Documents Comprising the Application | * 1. The Application shall comprise the following:   (a) **Application Submission Letter**, in accordance with ITA 12.1;  (b) **Eligibility:** documentary evidence establishing the Applicant’s eligibility, in accordance with ITA 13.1;  (c) **Qualifications:** documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 14; and  (d) any other document required as specified **in the** **ISDS**.   * 1. The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application | |
| 1. Application Submission Letter | * 1. The Applicant shall complete an Application Submission Letter as provided in Section IV, Application Forms. This Letter must be completed without any alteration to its format. | |
| 1. Documents Establishing the Eligibility of the Applicant | * 1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms. | |
| 1. Documents Establishing the Qualifications of the Applicant | * 1. To establish its qualifications to perform the contract(s) in accordance with Section III - Initial Selection Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.   2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:  1. for turnover or financial data required for each year - exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted); and 2. value of single contract - exchange rate prevailing on the date of the contract.   Exchange rates shall be taken from the publicly available source identified **in the ISDS**. Any error in determining the exchange rates in the Application may be corrected by the Employer. | |
| 1. Signing of the Application and Number of Copies | * 1. The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application 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 signatories.   2. The Applicant shall submit copies of the signed original Application, in the number specified **in the** **ISDS,** and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail. | |
| 1. Submission of Applications | | |
| 1. Sealing and Marking of Applications | * 1. The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:   (a) bear the name and address of the Applicant;  (b) be addressed to the Employer, in accordance with ITA 17.1; and  (c) bear the specific identification of this Initial Selection process indicated **in the ISDS** 1.1. | |
|  | * 1. The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above. | |
| 1. Deadline for Submission of Applications | * 1. Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated **in the** **ISDS.** When so specified **in the ISDS,** Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified **in the** **ISDS.** | |
|  | * 1. The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Initial Selection Document in accordance with ITA 8, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. | |
| 1. Late Applications | * 1. The Employer reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified **in the** **ISDS**. | |
| 1. Opening of Applications | * 1. The Employer shall open all Applications at the date, time and place specified **in the ISDS**. Late Applications shall be treated in accordance with ITA 18.1.   2. Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **ISDS.**   3. The Employer shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants. | |
| 1. Procedures for Evaluation of Applications | | |
| 1. Confidentiality | * 1. Information relating to the Applications, their evaluation and results of the Initial Selection shall not be disclosed to Applicants or any other persons not officially concerned with the Initial Selection process until the notification of Initial Selection results is made to all Applicants in accordance with ITA 28. | |
|  | * 1. From the deadline for submission of Applications to the time of notification of the results of the Initial Selection in accordance with ITA 28, any Applicant that wishes to contact the Employer on any matter related to the Initial Selection process may do so only in writing. | |
| 1. Clarification of Applications | * 1. To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing. | |
|  | * 1. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer’s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application. | |
| 1. Responsiveness of Applications | * 1. The Employer may reject any Application which is not responsive to the requirements of the Initial Selection Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant. | |
| 1. Margin of Preference | * 1. Unless otherwise specified in the **ISDS**, no margin of preference shall apply [[4]](#footnote-5) in the RFP process following this Initial Selection. | |
| 1. Subcontractors | * 1. Unless otherwise stated **in the** **ISDS,** the Employer does not intend to execute any specific elements of the Contract by sub-contractors selected in advance by the Employer (so-called “Nominated Subcontractors”)**.**   2. The Applicant shall not propose to subcontract the whole of the contract. The Applicant may propose subcontractors for certain specialized parts of the contract, except the parts of the Contract for which subcontracting is not permitted as stated **in the ISDS**. Applicants planning to use such specialized **subcontractors** shall specify, in the Application Submission Letter, the parts of the contract proposed to be subcontracted along with details of the proposed **subcontractors** including their qualification and experience.   3. The Applicant shall not propose to subcontract works with a total accumulated value greater than the percentage stated **in the ISDS**. | |
| 1. Evaluation of Applications and Initial Selection of Applicants | | |
| 1. Evaluation of Applications | * 1. The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Initial Selection Criteria and Requirements and **the ISDS**, to evaluate the qualifications of the Applicants, and no other factors, methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract. | |
|  | * 1. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the contract. The subcontractor’s qualifications shall not be used by the Applicant to qualify for the contract unless the applicant designates them as Specialized Subcontractors, in which case, the qualifications of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation, if specified **in ISDS**. | |
|  | * 1. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Employer shall initially select each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements specified in Section III - Initial Selection Criteria and Requirements.   2. Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant’s subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered. | |
| 1. Employer’s Right to Accept or Reject Applicants | * 1. The Employer reserves the right to accept or reject any Application, and to annul the Initial Selection process and reject all Applicants at any time, without thereby incurring any liability to the Applicants. | |
| 1. Initial Selection of Applicants | * 1. The range of Applicants that the Employer may Initially Select (x=minimum number, y = maximum number) is specified **in the ISDS**. | |
|  | * 1. Initial Selection of Applicants involves several steps, as follows:  1. **Step 1 - Table 1 Evaluation:** The first step of Initial Selection involves evaluation against the methods, criteria and requirements described in Section III, Table 1: Qualification Criteria and Requirements; 2. **Step 2 - Rejection:** Applicants that do not substantially meet the qualification criteria and requirements in Table 1: Qualification Criteria and Requirements will not be evaluated further, and will be eliminated from the Initial Selection process; 3. **Step 3 - Long List**: Applicants that substantially meet the qualification criteria and requirements in Table 1: Qualification Criteria and Requirements will be long listed, and evaluated further; 4. **Step 4 -** Depending on the number of Applicants that are long listed, one of the following options will apply:   **Option 1: All are Initially Selected**: Where the number of long listed Applicants is **≤x**, all long listed Applicants are Initially Selected. In this scenario, there is no requirement to evaluate these long listed Applicants against Table 2: Rated Criteria and Requirements;  **Option 2: Applicants are evaluated using Table 2 Evaluation**: Where the number of long listed Applicants is **˃x**, the Employer shall evaluate all long listed Applicants against Table 2: Rated Criteria and Requirements. This evaluation method involves scoring each Application against rated criteria using the scoring methodology described;   1. **Step 5 -** **Rank Applicants**: The total scores, from this step of the Initial Selection evaluation, for each long listed Applicant are compared, and the Applicants are ranked from the highest to the lowest total score; 2. **Step 6 - Initial Selection up to x**: In accordance with the values selected by the Employer for **x** and **y**, the Employer Initially Selects the Applicants that are ranked from the highest score, to the Application ranked as **x**; 3. **Step 7 - Reject y+1 Applicants**: Where the number of long listed Applicants is **˃y**, the Employer rejects all Applicants that are ranked greater than **y**, i.e. ranked as **y+1**, **y+2**, **y+3**, etc.; 4. **Step 8 - Optional, at the Employer’s Discretion**: Ranked Applicants which are greater than **x,** up to, and including **y**, are not normally Initially Selected. However, the Employer may, at its sole discretion, if justified, Initially Select one or more additional Applicants(s) from those that are ranked **x+1**, up to and including **y**. This Initial Selection will follow the order of ranking (i.e. the Employer cannot Initially Select **x+2**, without Initially Selecting **x+1**). | |
| 1. Notification of Initial Selection | * 1. The Employer shall notify all Initially Selected Applicants in writing that they have been Initially Selected. In providing this notification the Employer shall include the names of all Applicants that have been Initially Selected.   2. The Employer shall separately notify all other Applicants that they have not been Initially Selected, and that they have been eliminated from the process. Any Applicant that has been eliminated from the process at this stage may request, in writing, the grounds on which they were eliminated. | |
| 1. Request for Proposals | * 1. Promptly after the notification of the results of the Initial Selection, the Employer shall invite Proposals from all the Applicants that have been initially selected. | |
|  | * 1. Proposers may be required to provide a Proposal Security or a Proposal-Securing Declaration acceptable to the Employer in the form and an amount to be specified in the RFP Document, and the successful Proposer shall be required to provide a Performance Security and may be required to provide a separate Environmental and Social (ES) Performance Security, as specified in the RFP Document.   2. Proposers shall be required to provide a Code of Conduct which will apply to their employees and sub-contractors to ensure compliance with the Environmental, Social (including sexual exploitation and abuse (SEA) and gender- based violence (GBV)), Health and Safety (ESHS) requirements.   3. If required in the RFP documents, the successful Proposer shall provide additional information about its beneficial ownership using the Beneficial Ownership Disclosure Form included in the RFP document.   4. Prior to Contract award, the Employer will verify that the successful Proposer (including each member of a JV) is not disqualified by the IsDB due to noncompliance with contractual SEA/SH prevention and response obligations. The Employer will conduct the same verification for each subcontractor proposed by the successful Proposer. If any proposed subcontractor does not meet the requirement, the Employer will require the Proposer to propose a replacement subcontractor. | |
| 1. Changes in Qualifications of Applicants | * 1. Any change in the structure or formation of an Applicant after being initially selected in accordance with ITA 27 and invited to submit Proposal (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor) shall be subject to the written approval of the Employer prior to the deadline for submission of Proposals. Such approval shall be denied if (i) an initially selected applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III - Initial Selection Criteria and Requirements Table 1- Qualification Criteria, and Requirements; or (iii) no longer continues to be in the list of Initially Selected Applicants as a result of the Employer’s re-evaluation of the Application in accordance with ITA 27; or (iv) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Request for Proposals. | |
| 1. Procurement Related Complaint | * 1. The procedures for making a Procurement-related Complaint are as specified in the **ISDS**. | |

|  |  |  |
| --- | --- | --- |
| Section II - Initial Selection Data Sheet (ISDS) | | |
| **A. General** | | |
| **ITA 1.1** | | The identification of the Invitation for Initial Selection is: [*insert number*]  The Employer is: : [ *insert full name, including name of Project Officer, and address]*  The list of contract/s is: *[insert number, name/s and identification number/s.]* ISD name and number are: *[insert name and identification number]* |
| **ITA 2.1** | | The Beneficiary is: *[insert name of the Beneficiary and statement of relationship with the Employer, if different from the Beneficiary. This insertion should correspond to the information provided in the RFP]*  The name of the Project is: *[insert name of Project]* |
| **ITA 4.2** | | Maximum number of members in the JV shall be: *[insert a number or insert “not limited”]* |
| **ITA 4.8** | | A list of debarred firms and individuals is available on IsDB’s external website: [www.isdb.org/](https://d.docs.live.net/f26090079ff89929/Work%20Assignments/Islamic%20Development%20Bank/February%202023/Initial%20Selection/www.isdb.org/) |
| **B. Contents of the Initial Selection Document** | | |
| **ITA 7.1** | | For **clarification purposes,** the Employer's address is:  *[insert information or state “same as in ITA1.1 above”]*  Attention: *[insert name and room number of Project Officer]*  Address: *[insert street name and 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]*  Electronic mail address: *[insert e-mail address of Project Officer]* |
| **ITA 7.1 & 8.2** | | Web page: [*In case used, identify the widely used website or electronic portal of free access where Initial Selection information is published]* |
| **ITA 7.2** | | Pre-Application Meeting will be held: *[Yes/No]*  *[If Yes, please add the address, date and time of the meeting]* |
| **C. Preparation of Applications** | | |
| **ITA 10.1** | This Initial Selection document has been issued in the *[Insert “English” or “French” or “Arabic”]* language*.*  *[****Note:*** *In addition to one of the above languages, and if agreed with IsDB, the Beneficiary has the option to issue translated versions of the Initial Selection document in another language which should either be: (a) the national language of the Beneficiary; or (b) the language used nation-wide in the Beneficiary’s country for commercial transactions. In such case, the following text shall be added:]*  *“In addition, the Initial Selection document is translated into the [insert national or nation-wide used] language [if there are more than one national or nation-wide used language, add “and in the \_\_\_\_\_\_\_\_\_\_\_\_” [insert the second national or nation-wide language].*  *Applicants shall have the option to submit their Initial Selection Application in any one of the languages stated above. Applicants shall not submit Applications in more than one language.]”*  All correspondence exchange shall be in \_\_\_\_\_\_\_\_\_\_\_\_ language.  The Application as well as all correspondence shall be submitted in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *[Insert the language of the Initial Selection document in case of one language]*  *[****Note:*** *If the Initial Selection document is issued in more than one language, the following text shall be inserted above: “in one of the above languages”]*  Language for translation of supporting documents and printed literature is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *[Specify one language]* | |
| **ITA 11.1 (d)** | The Applicant shall submit with its Application, the following additional documents: *[insert list of additional documents]* | |
| **ITA 14.2** | The source for determining exchange rates is *[insert a publicly available source]* | |
| **ITA 15.2** | In addition to the original, the number of copies to be submitted with the Application is: *[insert number of copies]* | |
| **D. Submission of Applications** | | |
| **ITA 17.1** | **The deadline for Application submission is:**  Date: *[insert date]*  Time: *[insert time]*  *[The time allowed for preparation and submission of the Initial Selection document should be sufficient for Applicants to gather all the information required—preferably eight weeks, but in any case not less than four weeks after the date when the documents are available for distribution or the date of the advertisement, whichever is later. This period may be longer for very large contracts, where time should be allowed for the formation of joint ventures and assembly of the necessary resources.]*  For **Application submission purposes only,** the Employer's address is:  *[insert information requested below or insert “Employer’s address is the same as that indicated in 1.1]*  Attention: *[insert name and room number of Project Officer]*  Address: *[insert street name and 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 e-mail address of Project Officer]*  Applicants *[insert “shall” or “shall not”]* have the option of submitting their Applications electronically.  **[*The following provision should be included and the required corresponding information inserted only if Applicants have the option of submitting their Applications electronically. Otherwise omit.]***  The electronic Application submission procedures shall be: ***[insert a description of the electronic Application submission procedures.]*** | |
| **ITA 18.1** | *[Choose one of the two options below:]*  Late Applications will be returned unopened to the Applicants.  *[or]*  The Employer reserves the right to accept or reject late Applications. | |
| **ITA 19.1** | The opening of the Applications shall be at *[Insert date, time and address]* | |
| **ITA 19.2** | **[*The following provision should be included and the required corresponding information inserted only if Applicants have the option of submitting their Applications electronically. Otherwise omit.]***  The electronic Application opening procedures shall be: ***[insert a description of the electronic Application opening procedures.]*** | |
| **E. Procedures for Evaluation of Applications** | | |
| **ITA 23.1** | *[The following provision should be included and the required corresponding information inserted only if the Procurement Plan authorizes the application of a margin of preference and the Employer intends to apply it to the subject contract. Otherwise omit]*  A margin of domestic/Member Country preference *[insert “shall not” or “shall”]* apply. | |
| **ITA 24.1** | At this time the Employer *[insert “intends” or “does not intend”]* to execute certain specific parts of the contract by sub-contractors selected in advance.  *[If the above states “intend” list the specific parts of the contract and the respective sub-contractors]* | |
| **ITA 24.2** | *[Indicate N/A if there are no parts of the Contract for which subcontracting is not permitted]*  The parts of the Contract for which the Employer does not permit Applicants to propose Subcontractors are designated as follows:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **ITA 24.3** | Maximum percentage of subcontracting proposed to be permitted for the Contract that is the subject of this Initial Selection shall not exceed *[insert %]* of the total contract amount. | |
| **F. Evaluation of Applications and Initial Selection of Applicants** | | |
| **ITA 25.2** | The relevant qualifications of the proposed Specialized Subcontractors *[‘will be’/ ‘will not be’]* added to the qualifications of the Applicant for the purpose of evaluation as indicated in Section III - Initial Selection Criteria and Requirements. | |
| **ITA 27.1** | **Initial Selection – minimum number (x)**  The Employer intends to Initially Select the following number of long listed Applications: [*write number in text (insert numerical number)*]. This number is referred to as ***x***, and is the minimum number to be Initially Selected.  **Initial Selection – maximum number (y)**  The Employer, may, at its sole discretion, Initially Select more than the minimum number of long listed Applications. The maximum number that may be Initially Selected is [*write number in text (insert numerical number)*]. This number is referred to as ***y***.  [*Select numbers for x and y based on the results of the market analysis and other findings in the PS&PP.* | |
| **ITA 31.1** | The procedures for making a Procurement-related Complaint are detailed in the “[Guidelines for 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).” In addition, the IsDB Guidance Note “Procurement Related [Complaint](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework)s Handling ” provides a useful explanation of the process, as well as a Complaint Template letter. If an Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint following these procedures, 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]*  **Employer** : *[insert name of* **Employer***]*  **Email address***: [insert email address]*  **Fax number**: *[insert fax number]* ***delete if not used***  In summary, at this stage, a Procurement-related Complaint may challenge any of the following:   1. the terms of the Initial Selection Document; and 2. the Employer’s decision not to initially select an Applicant. | |

Section III - Initial Selection Criteria and Requirements

This section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

**Contents**

[Table 1 – Qualification Criteria and Requirements 23](#_Toc138252256)

[1. Eligibility 23](#_Toc138252257)

[2. Historical Contract Non-Performance 25](#_Toc138252258)

[3. Financial Situation and Performance 26](#_Toc138252259)

[4. Experience 28](#_Toc138252260)

[Table 2 – Rated Criteria and Requirements 32](#_Toc138252261)

[1. Past Performance 32](#_Toc138252262)

[2. Contract/Project Management Capability 33](#_Toc138252263)

[3. Employer’s Requirements 34](#_Toc138252264)

[4. Sustainable Procurement 35](#_Toc138252265)

[*5.* Cyber Security 35](#_Toc138252266)

Table 1 – Qualification Criteria and Requirements

**[*Note to Employer: Only applications that are substantially responsive to the qualification criteria and requirements in Table 1 are to be assessed against Table 2, Rated Criteria and Requirements.*]**

1. Eligibility

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | | | | **Single Entity Requirements** | **Joint Venture Requirements** | | | | **Documentation** |
| **No.** | **Subject** | **Requirement** | | **All Members Combined** | | **Each Member** | **One Member** | **Submission Requirements** |
| **1.1** | **Nationality** | Nationality in accordance with ITA 4.5 | Must meet requirement | Must meet requirement | | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments | |
| **1.2** | **Conflict of Interest** | No conflicts of interest in accordance with ITA 4.6 | Must meet requirement | Must meet requirement | | Must meet requirement | N/A | Application Submission Letter | |
| **1.3** | **Bank Eligibility** | Not having been declared ineligible by IsDB, as described in ITA 4.7 and 5.1 | Must meet requirement | Must meet requirement | | Must meet requirement | N/A | Application Submission Letter | |
| 1.4 | **Government Owned Entity of the Beneficiary country** | Meet conditions of ITA 4.9 | Must meet requirement | Must meet requirement | | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments | |
| **1.4** | **United Nations resolution or Beneficiary’s country law or Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union. (Para 1.11 and 1.12 of the Procurement Policy - Guidelines for Procurement of Goods, Works and related services Under the Islamic Development Bank Project Financing, April 2019 , amended in February 2023 prevail)** | Not having been excluded as a result of prohibition in the Beneficiary’s country laws or official regulations against commercial relations with the Applicant’s country, or the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, both in accordance with ITA 5.1 and Section V. | Must meet requirement | Must meet requirement | | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments | |
|  |  |  |  |  | |  |  |  | |

1. Historical Contract Non-Performance

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | | | **Single Entity Requirements** | **Joint Venture** | | | **Documentation** |
| **No.** | **Subject** | **Requirement** | **All Members Combined** | **Each Member** | **One Member** | **Submission Requirements** |
| **2.1** | **History of Non-Performing Contracts** | Non-performance of a contract[[5]](#footnote-6) did not occur as a result of contractor’s default since 1st January *[insert year]*. | Must meet requirement | Must meet requirements | Must meet requirement[[6]](#footnote-7) | N/A | Form CON-2 |
| **2.2** | **Suspension Based on Execution of Bid or Proposal Securing Declaration by the Employer** | Not under suspension based on execution of Bid or Proposal Securing Declaration pursuant to ITA 4.10. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Application Submission Letter |
| **2.3** | **Pending Litigation** | Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant | Must meet requirement | N/A | Must meet requirement | N/A | Form CON – 2 |
| **2.4** | **Litigation History** | No consistent history of court/arbitral award decisions against the Applicant[[7]](#footnote-8) since 1st January *[insert year]* | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON – 2 |
| **2.5** | **Declaration: Environmental and Social (ES) past performance** | Declare any contract that has been suspended or terminated and/or performance security called by an employer for reasons of breach of environmental, or social (including Sexual Exploitation, and Abuse) contractual obligations in the past five years.[[8]](#footnote-9) | Must make the declaration. Where there are Specialized Subcontractor/s, the Specialized Subcontractor/s must also make the declaration. | N/A | Each must make the declaration. Where there are Specialized Subcontractor/s, the Specialized Subcontractor/s must also make the declaration. | N/A | Form CON-3 |
| 2.6 | **IsDB’s SEA and/or SH Disqualification** | At the time of Contract Award, not subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations | Must meet requirement  (including each subcontractor) | N/A | Must meet requirement (including each subcontractor proposed by the Applicant) | N/A | Application Submission Letter, Form CON-4 |

1. Financial Situation and Performance

| **Criteria** | | | **Single Entity Requirements** | **Joint Venture Requirements** | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** | **All Members Combined** | **Each Member** | **One Member** | **Submission Requirements** |
| **3.1** | **Financial Capabilities** | (i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as USD $ *[insert amount in US$]* for the subject contract(s) net of the Applicants other commitments. *[In case the contracts are to be procured as individual contracts under a slice and package (multiple contracts) state the cash flow requirement to qualify for individual and multiple contracts.]*  (ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of the Applicant’s country, other financial statements acceptable to the Employer, for the last *[insert number]* years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability. | Must meet requirement  Must meet requirement  Must meet requirement | Must meet requirement  Must meet requirement  N/A | N/A  N/A  Must meet requirement | N/A  N/A  N/A | Form FIN – 3.1, with attachments |
| **3.2** | **Average Annual Turnover** | Minimum average annual construction[[9]](#footnote-10) turnover of US$ [*insert amount in US$ equivalent in words and figures*], calculated as total certified payments received for contracts in progress and/or completed within the last [*insert number*] years, divided by [*insert number of years in words*] years. [*In case the contracts are to be procured as individual contracts under a slice and package (multiple contracts) state the average annual turnover requirement to qualify for individual and multiple contracts.*] | Must meet requirement | Must meet requirement | Must meet *[insert number]* %, *[insert percentage in words]* of the requirement | Must meet *[insert number]* %, *[insert percentage in words]* of the requirement | Form FIN – 3.2 |

1. Experience

| **Criteria** | | | **Single Entity Requirements** | **Joint Venture Requirements** | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** |  | **All Members Combined** | **Each Member** | **One Member** | **Submission Requirements** |
| **4.1** | **General Experience** | Experience under construction[[10]](#footnote-11) contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last *[insert number]* years, starting 1st January *[insert year]*. | Must meet requirement | N/A | Must meet requirement | N/A | Form EXP – 4.1 |
| **4.2 (a)** | **Specific Experience** | A minimum number of *[state the number]* similar contracts specified below that have been satisfactorily and substantially[[11]](#footnote-12) completed as a prime contractor, joint venture member [[12]](#footnote-13), management contractor or subcontractor between 1st January *[insert year]* and Application submission deadline:  *[In case the contracts are to be procured as individual contracts under a slice and package (multiple contract) procedure, depending on the functional and/or performance requirements for each slice, state the specific experience requirement to qualify for individual and multiple contracts.][[13]](#footnote-14)*  *[Each of the contracts required above shall meet the following minimum key requirements: [Based on Section VII, Scope of Employer’s Requirement, specify the minimum key requirements in terms of functional characteristics, performance, production capacity, complexity, and/or other characteristics]  [State that the above specific experience requirements may be met by specialized subcontractors, if permitted in accordance with ITA 25.2]*  *If cyber security risk has been assessed to be critical for the contract, in addition to application of appropriate rated factors in Table 2, include key relevant specific experience requirement.]* | Must meet requirement | Must meet requirement[[14]](#footnote-15) | N/A | N/A | Form EXP 4.2 |
| **Insert the requirement below in the case of a Design-Built Contract or Turnkey: EPC Contract** | | | | | | | |
| **4.2 (b)** | **Specific Experience** | A minimum design experience, using the above or other contracts,  in at least \_\_ *[insert the number of contracts]* contracts shall be demonstrated for the following key activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Specify design experience requirement]*    *[State that the above specific experience requirements may be met by specialized subcontractors, if permitted in accordance with ITA 25.2]* | Must meet requirement | Must meet requirement[[15]](#footnote-16) | N/A | N/A | Form EXP 4.2 |
| **4.2 (c)** | **Specific experience in ES aspects** | For the contracts in 4.2 (a) above and/or any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or Subcontractor between 1st January *[insert year]* and Application submission deadline, experience in managing ES risks and impacts in the following aspects: *[Based on the ES assessment, specify, as appropriate, specific experience requirements to manage ES aspects.]* | Must meet requirements | Must meet requirements | Must meet the following requirements: [*list key requirements to be met by each member otherwise state: ”N/A”]* | Must meet the following requirements: *[list key requirements to be met by one member otherwise state: ”N/A”]* | Form EXP – 4.2 (c) |

Table 2 – Rated Criteria and Requirements

**[*Note to Employer: The criteria, requirements, maximum scores, weightings and scoring methodology contained in the tables below are examples only and may be modified to suit the nature and complexity of the contract. Only applications that are substantially responsive to the qualification criteria and requirements in Table 1 are to be assessed against Table 2, Rated Criteria and Requirements*]**

1. Past Performance

|  | **Scoring** | | **Documentation** |
| --- | --- | --- | --- |
| **Requirement** | **Maximum score** | **Remark** | **Submission Requirement** |
| * 1. **Number of similar contracts**   *[*Number of satisfactorily and substantially completed contracts similar to the contract subject to this IS process that exceed the number specified in Table 1, Sub-Factor 4.2(where this number is x)that are:   1. similar to the Requirements (Reference Table 1, 4.2); and 2. completed during the past\_\_\_ years. *[insert number equal or more than the number of years specified in Table 1, Sub-Factor 4.2] ]*   **Scoring methodology:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Number of contracts**  [*Number of satisfactorily and substantially completed similar contracts.*] | *[>= x+4 contracts*] | [x+*3 contracts*] | [x+*2 contracts*] | [x+*1 contracts*] | [x contracts] | | **Weighting** | **[*100]*** | **[*70*]** | **[*40*]** | **[*10*]** | **[*0*]** | | *[select a maximum score (out of 100)* | In case of JV, all members combined will be evaluated. | Form EXP 4.2 |

1. Contract/Project Management Capability

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scoring** | | **Documentation** |
| **Requirement** | **Maximum score** | **Remark** | **Submission Requirement** |
| [*Contract/project management capability demonstrated in the following key areas:*  ***[Note to Employer: consider putting a page limit on each of the responses****]*   1. *Description of project management system/s and how they will be applied (including status of accreditation with recognized international standards applicable to the industry)* 2. *Environmental, Social, Health, and Safety management practice, and* 3. *Use of value Engineering, innovation and continuous improvement.*]   **Scoring methodology:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Key areas: *[****Number and extent of key areas demonstrated.]* | *[all 3]* | *[2]* | *[1]* | *[0]* | | **Initial score** | **[67-*100]*** | **[*34-66*]** | **[*1-33*]** | **[*0*]** | | [*select a maximum score (out of 100)* | In case of JV, the capability of the lead member will be evaluated | Table 2-PM |

1. Employer’s Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scoring** | | **Documentation** |
| **Requirement** | **Maximum score** | **Remark** | **Submission Requirement** |
| [*Demonstrate an understanding of the Employer’s Requirements.*  *Key aspects to be addressed are:*   1. *approach to the contract* 2. *preliminary timeline/delivery schedule [including design, procurement and works activities as the case may be] , and* 3. *risk identification)*.]   **Scoring methodology:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Key aspects: [***Number and extent of key areas demonstrated.*] | *[all 3*] | [*2*] | [*1*] | [*0*] | | **Initial score** | **[67-*100]*** | **[*34-66*]** | **[*1-33*]** | **[*0*]** | | [*select a maximum score (out of 100)* |  | Table 2-ER |

1. Sustainable Procurement

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scoring** | | **Documentation** |
| **Requirement** | **Maximum score** | **Remark** | **Submission Requirement** |
| [*Sustainable procurement (to be specified by the Employer) practices demonstrated in the following key areas:*   1. *Sustainable procurement practice, and* 2. *Track record of delivering sustainable procurement outcomes.*   **Scoring methodology:**   |  |  |  |  | | --- | --- | --- | --- | | **Key aspects: *[****Number and extent of key areas demonstrated.]* | *[all 2*] | [*1*] | [0] | | **Initial score** | ***[51-100]*** | ***[1-50]*** | **[*0*]** | | [*select a maximum score (out of 100)* | In case of JV, at least one member will be evaluated. | Table 2-SP |

1. Cyber Security

*[Include for contracts that have been assessed to present potential or actual cyber security risks]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scoring** | | **Documentation** |
| **Requirement** | **Maximum score** | **Remark** | **Submission Requirement** |
| [*Cyber Security practice and track record shall be demonstrated through::*   1. *Cyber Security risk management practice and track record* 2. *Relevant Cyber security accreditation such as ISO 27000 (ISO 27001) or equivalent*   **Scoring methodology:**   |  |  |  |  | | --- | --- | --- | --- | | **Key aspects: *[****Number and extent of key areas demonstrated.]* | *[all 2*] | [*1*] | [0] | | **Initial score** | ***[51-100]*** | ***[1-50]*** | **[*0*]** | | [*select a maximum score (out of 100)* | In case of JV, at least one member will be evaluated. | Table 2-CS |

Section IV - Application Forms

**Table of Forms**

[Application Submission Letter 37](#_Toc138252863)

[Form ELI -1.1 Applicant Information Form 40](#_Toc138252864)

[Form ELI -1.2 Applicant's JV Information Form 41](#_Toc138252865)

[Form CON – 2 Historical Contract Non-Performance, and Pending Litigation and Litigation History 42](#_Toc138252866)

[Form CON – 3 Environmental and Social Performance Declaration 44](#_Toc138252867)

[Form CON – 4 Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration 46](#_Toc138252868)

[Form FIN – 3.1 Financial Situation and Performance 47](#_Toc138252869)

[Form FIN - 3.2 Average Annual Construction Turnover 49](#_Toc138252870)

[Form EXP - 4.1 General Construction Experience 50](#_Toc138252871)

[Form EXP - 4.2 (a) Specific Construction Experience 52](#_Toc138252872)

[Form EXP - 4.2 (b) Specific Design Experience 54](#_Toc138252873)

[Form EXP –4.2(c) Specific Experience in Managing ES aspects 56](#_Toc138252874)

[Table 2-PM Contract / Project Management Capability 57](#_Toc138252875)

[Table 2-ER Understanding of the Employer’s Requirement 58](#_Toc138252876)

[Table 2-SP Sustainable Procurement 59](#_Toc138252877)

[Table 2-CS Cyber Security Requirement 60](#_Toc138252878)

Application Submission Letter

Date: *[insert day, month, and year]*RFP No. and title: *[insert RFP number and title]*

To: *[insert full name of Employer]*

We, the undersigned, apply to be initially selected for the referenced Request for Proposal (RFP) and declare that:

(a) **No reservations:** We have examined and have no reservations to the Initial Selection Document, including Addendum(s) No(s). issued in accordance with ITA 8: *[insert the number and issuing date of each addendum].*

(b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.6;

(c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated in ITA 4, we have not been suspended by the Employer based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in accordance with ITA 4.10;

(d) **Suspension and Debarment**: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Islamic Development Bank or a debarment imposed by the Islamic Development Bank in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the Islamic Development Bank and other development banks. Further, we are not ineligible under the Employer’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;

(e) **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** [*select the appropriate option from (i) to (v) below and delete the others*].

We *[where JV, insert:* “including any of our JV members”*]*, and any of our subcontractors:

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

(f) **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 ITA 4.9];*

(g) **Subcontractors and Specialized Subcontractors:** We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following parts of the contract:

*[Insert any part of the contract which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]*

(h) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Initial Selection process, the corresponding RFP process or execution of the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
| *[insert full name for each occurrence]* | *[insert street/ number/city/country]* | *[indicate reason]* | *[specify amount currency, value, exchange rate and US$ equivalent]* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]*

(i) **Not bound to accept:** We understand that you may cancel the Initial Selection process at any time and that you are neither bound to accept any Application that you may receive nor to invite the initially selected Applicants to submit Proposal for the contract subject of this Initial selection process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

(j) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

*Name [insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant’s Name *[insert full name of Applicant or the name of the JV]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month], [insert year]*

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

Form ELI -1.1  
Applicant Information Form

Date: *[insert day, month, year*]  
ISD No. and title: *[insert ISD number and title]*  
Page *[insert page number]* of *[insert total number]* pages

|  |
| --- |
| Applicant's name  *[insert full name]* |
| In case of Joint Venture (JV), name of each member:  *[insert full name of each member in JV]* |
| Applicant's actual or intended country of registration:  *[indicate country of Constitution]* |
| Applicant's actual or intended year of incorporation:  *[indicate year of Constitution]* |
| Applicant's legal address [in country of registration]:  *[insert street/ number/ town or city/ country]* |
| Applicant's authorized representative information  Name: *[insert full name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.  🞎 In case of state-owned enterprise or institution, in accordance with ITA 4.9 documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Applicant is not a dependent agency of the Beneficiary or the Employer   2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form ELI -1.2  
Applicant's JV Information Form

*[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this Initial Selection]*

Date: *[insert day, month, year]*ISD No. and title: *[insert ISD number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |
| --- |
| Applicant name:  *[insert full name]* |
| Applicant's JV Member’s name:  *[insert full name of Applicant's JV Member]* |
| Applicant's JV Member’s country of registration:  *[indicate country of registration]* |
| Applicant JV Member’s year of constitution:  *[indicate year of constitution]* |
| Applicant JV Member’s legal address in country of constitution:  *[insert street/ number/ town or city/ country]* |
| Applicant JV Member’s authorized representative information  Name: *[insert full name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 4.5.  🞎 In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not a dependent agency of the Beneficiary or the Employer, in accordance with ITA 4.9.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

Form CON – 2  
Historical Contract Non-Performance, and Pending Litigation and Litigation History

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Table 1 Qualification Criteria, and Requirements | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]* specified in Section III,– Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.1.  🞎 Contract(s) not performed since 1st January *[insert year]* specified in Section III,– Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.1. | | | |
| **Year** | **Non- performed 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 nonperformance: *[indicate main reason(s)]* | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Table 1 Qualification Criteria, and Requirements | | | |
| 🞎 No pending litigation in accordance with Section III, Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.3. | | | |
| 🞎 Pending litigation in accordance with Section III, Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.3 as indicated below. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| *[insert year]* | *[insert amount]* | Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Employer” or “Contractor”]*  Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]* | *[insert amount]* |
| Litigation History in accordance with Section III, Table 1 Qualification Criteria, and Requirements | | | |
| 🞎 No Litigation History in accordance with Section III, Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.4.  🞎 Litigation History in accordance with Section III, Table 1 Qualification Criteria, and Requirements, Sub-Factor 2.4 as indicated below. | | | |
| **Year of award** | **Outcome as percentage of Net Worth** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| *[insert year]* | *[insert 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]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Employer” or “Contractor”]*  Reason(s) for Litigation and award decision *[indicate main reason(s)]* | *[insert amount]* |

Form CON – 3  
Environmental and Social Performance Declaration

*[The following table shall be filled in for the Proposer, each member of a Joint Venture and each Specialized Subcontractor]*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Environmental and Social Performance Declaration  in accordance with Section III, Qualification Criteria, and Requirements | | | |
|  **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 since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.   **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 since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. 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. for gender-based violence; sexual exploitation, or sexual abuse breaches]* | | *[insert amount]* |
|  |  | |  |

Form CON – 4  
Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

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

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

|  |
| --- |
| **SEA and/or SH Declaration**  **in accordance with Section III, Qualification Criteria, and Requirements** |
| We:  🞎 (a) have not been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations  🞎 (b) are subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations  🞎 (c) had been subject to disqualification by the IsDB for non-compliance with SEA/ SH obligations. 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.]*** |
|  |

Form FIN – 3.1  
Financial Situation and Performance

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

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

**1. Financial data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Financial information in**  **(currency)** | **Historic information for previous** *\_[insert number] years,*  *[insert in words]*  **(amount in currency, currency, exchange rate\*, USD equivalent)** | | | | |
|  | Year 1 | Year 2 | Year 3 | Year4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| Information from Income Statement | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

\* Refer ITA 14 for the exchange rate

**2. Sources of Finance**

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**3. Financial documents**

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Table 1 –Qualification Criteria, and Requirements Sub-factor 3.1. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member , and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

🞎 Attached are copies of financial statements[[16]](#footnote-17) for the *[number]* years required above; and complying with the requirements.

Form FIN - 3.2  
Average Annual Construction[[17]](#footnote-18) Turnover

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual turnover data** | | | |
| **Year** | **Amount**  **Currency** | **Exchange rate\*** | **USD equivalent** |
| *[indicate calendar year]* | *[insert amount and indicate currency]* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | Average Annual Turnover \*\* |  |

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total USD equivalent for all years divided by the total number of years. See Section III, Table 1 Qualification Criteria, and Requirements, 3.2.

Form EXP - 4.1  
General Construction[[18]](#footnote-19) Experience

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

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

*[As per Section III, Table 1 Qualification Criteria, and Requirements, Sub-Factor 4.1. list contracts chronologically, according to their commencement (starting) dates. List contracts chronologically, according to their commencement (starting) dates]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting**  **Year** | **Ending**  **Year** | **Contract Identification** | **Role of**  **Applicant** |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Brief Description of the Contracts performed by the  Applicant: *[describe contracts performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Contracts performed by the  Applicant: *[describe contracts performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Contracts performed by the  Applicant: *[describe contracts performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |

\* Refer ITA 14 for date and source of exchange rate.

Form EXP - 4.2 (a)   
Specific Construction[[19]](#footnote-20) Experience

(Table 1, 4.2 and Table 2)

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Similar Contract No.**  *[insert number]* of *[insert number of similar contracts required]* | **Information** | | | | | |
| Contract Identification | *[insert contract name and number, if applicable]* | | | | | |
| Award date | *[insert day, month, year, i.e., 15 June, 2015]* | | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2017]* | | | | | |
| Role in Contract  *[check the appropriate box]* | Prime Contractor 🞎 | | Member in  JV  🞎 | | Management Contractor  🞎 | Sub-contractor 🞎 |
| Total Contract Amount | *[insert total contract amount in local currency]* | | | US$ *[insert*  *Exchange rate and total contract amount in US$*  *equivalent]\** | | |
| If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities | *[insert a percentage amount]* | *[insert total contract amount in local currency]* | | *[insert exchange rate and total contract amount in US$ equivalent]\** | | |
| ***[insert roles and responsibilities]*** | | | | | |
| Description of the similarity in accordance with Section III Table 1, 4.2 |  | | | | | |
| Physical size of required contracts items | *[insert physical size of items]* | | | | | |
| Complexity | *[insert description of complexity]* | | | | | |
| Methods/Technology | *[insert specific aspects of the methods/technology involved in the contract]* | | | | | |
| Other Characteristics | *[insert other characteristics as described in Section VII, Scope of Employer’s Requirements]* | | | | | |
| Employer's Name: | *[insert full name]* | | | | | |
| Address:  Telephone/fax number  E-mail: | *[indicate street / number / town or city / country]*  *[insert telephone/fax numbers, including country and*  *city area codes]*  *[insert e-mail address, if available]* | | | | | |

\* Refer ITA 14 for date and source of exchange rate.

***[Insert the Form below in the case of a Design-Built Contract]***

Form EXP - 4.2 (b)   
Specific Design Experience

(Table 1, 4.2 and Table 2)

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Similar Contract No.**  *[insert number]* of *[insert number of similar contracts required]* | **Information** | | | | | |
| Contract Identification | *[insert contract name and number, if applicable]* | | | | | |
| Award date | *[insert day, month, year, i.e., 15 June, 2015]* | | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2017]* | | | | | |
| Role in Contract  *[check the appropriate box]* | Prime Contractor 🞎 | | Member in  JV  🞎 | | Management Contractor  🞎 | Sub-contractor 🞎 |
| Total Contract Amount | *[insert total contract amount in local currency]* | | | US$ *[insert*  *Exchange rate and total contract amount in US$*  *equivalent]\** | | |
| If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities | *[insert a percentage amount]* | *[insert total contract amount in local currency]* | | *[insert exchange rate and total contract amount in US$ equivalent]\** | | |
| ***[insert roles and responsibilities]*** | | | | | |
| Description of the similarity in accordance with Section III Table 1, 4.2 |  | | | | | |
| Physical size of required contracts items | *[insert physical size of items]* | | | | | |
| Complexity | *[insert description of complexity]* | | | | | |
| Methods/Technology | *[insert specific aspects of the methods/technology involved in the contract]* | | | | | |
| Other Characteristics | *[insert other characteristics as described in Section VII, Scope of Employer’s Requirements]* | | | | | |
| Employer's Name: | *[insert full name]* | | | | | |
| Address:  Telephone/fax number  E-mail: | *[indicate street / number / town or city / country]*  *[insert telephone/fax numbers, including country and*  *city area codes]*  *[insert e-mail address, if available]* | | | | | |

\* Refer ITA 14 for date and source of exchange rate.

Form EXP –4.2(c)   
Specific Experience in Managing ES aspects

Proposer’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV Member Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ISD No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractor’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

* + - 1. Key Requirement no 1 in accordance with 4.2 (b): \_\_

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Identification |  | | | |
| Award date |  | | | |
| Completion date |  | | | |
| Role in Contract | Prime Contractor   | Member in  JV   | Management Contractor   | Subcontractor   |
| Total Contract Amount |  | | US$ | |
| Details of relevant experience |  | | | |

* + - 1. Key Requirement no 2 in accordance with 4.2 (b): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
      2. Key Requirement no 3 in accordance with 4.2 (b): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Table 2-PM   
Contract / Project Management Capability

*The applicant shall demonstrate Contract / Project Management Capability in accordance with Table 2*

Table 2-ER   
Understanding of the Employer’s Requirement

*The applicant shall demonstrate an Understanding of the Employer’s Requirement in accordance with Table 2*

Table 2-SP   
Sustainable Procurement

*The applicant shall demonstrate capability in Sustainable Procurement in accordance with Table 2*

Table 2-CS   
Cyber Security Requirement

*The Applicant shall demonstrate capability in managing Cyber security risks in accordance with Table 2.*

Section V - Eligible Countries

**Eligibility for the Provision of Goods, Works and Non-Consulting Services under   
IsDB Project Financing**

1. In accordance with Para 1.11 of the Procurement Policy – Guidelines for Procurement of Goods, Works and Related Services under Islamic Development Bank Project Financing, April 2019 revised in 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 ITA 4.8 and 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this bidding process:

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

Under ITA 5.1 (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

**(Text in this Section VI shall not be modified)**

Procurement Policy – Guidelines for Procurement of Goods, Works and related services under Islamic Development Project Financing, April 2019 revised February 2023

## Fraud and Corruption

* 1. It is IsDB’s policy to require that Beneficiaries as well as Firms, Contractors and their agents (whether declared or not), subcontractors, sub-Consultants, Service Providers or Suppliers, and any personnel, observe the highest standard of ethics during the selection and execution of IsDB-financed contracts.[[20]](#footnote-21) In pursuance of this policy, the requirements of the *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:

1. IsDB 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 practice’** 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 practice’** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
6. **‘obstructive practice’** is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators 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 (e) below.
7. IsDB 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, subcontractors, 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. IsDB 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 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. IsDB will sanction a Firm or individual, at any time, in accordance with the prevailing IsDB sanctions procedures,[[21]](#footnote-22) including by publicly declaring such Firm or individual ineligible, either indefinitely or for a stated period of time:
10. to be awarded an IsDB-financed contract; and
11. to be a nominated subcontractor, Consultant, sub-consultant, Contractor or Supplier of an otherwise eligible Firm being awarded an IsDB-financed contract; and
12. IsDB 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), subcontractors, 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.

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PART 2 – Employer’s Requirements

Section VII - Scope of Employer’s Requirements

**Contents**

[1. Description of the Activities to be procured 66](#_Toc138252938)

[2. Implementation Period 67](#_Toc138252939)

[3. Site and Other Data 68](#_Toc138252940)

[4. Environmental and Social (ES) Requirement 69](#_Toc138252941)

1. Description of the Activities to be procured

***[Specify: Works, Design Supply and Install, Design-Build, EPC, Information System, etc.]***

*[Insert a summary of the technical requirements including:*

1. *Outline Description of the Activities*
2. *Legal and Regulatory Requirements including on Environmental, Social, Health and Safety aspects as appropriate*
3. *Productivity and/or Performance Requirements*
4. *Testing and Quality Assurance Requirement, and*
5. *Any requirement for Warranty or post Warranty services, and*
6. *Any other significant features]*

2. Implementation Period

*[Insert estimated implementation period]*

3. Site and Other Data

4. Environmental and Social (ES) Requirement

*[The Employer’s team preparing the ES requirements should include a suitably qualified Environmental and Social specialist/s.*

*Based on the ES assessment, the Employer shall provide key ES risks and impacts and expectations on contractors to manage the risks and impacts. This may include as appropriate, but not limited to a summary of: key expectations in addressing Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks and impacts, managing labor and working conditions, protection of the environment, security of the site, community health and safety, management of safety of hazardous materials, resource efficiency and pollution prevention and management, biodiversity conservation etc. Any summary (key) information provided here shall not be inconsistent with the more detailed requirements in the RFP Document.]*

**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? Authorized 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. Substitute “contracts” where Proposals are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Initially selected Applicants may submit Proposals for one or several contracts, as further defined in the RFP Document.” [↑](#footnote-ref-2)
2. Insert if applicable: “This contract will be jointly financed by [*insert name of cofinancing agency*]. Procurement process will be governed by the IsDB’s Guidelines.” [↑](#footnote-ref-3)
3. 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. Initial Selection Document (in Read Only form) should be posted on the Employer’s web page, if available, for inspection by prospective Applicants. [↑](#footnote-ref-4)
4. An individual firm is considered a domestic bidder for purposes of the margin of preference if it is registered or incorporated in the member country of the Employer, has more than 50 percent ownership by nationals of the member country of the Employer, and if it does not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign contractors **(Para 1.99-100 of Procurement Procedures - Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, April 2019 revised February 2023 shall prevail).** JVs are considered as domestic bidders and eligible for domestic preference only if the individual member firms are registered in the member country of the Employer, have more than 50 percent ownership by nationals of the country of the Employer, and the JV shall be registered in the country of the Beneficiary. The JV shall not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign firms. JVs between foreign and national firms will not be eligible for domestic preference. [↑](#footnote-ref-5)
5. Nonperformance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted. [↑](#footnote-ref-6)
6. This requirement also applies to contracts executed by the Applicant as JV member. [↑](#footnote-ref-7)
7. The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application. [↑](#footnote-ref-8)
8. The Employer may use this information to seek further information or clarifications in carrying out its due diligence. [↑](#footnote-ref-9)
9. In the case of Procurement of Information Systems, replace “construction” with “Information Systems Design, and/or Supply and/or Installation” [↑](#footnote-ref-10)
10. In the case of Procurement of Information Systems, replace “construction” with “Information Systems Design, and/or Supply and/or Installation” [↑](#footnote-ref-11)
11. Substantial completion shall be based on 80% or more of the contracts completed. [↑](#footnote-ref-12)
12. For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant’s role and responsibilities shall be considered to meet this requirement. [↑](#footnote-ref-13)
13. The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise. [↑](#footnote-ref-14)
14. In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated. [↑](#footnote-ref-15)
15. In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by a member contributing to meeting the requirement shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by members, each of value equal or more than the minimum value required, shall be aggregated. [↑](#footnote-ref-16)
16. If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified. [↑](#footnote-ref-17)
17. In the case of Procurement of Information Systems, replace “construction” with “Information Systems Design, and/or Supply and/or Installation” [↑](#footnote-ref-18)
18. In the case of Procurement of Information Systems, replace “construction” with “Information Systems Design, and/or Supply and/or Installation” [↑](#footnote-ref-19)
19. In the case of Procurement of Information Systems, replace “construction” with “Information Systems Design, and/or Supply and/or Installation” [↑](#footnote-ref-20)
20. In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-Consultants, subcontractors, Service Providers, Suppliers and/or their employees, to influence the selection process or contract execution for undue advantage is improper. [↑](#footnote-ref-21)
21. A Firm or individual may be declared ineligible to be awarded an IsDB-financed contract: (i) upon 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 sanction proceeding. [↑](#footnote-ref-22)