**January 2019**

Standard Shopping Document for Procurement of Works

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**Forward**

This Standard Shopping Document for Procurement of Works has been prepared for use in contracts financed by the Islamic Development Bank to be used for the procurement of Works through the Shopping method for contracts that are financed in whole or in part by the Islamic Development Bank. They are consistent with the Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, September 2018.

To obtain further information on procurement under Islamic Development Bank-assisted projects or for question regarding the use of this SBD, contact:

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## REQUEST FOR QUOTATION (RFQW)

**-- Note --**

 *(i) Shopping is a simplified procedure, used for simple civil works of low value. When considering Shopping, IsDB should be satisfied that there are a sufficient number of local contractors (a minimum of three) that can meet the requirements of the procurement and ensure a satisfactory level of price competition.*

*(ii) Alternate texts for some paragraphs are provided. The Employer may select one option and delete the non-applicable option.*

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Ref:** \_\_\_\_\_\_\_\_\_\_

**Date of Issue of Request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sir/Madam:**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Employer*) hereby requests you to submit a quotation for the following works:

…………………………………………………………………………………………………………..…………………………………………………………………………………………..........................................................................

(*Brief description of works*)

Please note, however, that a firm which has been associated with the firm that prepared the design, or specifications, or engaged in the preparation of the Project or a firm that will provide supervision of the Works for the Employer, shall not be eligible for the execution of the Works.

To assist in the preparation of your price quotation, the necessary specifications, bill of quantities and drawings, form for submitting the quotation and a draft contract form are enclosed. You are advised to visit the site of the works at your own expense, and obtain necessary information for preparing your quotation.

2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked “Original”. In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall govern

3. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered at the following address:

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

(*Employer’s Address*)

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

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

 ***[Option:*** *Your price quotation in the form attached may be submitted by facsimile or electronically at the following address:*

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

(Employer’s Address)

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

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

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

4. You must have experience as a prime contractor in the construction of at least one work of the nature and complexity equivalent to the works included in this Request for Quotation over the last three years as evidenced by a client’s certificate of completion, and provide evidence of availability of financial resources to successfully complete the works in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Employer to indicate here the required amount, which could be the estimated value of the contract for which quotation is being invited, and could be in the form of a credit line].* Otherwise, your offer will not be considered further.

5. You shall submit only one quotation. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

6. In evaluating the quotations, the Employer will adjust for any arithmetical errors as follows:

(a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the total price in the Priced Activity Schedule (or Bill of Quantities) or the quoted amount indicated in the Form of Quotation, the total price in the Priced Activity Schedule (or Bill of Quantities) shall govern;

(c) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

(d) if you refuse to accept the correction, your quotation will be rejected.

7. Your quotation shall be valid for a period of thirty (30) days from \_\_\_\_\_\_\_\_\_\_\_\_ (deadline for submission of the quotation).

8. Your quotation in duplicate and written in \_\_\_\_\_\_\_\_\_\_\_\_ language shall be for the whole works and based on the Priced Activity Schedule ***[****for a unit price contract, replace with … based on the* ***“unit and total price indicated in the filled-in Bill of Quantities”].*** Currency of quoted prices and payment shall be \_\_\_\_\_\_\_ (specify Currency of the Employer’s country). The quotation shall include all duties, local taxes and other levies payable by the contractor in accordance with the local laws. In case of any discrepancy between the original and duplicate, the original shall prevail.

9. The Employer will award the contract to the Contractor whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price quotation. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Employer will evaluate and compare only the quotations determined to be substantially responsive.

10. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded subject to paragraph 7 above, then you will be excluded from the list of contractors for the project for two years.

11. The contract will be governed by the terms and conditions of the attached Form of Contract.

12. Your quotation including Form of Quotation and filled-in Section 2 “Priced Activity Schedule (or alternatively Bill of Quantities)” should be submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date and time*). [The quotations shall be opened in public in the presence of contractors’ representatives who choose to attend, on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*same date as for quotation submission*) at \_\_\_\_\_\_\_\_\_\_\_ the following address.]

***[Option:*** *Omit the text in parenthesis when quotations submission is permitted by facsimile or by electronic means****.]***

13. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer within \_\_\_\_ days from the date of submission of quotation.

14. The Employer intends to apply funds from the Islamic Development Bank (IsDB) for eligible payments under the Contract resulting from this Request for Quotations.

15. Under IsDB’s Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. IsDB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, or fraudulent practices in competing for, or in executing, the Contract as specified in the Guidelines for Procurement of Goods, Works and related Services under Islamic Development Bank Project Financing, September 2018. At the time of submission of your quotation, you should not be in IsDB’s sanctions list.

16. Please be informed of IsDB’s policy on Procurement Related Complaints as stipulated in the above mentioned Guidelines (Annex C).

17. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

 **Sincerely,**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Employer)**

## Section 1

##  Specifications

1. *A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their bids. In the context of Shopping, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of Bid evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.*
2. *Samples of Specifications from previous similar projects in the same country are useful in to prepare Specifications. The use of metric units is encouraged by the Islamic Development Bank. Most Specifications are normally written specially by the Employer or Project Manager to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in these documents.*
3. *There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.*
4. ***[Any additional sustainable procurement technical requirements*** *(beyond the ESHS requirements stated in the Environmental, Social, Health and Safety Requirements section below) for the Works shall be clearly specified. The requirements to be specified shall be specific enough to not demand evaluation based on rated criteria/merit point system. The sustainable procurement requirements shall be specified to enable evaluation of such a requirement on a pass/fail basis. To encourage Bidders’ innovation in addressing sustainable procurement requirements, as long as the Bid evaluation criteria specify the mechanism for monetary adjustments for the purpose of Bid comparisons, Bidders may be invited to offer Works that exceeds the specified minimum sustainable procurement requirements.]*
5. *Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Beneficiary’s country or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.*

**“Equivalency of Standards and Codes**

1. *Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified shall be accepted subject to the Project Manager’s prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Project Manager at least 28 days prior to the date when the Contractor desires the Project Manager’s consent. In the event the Project Manager determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.”*
2. *These Notes for Preparing Specifications are intended only as information for the Employer or the person drafting the bidding documents. They should not be included in the final documents.*

Section 2

Priced Activity Schedule/Bill of Quantities

##  Section 3

##  Drawings

1. *Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.*

**FORM OF QUOTATION**

 **(Date):** \_\_\_\_\_\_\_\_\_

**To:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Employer’s Name*)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Employer’s Address*)

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

 We offer to execute the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*name and number of Contract*) in accordance with the Conditions of Contract (*in the Form of Contract*) accompanying this Quotation for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*amount in words and numbers*) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) (*name of currency*)\_\_\_\_\_\_\_\_\_\_\_\_\_. We propose to complete the Works described in the Contract within a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_months from the Date of Signing of the Contract.

 This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

 We hereby confirm that this Quotation complies with the Validity of the Offer required by the proposal documents.

We have not been associated with the firm that prepared for the Employer the design and specifications of the contract that is subject of this request for quotation.

We are not in the IsDB sanctions list.

**Authorized Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and Title of Signatory** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Name of Contractor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone Number** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax Number, if any** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address (optional)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Filled-in “SECTION 2 – PRICED ACTIVITY SCHEDULE (or BILL OF QUANTITIES together with unit prices and total calculations)” should be attached to Form of Quotation.*]

**ACTIVITY SCHEDULE**

Sample Activity Schedule

| **Item No.** | **Description** | **Unit** | **Amount** |
| --- | --- | --- | --- |
| **A. Foundation Works** |
| 1 |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| **B. Concrete Works** |
| 2. |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| **C. Roofing** |
| 3. |  |  |  |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| **D. Electrical Works**  |
| 4. |  |  |  |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| **E. Final Finishes** |
| 5. |  |  |  |
| 5.1 |  |  |  |
| 5.2 |  |  |  |
| **F. Other Works** |
| 6. |  |  |  |
| 6.1 |  |  |  |
| 6.2 |  |  |  |
| Etc. |  |  |  |
|  | **TOTAL** |  |  |

**BILL OF QUANTITIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Works Item** | **Unit** | **Quantity** | **Unit Price** | **Amount** | **Remark** |
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**FORM OF CONTRACT**

**Name of Country:**

**Project Name:**

Name of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Contract is made this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the one part (hereinafter called the Employer) and \_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the Contractor) on the other part.

Whereas the Employer has called for quotations for (name and identification number of the contract) and the Contractor has submitted a quotation for the above work and the Employer has accepted the Contractor’s Quotation dated \_\_\_\_\_\_\_\_ for the execution and completion of such works and the remedying of any defects therein.

Now this Contract witnesseth as follows:

1. The Contractor hereby covenants to execute the works fully described in the Activity Schedule (or Bill of Quantities) included in the Contractor’s Quotation which constitute an integral part of this Contract (as Annex 1) in a professional and workmanship like manner in accordance with the following Conditions of Contract:
	* 1. Remedy all defects within 30 days of notification by the Engineer in charge during the period of execution of the contract and thereafter defects notified within the defect liability period;
		2. The Employer reserves the right to terminate the contract due to unsatisfactory performance 21 days after giving a written notice. If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Engineer in charge shall certify that the contract has been frustrated. In such an event, both the Employer and Contractor will have a right to terminate the contract by giving 21 days’ notice to the other party without any financial repercussions on either side. Payments after termination or frustration shall consider the value of work completed and materials delivered by the Contractor, and the advance payment made by Employer;
		3. All material and construction equipment on site, temporary works, and Works shall be deemed to be the property of the Employer if the contract is terminated due to fault of the Contractor;
		4. The Contractor will in all cases abide by the directions of the Engineer in charge.
		5. The Contractor shall submit to the Engineer in charge, a program within 7 days after signing the contract describing general methods and schedule to complete the works;
		6. Contract completion period \_\_\_\_\_\_\_\_ (months) after signing of the contract.
		7. No part of the works shall be subcontracted without prior approval of the Employer.
		8. New items of work performed as ordered by the Engineer in charge will be paid at the mutually agreed rate and in case of any disagreement between the Contractor and the Engineer in charge the latter will fix the unit rates that will be binding on the Contractor;
		9. The Law governing the contract shall be applicable laws of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer’s country);
		10. The Contractor shall be responsible for the safety of all the activities on the Site.
		11. During execution of works the Engineer in charge, \_\_\_\_\_\_\_\_, (name) will carry out inspection of works at site to verify that works are executed by the Contractor in accordance with the specifications and required quality as per specifications. Engineer in charge will reject works not performed to the required specifications and the Contractor shall take immediate actions to rectify all defects in accordance with subparagraph (a) above;
		12. Either party may terminate the Contract by giving a 21 days’ notice to the other for unforeseen events such as wars and acts of Gods such as earthquake, floods fires etc. In such case the payments will be made to the date of termination of contract;
		13. The Contractor is responsible for all taxes, duties. levies, etc. in accordance with the laws of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (country); and
		14. The disputes between the Employer and the Contractor arising between them under or in connection with the Contract shall be resolved amicably. In the event the dispute remains unresolved either party may refer the dispute to \_\_\_\_\_\_\_\_\_\_ (name the authority in the country such as Engineering Institute, Legal Institute, etc.) in accordance with the law governing the contract.
2. In consideration thereof the Employer covenants to pay the Contractor the contract price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*in words and figures*) in the following manner and installments:

(i) An advance payment of 15 percent of the Contract sum will be paid upon the Contractor bringing at the work site the following items and Engineer in charge certifying it: (1) at least one half of all materials to be incorporated in the works or all materials to be consumed within three months whichever is less, and (2) all equipment required for the construction.

(ii) All four subsequent installment payments will be made at the rate of 20 percent of the contract amount. Each installment payment will be due for payment within 21 days of submission of invoice when the value of the work actually performed, calculated on the basis of unit prices and quantities, reaches 20 percent of the contract amount.

(iii) The final payment of remaining 5 percent of the contract amount shall be made upon completion of the works certified by the Engineer in Charge.

Payments shall be made to the Contractor within 21 days of the date of the payment request submitted by the contractor has been certified by the Engineer in Charge.

3. The defect liability period will be \_\_\_\_\_\_ (months) after taking over of completed works by the Employer.

In witness whereof the parties thereto have caused this Contract to be executed the day and year first before written.

|  |  |
| --- | --- |
| **Signature and seal of the Employer:**FOR AND BEHALF OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Authorized Representative | **Signature and seal of the Contractor:**FOR AND BEHALF OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Authorized Representative |

**FORM of LETTER OF ACCEPTANCE**

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

**To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and address of the Contractor]*

**Dear Sir or Madam,**

 This is to notify you that your Quotation dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for execution of the *[name and number of the Contract]* for the Contract price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[amount in words and figures]*, as corrected and modified in accordance with the Request for Quotation has been accepted by us.

 You are also requested to sign the attached contract form and commence construction of the Works not later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and ensure the completion of the Works within the construction period specified in the contract.

For and on behalf of the Employer:

 **Authorized Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name of Signatory :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **Title** **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_