STANDARD BIDDING DOCUMENTS

User’s Guide for Procurement of Major Works

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January 2019

**Introduction**

The Standard Bidding Documents for Works (SBDW) have been prepared by the Islamic Development Bank ( “IsDB”) for use by beneficiaries in the procurement of admeasurement (unit price or rate) type of works contracts through international competitive bidding among member country (ICB/MC) or open international competitive bidding (ICB open). The procedures and practices presented in the SBDW have been developed through broad international experience and are based on the Master Bidding Documents for Procurement of Works, prepared by multilateral development banks and other international financial institutions, and have the structure and the provisions of the Master Procurement Document, except where IsDB’s specific considerations have required a change. These SBDW are mandatory for use in major works contracts (those estimated to cost more than *USD 10 million*, including contingency allowance) unless IsDB agrees to the use of other bidding documents acceptable to IsDB. There are two optional procedures both covered by this User’s Guide.

**Bidding following Prequalification:** This procedure is to be used when bidding is preceded by a prequalification exercise. IsDB’s Guidelines for Procurement require prequalification of bidders for large or complex contracts or turnkey contracts to ensure, in advance of bidding, that invitations to bid are confined to capable firms. Prequalification is followed by a competitive bidding procedure in which only those firms meeting specified prequalification criteria are invited to submit a bid. Prequalification should not be used for limiting competition to a predetermined number of potential bidders. All applicants meeting the specified criteria shall be allowed to bid. The process of prequalification shall follow the procedure specified in IsDB Standard Procurement Document for the Prequalification of Bidders. Prequalification shall be applied for all large and complex works contracts.

**Bidding without Prequalification:** For the procurement of simple works contracts the Employer may apply post qualification by requiring bidders to submit the information pertaining to their qualification together with their bids. In this event, it will be necessary to ensure that a bidder’s risk of having its bid rejected on grounds of qualification is remote if due diligence is exercised by the bidder during bid preparation. For that purpose, clear-cut, fail-pass qualification criteria need to be specified by the Employer in the Bidding Documents in order to enable bidders to make an informed decision whether to pursue a specific contract and, if so, either as a single entity or in joint venture. Post qualification criteria and procedures are covered in Section III (Evaluation and Qualification Criteria) and Section IV (Bidding Forms).

The SBDW makes use of the Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer, Multilateral Development Bank Harmonized Edition 2010, prepared by the Fédération Internationale des Ingénieurs-Conseil, or FIDIC (FIDIC MBD version 2010). **The Executing Agency (or the entity which is the beneficiary of an IsDB financing) shall be fully responsible for procuring and using the aforementioned General Conditions with no responsibility of any nature whatsoever (including but not limited to copyright infringement) to the Islamic Development Bank**. These Conditions are subject to the variations and additions set out in Section IX (Particular Conditions of Contract), Part A (Contract Data) and Part B (Special Provisions).The provisions in Section I (Instructions to Bidders) and Section VIII (General Conditions of Contract), must be used with their text unchanged. Any data and provisions that these sections require for a specific procurement and contract shall be included respectively in Section II (Bid Data Sheet) and Section IX (Particular Conditions of Contract). These bidding documents are not suitable for lump sum contracts. The purpose of this User’s Guide is to provide guidance to Employers on how to prepare bidding documents based on IsDB’s Standard Bidding Documents for the Procurement of Works.

This Guide includes two initial sections on the Bidding Process, and the Invitation for Bids (IFB). The Employer should note that **the IFB is neither a part of the Bidding Documents nor a Contract Document**.

IsDB welcomes any feedback or experiences from the use of its SBDW from beneficiaries and from bidders as well. For information on procurement under IsDB-financed projects, contact:

Project Procurement (PPR)  
Country Programs Complex (CPC)

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**Acronyms**

BDS Bid Data Sheet

BD Bidding Documents

EQC Evaluation and Qualification Criteria

GCC General Conditions of Contract

ICB Open International Competitive Bidding

ICB/MC International Competitive Bidding among member countries

IFB Invitation for Bids

ITB Instructions to Bidders

JV Joint Venture

PCC Particular Conditions of Contract

SBD Standard Bidding Documents

TS Technical Specifications

**The Bidding Process**

The International Competitive Bidding among member countries (ICB/MC) or Open International Competitive Bidding (ICB) process includes six main stages: Publicity (Advertising or Notice), Preparation and Issuing of Bidding Documents, Bid Preparation and Submission, Bid Opening, Bid Evaluation, and Contract Award.

**Publicity (Advertising or Notice)**

The Employer must announce an upcoming bidding process in the international and national media as per **Paragraph 2.7**, of the Guidelines for Procurement of Goods, Works and related services Under Islamic Development Bank Project Financing, September 2018 and give enough time for potential bidders to respond with well-prepared offers as per **Paragraph 2.75** of said Guidelines.

**Preparing and Issuing Bidding Documents**

The Employer and Bidder should keep in mind that:

1. The Employer is responsible for the preparation and issuing of the Bidding Documents.
2. The Employer shall use the SBD issued by IsDB, as this is a mandatory requirement for contracts to be financed by IsDB.
3. The Employer shall prepare the Bidding Documents using the published version of the SBD without suppressing or adding text to the sections of the document to be used without modification, which are Section I Instructions to Bidders (ITB), Section VI –IsDB Policy – Fraud and Corruption, and Section VIII General Conditions of Contract (GCC). All information and data particular to each individual bidding process must be provided by the Employer in the following sections of the Bidding Documents:
4. Section II, Bid Data Sheet
5. Section III, Evaluation and Qualification Criteria
6. Section IV, Bidding Forms
7. Section V, Eligible Countries
8. Section VII, Works Requirements
9. Section IX, Particular Conditions of Contract
10. Section X, Appendix to Bid - Contract Forms
11. The Employer shall allow Bidders sufficient time for studying the Bidding Documents, preparing complete and responsive bids and submitting the bids. The time allowed for Bidders to prepare and submit Bids will depend upon the magnitude and complexity of the contract. Generally not less than six (6) weeks, from the publication of the SPN or Invitation for Bids as the case may be, shall be allowed for the preparation and submission of Bids under ICB or ICB/MC. Where large Works are involved, generally not less than twelve (12) weeks shall be allowed to enable prospective Bidders to conduct investigations at the site before submitting their Bids. In such cases, it is recommended that the Beneficiary hold pre-Bid conferences and arrange site visits.

**Bid Preparation and Submission**

The Bidder is responsible for the preparation and submission of its Bid. During this stage, the Employer shall:

* Promptly respond to requests for clarifications from Bidders and amend, as needed, the Bidding Documents.
* Amend the Bidding Documents only with IsDB’s “no objection” in contracts subject to IsDB’s prior review.

**Bid Opening**

The Employer is responsible for the Bid Opening, which is a critical event in the bidding process. The Employer shall appoint experienced staff to conduct the Bid Opening, as inappropriate procedures at Bid Opening are usually irreversible and may require cancellation of the Bidding Process with the consequent delays and waste of time and resources.

**Best Bid-Opening Practices to Observe**

The Employer, in observance of best practices, shall:

* Conduct the Bid Opening strictly following the procedures as specified in the ITB Clause 25 for all bids received not later than the date and time of the bid submission deadline. The term “Bid Opening” can be misleading because a bid for which a Bid Withdrawal or Bid Substitution notice was received on time shall not be opened, but returned unopened to the Bidder. The sequence in which bids are handled and opened is crucial.
* Ensure that all bids that were received on time **are accounted for, before starting** the Bid Opening, as bids that are not opened and read out at Bid Opening shall not be further considered.
* Not reject any bid at Bid Opening, except for late bids received after the date and time of bid submission deadline.
* The Employer shall, however, verify at Bid Opening the validity of the documentation (Power of Attorney or other acceptable equivalent document as specified in ITB Sub-Clause 11.1), confirming the validity of a bid modification, bid withdrawal, or bid substitution as the case may be, because a withdrawn or substituted bid shall not be opened and in consequence not read out and, therefore, they shall not be further considered by the Employer. Similarly, a bid modification shall be opened and read out to modify a bid that was received on time.

**Bid Evaluation**

The Employer is responsible for bid evaluation and all related and incidental procedures. The Employer shall appoint experienced staff to conduct the evaluation of the bids. Mistakes committed at bid evaluation may later prompt complaint from Bidders, requiring reevaluation of the bids, with the consequent delays and waste of time and resources.

The Employer, in observance of best practices, shall:

* Maintain the bid evaluation process strictly confidential;
* Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption;
* Always comply with the prior-review requirements of IsDB; and
* Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding Documents.

**Notification of Intention to Award, Stanstill Period, Debriefing and Contract Award**

The Employer is responsible for informing each Bidder of the Employer’s intention to award the Contract, observing a Standstill Period during which the Contract may not be awarded, granting any Bidder a Debriefing is the said Bidder so requests during the time allowed, and eventually awarding the Contract. The Employer shall appoint experienced staff to conduct these procedures.

**Invitation for Bids**

**Invitation for Bids - Following Prequalification**

The Invitation for Bids for contracts, subject to prequalification, is sent only to firms determined by the Beneficiary to be qualified in accordance with the Beneficiary’s prequalification procedure. This prequalification procedure must be reviewed and commented on by IsDB if the potential contract is to be eligible for IsDB financing [see Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, September 2018, Annex A].

Ideally, the Invitation for Bids is sent to the qualified bidders at the time that the prequalification results are announced. For major works, prequalification shall normally be used. If, exceptionally, prequalification is not used, the appropriate Invitation for Bids form (see below) shall be used.

**Standard Format for Invitation for Bids**

Date: *[date of issuance of IFB]*

Financing No:

IFB No:

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

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

1. The *[name of Beneficiary]* has received[[1]](#footnote-1) a financing[[2]](#footnote-2) from the Islamic Development Bank (IsDB) in various currencies towards the cost of *[insert name of Project]*. It is intended that part of the proceeds of this financing will be applied towards eligible payments under the contract [[3]](#footnote-3) for *[insert title of contract].*

2. The *[name of the Employer]* now invites sealed bids from pre-qualified eligible bidders for the construction and completion of *[insert brief description of the works]* (“the Works”)*.*

3. Pre-qualified eligible bidders may obtain further information from and inspect the bidding documents at the office of *[insert name of appropriate purchasing unit]*[[4]](#footnote-4) *[insert mailing address of appropriate office for inquiry and issuance of bidding documents and cable, telex, and/or facsimile numbers]*.

4. A complete set of bidding documents may be purchased by interested pre-qualified bidders on the submission of a written application to the above and upon payment of a non-refundable fee of *[insert amount in Beneficiary’s currency or in a convertible currency]*.[[5]](#footnote-5) The method of payment will be *[insert method of payment*].[[6]](#footnote-6) The document will be sent by *[insert delivery procedure]*.[[7]](#footnote-7)

5. Bids must be delivered to the above office[[8]](#footnote-8) on or before *[insert time]* on *[insert date].* Electronic bidding will *[will not]* be permitted. Late bids will be rejected.

6. All bids must be accompanied by a *[insert “Bid Security” or “Bid-Securing Declaration,” as appropriate]* of *[insert amount and currency (fixed sum or percentage of bid amount) in case of a Bid Security]*.

7. Bids will be opened in the presence of bidders’ representatives who choose to attend at *[insert time and date]* at the offices of *[insert address of appropriate office]*.

8. Qualified Member Countries bidders may be eligible to receive a margin of preference of 10 percent in Bid evaluation as per Annex D - paragraphs 2.6-2.8 of Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, September 2018.

**Invitation for Bids - Without Prequalification**

If bids are invited openly from contractors without using a prequalification procedure, the Invitation for Bids should be issued directly to the public as a Specific Procurement Notice (see Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing September 2018, Paragraph 2.7) as:

(a) an advertisement on the Beneficiary’s Government’s web portal and, where available, in other appropriate publicly available internationally accessible mediums of wide distribution. In addition to the above stated sources, may also be sent to embassies, consulates and local representatives of IsDB MC; and

(b) an advertisement in IsDB’s Website on line, ([www.isdb.org](http://www.isdb.org)), UNDB Online or DgMarket websites, in addition to advertisement on the Beneficiary’s Government’s respective web portal and, where.

The Invitation for Bids provides information that enables potential bidders to decide whether to participate, including a summary description of the works.

The Invitation for Bids form should be consistent with the information contained in Section II - Bid Data Sheet of the corresponding Bidding Document.

**Standard Format for Invitation for Bids**

Specific Procurement Notice

[*insert:* *COUNTRY*]

[*insert:* *NAME OF PROJECT*]

[*insert: SECTOR*]

PROCUREMENT OF *WORKS*

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

Financing No:

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

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

1. The *[name of Beneficiary]* has received[[9]](#footnote-9) a financing[[10]](#footnote-10) from the Islamic Development Bank (IsDB)  towards the cost of *[insert name of Project]*. It is intended that part of the proceeds of this financing will be applied to eligible payments under the contract [[11]](#footnote-11) for *[title of contract].*

2. The *[insert name of the Employer]* now invites sealed bids from eligible bidders for the construction and completion of *[insert brief description of the works]* (“the Works”)*.*

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

4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of *[insert name of appropriate purchasing unit]*[[12]](#footnote-12) *[insert mailing address of appropriate office for inquiry and issuance of bidding documents and cable, telex, and/or facsimile numbers]*.

5. A complete set of bidding documents may be purchased by interested bidders on the submission of a written application to the above and upon payment of a non-refundable fee of *[insert amount in Beneficiary’s currency or in a convertible currency]*.[[13]](#footnote-13) The method of payment will be [*insert method of payment*].[[14]](#footnote-14) The document will be sent by [*insert delivery procedure*].[[15]](#footnote-15)

6. Bids must be delivered to the above office[[16]](#footnote-16) on or before *[insert time]* on *[insert date].* Electronic bidding will *[will not]* be permitted. Late bids will be rejected. Bids will be opened in the presence of bidders’ representatives who choose to attend at *[insert time and date]* at the offices of *[insert address of appropriate office]*.

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

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

[*insert name of office, room number*]

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

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

[*insert postal code, city, country*]

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

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

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

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

**Section I. Instructions to Bidders**

Section I, Instructions to Bidders, provides the information necessary for bidders to prepare responsive bids in accordance with the requirements of the Employer. It also gives information on bid submission, opening, and evaluation, on standstill period, notification of intention to award, debriefing, and on the award of the Contract.

**Section I includes provisions that are to be used unchanged. Section II, Bid Data Sheet, consists of provisions that supplement, amend, or specify information or changes to Section I that are specific to each procurement.**

Matter governing the performance of the Contractor under the Contract, payments under the Contract, or matters affecting the risks, rights, or obligations of the parties under the Contract, are not included in this section, but rather in Section VIII, General Conditions, Section IX, Particular Conditions, and/or the Contract Forms (Annex to the Particular Conditions). If duplication of a subject is inevitable in the different sections of the documents, the Employer should exercise care to avoid contradiction or conflict between clauses dealing with the same topic. The Instructions to Bidders will not be part of the Contract.

**Section II. Bid Data Sheet**

Section II, Bid Data Sheet, shall be filled in by the Employer before issuance of the bidding documents. This Guide provides information to the Employer *[in italics]* on how to enter all required information, and includes a BDS format that summarizes all information to be provided.

The Bid Data Sheet (BDS) contains information and provisions that are specific to a particular bidding process. The Employer must specify in the BDS only the information that the ITB request be specified in the BDS. All information shall be provided; **no clause shall be left blank**.

To facilitate the preparation of the BDS, its clauses are numbered with the same numbers as the corresponding ITB clause.

**Bid Data Sheet Form**

**Input of Information to be completed by Employer**

|  |  |  |
| --- | --- | --- |
| **ITB Clause Reference** | **Bid Data** | |
| **A. Introduction** | | |
| **ITB 1.1** | The identification numberof the ICB or ICB/MC is: **[***insert identification number***]** | |
| **ITB 1.1** | The Employer is: **[***Insert name of the Employer***]** | |
| **ITB 1.1** | The name of the ICB or ICB/MC is: **[***Insert complete name***]**  **[***The following text is to be included and the corresponding information inserted only if the contract is to be bid simultaneously with other contracts on a “slice and package” basis. Otherwise omit***.]**  The number and identification of lots (contracts)comprising this ICB or ICB/MC is: **[***Insert number and identification of each lot (contract) if applicable***]** | |
| **ITB 1.2(a)** | *[delete if not applicable]*  **Electronic –Procurement System**  The Employer shall use the following electronic-procurement system to manage this Bidding process:  ***[insert name of the e-system and url address or link]***  The electronic-procurement system shall be used to manage the following aspects of the Bidding process:  ***[list aspects here and modify the relevant parts of the BDS accordingly e.g.,* *issuing bidding document, submissions of Bids, opening of Bids]*** | |
| **ITB 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 Invitation for Bids***]** | |
| **ITB 2.1** | Financing Agreement amount: **[***Insert US$ equivalent***]** | |
| **ITB 2.1** | The name of the Project is: **[***Insert name of the project***]** | |
| **ITB 4.1** | Maximum number of members in the JV shall be**:** *[insert a number, or omit if it is not intended to set a maximum number***]** | |
| **ITB 4.5** | A list of debarred firms and individuals is available on IsDB’s external website: [http://www.isdb.org](http://www.worldbank.org/debarr.) | |
| **ITB 4.9** | This Bidding Process **[***insert is/is not***]** subject to prequalification. | |
| **B. Bidding Documents** | | |
| **ITB 7.1** | For **clarification purposes** only, the Employer’s address is: **[***Insert the corresponding information as required below. This address may be the same as or different from that specified for bid submission***]**  Attention: **[***insert full name of person, if applicable*]  Street Address: [*insert street address and number*]  Floor/ Room number: [*insert floor and room number, if applicable*]  City: [*insert name of city or town*]  ZIP Code: [*insert postal (ZIP) code, if applicable*]  Country: [*insert name of country*]  Telephone: [*insert telephone number, including country and city codes*]  Facsimile number: [*insert telephone number, including country and city codes*]  Electronic mail address: [*insert email address, if applicable*] | |
| **ITB 7.1** | Web page: [*In case used, identify the widely used website or electronic portal of free access where bidding process information is published]* | |
| **ITB 7.4** | A Pre-Bid meeting **[***insert “shall” and insert the date, time and place information in the spaces provided below if a pre-bid meeting will take place, taking into consideration that the meeting should take place no later than four weeks before the deadline for bid submission. Otherwise, insert “shall not” and insert “Not Applicable” in the spaces provided below for the date, time and place***]**take place at the following date, time and place:  Date:  Time:  Place:  A site visit conducted by the Employer **[***insert “shall be” or “shall not be”, as appropriate***]**organized. | |
| **ITB 7.6** | Web page: *[in case used, identify the website for publishing Minutes of Pre-Bid Conference]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]* | |
| **C. Preparation of Bids** | | |
| **ITB 10.1** | | The language of the bid is: [*insert language, i.e. “English”, or “Arabic”, or “French”.*].  ***[*Note:** *In addition to the above language, and if agreed with IsDB, the Beneficiary has the option to issue translated versions of the bidding documents 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 bidding documents are 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***].**  *Bids shall have the option to submit their bid in any one of the languages stated above. Bidders shall not submit Bids in more than one language.***]”**  All correspondence exchange shall be in \_\_\_\_\_\_\_\_\_\_\_\_ language.  Language for translation of supporting documents and printed literature is *[Specify one language]* |
| **ITB 11.1 (h)** | | The Bidder shall submit with its bid the following additional documents: **[***list any additional document not already listed in ITB Sub-Clause 11.1 that must be submitted with the Bid.**The list of additional documents should include the following:]*  **Code of Conduct (ESHS)**  The Bidder shall submit its Code of Conduct that will apply to Contractor’s Personnel (as defined in Sub-clause 1.1.2.7 of the GC), to ensure compliance with its Environmental, Social, Health and Safety (ESHS) obligations under the contract. *[Note: Complete and include the risks to be addressed by the Code in accordance with Section VII-Works’ Requirements, e.g. risks associated with: labor influx, spread of communicable diseases, sexual harassment, gender based violence, sexual exploitation and abuse, illicit behavior and crime, and* maintaining *a safe environment etc.]*  In addition, the Bidder shall detail how this Code of Conduct will be implemented. This will include: how it will be introduced into conditions of employment/engagement, what training will be provided, how it will be monitored and how the Contractor proposes to deal with any breaches.  The Contractor shall be required to implement the agreed Code of Conduct.  **Management Strategies and Implementation Plans (MSIP) to manage the (ESHS) risks**  The Bidder shall submit Management Strategies and Implementation Plans (MSIP) to manage the following key Environmental, Social, Health and Safety (ESHS) risks.  ***[Note:*** *insert name of plan and specific risk/s];*   * [*e.g. Traffic Management Plan to ensure safety of local communities from construction traffic*]; * [*e.g. Water Resource Protection Plan to prevent contamination of drinking water*]; * [*e.g. Boundary Marking and Protection Strategy for mobilization and construction to prevent offsite adverse impacts*]; * [*e.g. Strategy for obtaining Consents/Permits prior to the start of relevant works such as opening a quarry or borrow pit];* * *[e.g. Gender based violence and sexual exploitation and abuse (GBV/SEA) prevention and response action plan].*   The Contractor shall be required to submit for approval, and subsequently implement, the Contractor’s Environment and Social Management Plan (C-ESMP), in accordance with the Particular Conditions of Contract Sub-Clause 4.1, that includes the agreed Management Strategies and Implementation Plans described here.  *[Note: The extent and scope of these requirements should reflect the significant ESHS risks or requirements set out in Section VII as advised by Environmental/Social specialist/s. The key risks to be addressed by the Bidder should be identified by Environmental/Social specialist/s, for example, from the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Resettlement Action Plan (RAP), and/or Consent Conditions (regulatory authority conditions attached to any permits or approvals for the project), up to a maximum of four. The risks may arise during mobilization or construction phases, and may include construction traffic impacts on the community, pollution of drinking water, depositing on private land and impacts on rare species etc. The management strategies and/or implementation plans to address these could include, as appropriate: mobilization strategy, strategy for obtaining consents/permits, traffic management plan, water resource protection plan, bio-diversity protection plan and a strategy for marking and respecting work site boundaries etc.***].** |
| **ITB 13.1** | | Alternative Bids *[insert “shall be” or “shall not be”]* considered.  *[If alternatives shall be considered, the methodology shall be defined in Section III – Evaluation and Qualification Criteria. See Section III for further details ]*.  **[***The following provisions ITB 13.2 and 13.4 should be included and the required corresponding information inserted only if corresponding alternative bids will be considered. Otherwise they may be omitted.***]** |
| **ITB 13.2** | | Alternative times for completion **[***insert “shall be” or “shall not be”, as appropriate***]**permitted. **[***Alternative times for completion should be permitted when the Employer sees potential net benefits in different times for completion; they also have merit for contracts bid on a “slice and package” basis***.]**  If alternative times for completion are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria. |
| **ITB 13.4** | | Alternative technical solutions shall be permitted for the following parts of the Works: **[***List the parts of the Works***]**.  If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria. |
| **ITB 14.5** | | The prices quoted by the bidder **[insert “shall “or “shall not”]** be subject to adjustment during the performance of the Contract.  **[***Price adjustment is mandatory for contracts with longer duration than 18 months or when local or foreign inflation is expected to be high.* **]** |
| **ITB 15.1** | | The currency(ies) of the bid and the payment currency(ies) shall be in accordance with Alternative **[***select either “A” or “B”***]**, as described below.  [*The Employer shall select the alternative which is the most suitable. Alternative B reflects more closely the actual various currency requirements of the Contractor (in terms of time of payment of the various currencies to the Contractor). The Employer must keep only one of the following alternative texts:]*  **Alternative A: Bidders to quote entirely in local currency**   1. The unit rates and the prices shall be quoted by the bidder in the Bill of Quantities entirely in **[***insert the name of the currency of the Employer’s country***]** and further referred to as “the local currency”. A Bidder expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer’s country (referred to as “the foreign currency requirements”) shall indicate in the Appendix to Bid – Table C the percentage(s) of the Bid Price (excluding Provisional Sums) needed by the Bidder for the payment of such foreign currency requirements, limited to no more than three foreign currencies of any country. 2. The rates of exchange to be used by the Bidder in arriving at the local currency equivalent shall be specified by the Bidder in the Appendix to Bid –Table C, and shall apply for all payments under the Contract so that no exchange risk will be borne by the successful Bidder.   **OR**  **Alternative B: Bidders allowed to quote in local and foreign currencies**  The unit rates and prices shall be quoted by the bidder in the Bill of Quantities separately in the following currencies:  (a) for those inputs to the Works that the Bidder expects to supply from within the Employer’s country, in **[***insert the name of the currency of the Employer’s country***]** and further referred to as “the local currency”; and  (b) for those inputs to the Works that the Bidder expects to supply from outside the Employer’s country (referred to as “the foreign currency requirements”) in up to any three foreign currencies . |
| **ITB 18.1** | | The bid validity period shall be [*insert a number of days that is a multiple of seven*] days*.*  **[***This period should be realistic, allowing sufficient time to evaluate the bids, bearing in mind the complexity of the Works and the time required for obtaining references, clarifications, clearances, and approvals (including IsDB’s “No Objection”) and for notification of the award. Normally the validity period should not exceed 120 days****.*]** |
| **ITB 18.3 (a)** | | The bid price shall be adjusted by the following factor(s):\_\_\_\_\_\_\_\_ *[The local currency portion of the Contract price shall be adjusted by a factor reflecting local inflation during the period of extension, and the foreign currency portion of the Contract price shall be adjusted by a factor reflecting the international inflation (in the country of the foreign currency) during the period of extension.]* |
| **ITB 19.1** | | [*If a Bid Security shall be required, a Bid-Securing Declaration shall not be required, and vice versa*.]  A Bid Security **[***insert “shall be” or “shall not be”***]** required.  A Bid Securing Declaration **[***insert “shall be” or “shall not be”***]** required.  If a Bid Security shall be required, the amount and currency of the bid security shall be: **[***If a bid security is required, insert amount and currency of the bid security. Otherwise insert “Not Applicable”***.]**  **[***In case of lots, please insert amount and currency of the Bid Security for each lot.*  ***Note:*** *“Bid Security is required for each lot as per amounts indicated against each lot. Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which Bids have been submitted, however if the amount of Bid Security is less than the total required amount, the Employer will determine for which lot or lots the Bid Security amount shall be applied”.****]*** |
| **ITB 19.3 (d)** | | Other types of acceptable securities: **[***Insert names of other acceptable securities. Insert “None” if no bid security is required under provision ITB 19.1 or if bid security is required but no other forms of bid securities besides those listed in ITB 19.3 (a) through (c) are acceptable.***]** |
| **ITB 19.9** | | **[***The following provision should be included and the required corresponding information inserted only if a bid security is not required under provision ITB 19.1 and the Employer wishes to declare the Bidder ineligible for a period of time should the Bidder incur in the actions mentioned in provision ITB 19.9 (a) and (b). Otherwise omit*.**]**  If the Bidder incurs any of the actions prescribed in subparagraphs (a) or (b) of this provision, the Beneficiary will declare the Bidder ineligible to be awarded contracts by the Employer for a period of \_\_\_\_\_\_ **[***insert period of time***]** years.*.* |
| **ITB 20.1** | | In addition to the original of the bid, the number of copies is: **[***Insert number of copies***]** |
| **ITB 20.2** | | The written confirmation of authorization to sign on behalf of the Bidder shall consist of: **[***insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the bid such as a Power of Attorney; and In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 4.1(a), and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution*]. |
| **D. Submission and Opening of Bids** | | |
| **ITB 22.1** | For **bid submission purposes** only, the Employer’s address is: **[***This address may be the same as or different from that specified under provision ITB 7.1 for clarifications***]**  Attention: [*insert full name of person, if applicable***]**  Street Address: [*insert street address and number*]  Floor/ Room number: [*insert floor and room number, if applicable*]  City: [*insert name of city or town*]  ZIP Code: [*insert postal (ZIP) code, if applicable*]  Country: [*insert name of country*]  **The deadline for bid submission is:**  Date: **[***insert day, month, and year, i.e. 15 June, 2019***]**  Time: [*insert time, and identify if a.m. or p.m., i.e. 10:30 a.m.*]  **[***The date and time should be the same as those provided in the Invitation for Bids, unless subsequently amended pursuant to Clause 22.2.****]***  Bidders **[***insert “shall” or “shall not”***]** have the option of submitting their bids electronically.  **[***The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their bids electronically. Otherwise omit***.]**  If bidders have the option of submitting their bids electronically, the electronic bidding submission procedures shall be: **[***insert a description of the electronic bidding submission procedures***]** | |
| **ITB 25.1** | The bid opening shall take place at:  Street Address: [*insert street address and number*]  Floor/ Room number: [*insert floor and room number, if applicable*]  City: [*insert name of city or town*]  Country: [*insert name of country*]  Date: **[***insert day, month, and year, i.e. 15 June, 2019***]**  Time: [*insert time, and identify if a.m. or p.m. i.e. 10:30 a.m.*]**[***Date and time should be the same as those given for the deadline for submission of bids (Clause 22).***]**  [*The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their bids electronically. Otherwise omit*.]  If bidders have the option of submitting their bids electronically, the electronic bidding opening procedures shall be: **[***insert a description of the electronic bidding opening procedures***]** | |
| **ITB 25.3** | The Letter of Bid and Priced Bill of Quantities shallbe initialed by *[insert number]* representatives of the Employer conducting Bid opening. *[Insert procedure: Example: Each Bid shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Employer, etc]* | |
| **E. Evaluation and Comparison of Bids** | | |
| **ITB 30.3** | The adjustment shall be based on the \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(insert “average” or “highest”)*** price of the item or component as quoted in other substantially responsive Bids. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Employer shall use its best estimate. | |
| **ITB 32.1** | The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: **[***Insert name of currency***]**  The source of exchange rate shall be: **[***Insert name of the source of exchange rates (e.g., the Central Bank in the Employer’s Country)***.]**  The date for the exchange rate shall be: **[***insert day, month and year, i.e. 15 June, 2019 not earlier than 28 days prior to the deadline for submission of the Bids, nor later than the original date for the expiry**of bid validity***].**  The currency(ies) of the Bid shall be converted into a single currency in accordance with the procedure under Alternative \_\_\_\_\_ **[***insert either “A” or “B”***]** that follows:  [*The Employer shall select the alternative which is the most suitable, depending on the alternative selected in the BDS under ITB 15.1. The Employer must keep only one of the following alternative texts:*]  **Alternative A: Bidders quote entirely in local currency**  For comparison of bids, the Bid Price, corrected pursuant to Clause 31, shall first be broken down into the respective amounts payable in various currencies by using the exchange rates specified by the bidder in accordance with Sub-Clause 15.1.  In the second step, the Employer will convert the amounts in various currencies in which the Bid Price is payable (excluding Provisional Sums but including Daywork where priced competitively) to the single currency identified above at the selling rates established for similar transactions by the authority specified and on the date stipulated above.  **OR**  **Alternative B: Bidders quote in local and foreign currencies**  The Employer will convert the amounts in various currencies in which the Bid Price, corrected pursuant to Clause 31, is payable (excluding Provisional Sums but including Daywork where priced competitively) to the single currency identified above at the selling rates established for similar transactions by the authority specified and on the date stipulated above. | |
| **ITB 33.1** | **[***The following provision should be included and the required corresponding information inserted only if the Procurement Plan authorizes the application of Member Countries contractor price preference and the Employer intends to apply it to the subject contract. Otherwise omit***]**  A margin of preference **[***insert “shall”***]**apply.  [*If a margin of preference applies the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.]* | |
| **ITB 34.1** | At this time the Employer ***[****insert “intends” or “does not intend”****]***to execute certain specific parts of the Works by sub-contractors selected in advance.  **[If the above states “intends” list the specific parts of the works and the respective sub-contractors, or indicate how these will be designated]** | |
| **ITB 34.4** | ***[Indicate N/A if not applicable. The part of the Works to be listed, if any, should be determined in coordination with an experienced Engineer, who would know the type of activities that are typically subcontracted to Specialized Subcontractors]***  The parts of the Works for which the Employer permits Bidders to propose Specialized Subcontractors are designated as follows:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Bidder for the purpose of evaluation. | |
| **F. Award of Contract** | | |
| **ITB 48.1 and 48.2** | ***[Delete the following if not applicable]***  The successful Bidder shall be required to submit an Environmental, Social, Health and Safety (ESHS) Performance Security.  *[Note: The ESHS Performance Security shall normally be required where ESHS risks are significant.]* | |
| **ITB 49** | The procedures for making a Procurement-related Complaint are detailed in the “Procurement [Guidelines](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) (Annex C).” If a Bidder wishes to make a Procurement-related Complaint, the Bidder 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, a Procurement-related Complaint may challenge any of the following:   1. the terms of the Bidding Documents; and 2. the Employer’s decision to award the contract. | |

**Section III. Evaluation and Post Qualification Criteria – (Following Prequalification)**

This Section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders. In accordance with ITB 35 and ITB 37, no other methods, criteria and factors shall be used. The Bidder shall provide all the information requested in the forms included in Section IV (Bidding Forms).

Wherever a Bidder is required to state a monetary amount, Bidders should indicate the USD equivalent using the rate of exchange determined as follows:

* For construction 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 is to be converted) was originally established.
* 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 ITB 32.1. Any error in determining the exchange rates in the Bid may be corrected by the Employer.

*[The Employer shall select the criteria deemed appropriate for the Bidding process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]*

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* + - 1. **Domestic Preference**

As per Para 2.91 of the Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, September 2018, a margin of preference of 10% (ten percent) may be granted to domestic contractors, in accordance with, and subject to, the following provisions:

(a) Contractors applying for such preference shall provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Beneficiary and accepted by IsDB, a particular contractor or group of contractors qualifies for preference.

(b) Responsive bids shall be classified into the following groups:

(i) Group A: bids offered by domestic contractors eligible for the preference.

(ii) Group B: bids offered by other contractors.

As a first evaluation step, all evaluated Bids in each group are compared to determine the Bid offering maximum VfM in that group, and the Bid offering maximum VfM from the two (2) groups are then compared with each other. If, as a result of this comparison, a Bid from Group A is the Bid offering maximum VfM, it shall be selected for the award of contract.

If a Bid from Group B is the Bid offering maximum VfM, a second evaluation step shall take place. All Bids from Group B shall then be further compared with the Bid offering maximum VfM from Group A. For the purpose of this further comparison only, an amount equal to up to ten percent (10%) shall be added to the respective Bid price corrected for arithmetical errors, including unconditional discounts, but excluding provisional sums and the cost of day Works, if any, shall be added to the evaluated price offered in each Bid from Group B. If the Bid from Group A is the Bid offering maximum VfM, it shall be selected for award of contract. If not, the Bid offering maximum VfM from Group B based on the first evaluation step shall be selected.

**2. Evaluation**

In addition to the criteria listed in ITB 35.2 (a) – (e) the following criteria shall apply:

**[Use the evaluation criteria listed below as appropriate and required for the project.]**

**2.1 Adequacy of Technical Proposal with Requirements**

The assessment of the Technical Proposal shall cover: (a) evaluation of the technical capacity of the Bidder to mobilize the key equipment and personnel for the performance of the Contract, (b) the method statement, (c) the Work schedule, and (d) the sourcing of materials, in conformity with Section VII, Works Requirements.

**2.2 Multiple Contracts**

Where a project is divided into separate contracts, Bidders may be qualified through a single process. Bidders will be asked to indicate in their Bids the individual contract or combination of contracts in which they are interested. The Employer shall qualify each Bid for the maximum combination of contracts for which the Bidder has thereby indicated its interest and for which the Bidder meets the appropriate aggregate requirements.

In the case the separate contracts are dissimilar, the nonstandard, contract specific parts of the bidding documents (Bill of Quantities, Drawings, etc.) shall be prepared for each individual contract (slice) in the event that award of individual contracts will be made to different bidders. In the bidding document, Section III should state the qualification requirements for each slice based upon the Employer’s cost estimates, including contingencies. Bidders will be asked to bid for the individual contract (slice) or combination of contracts (package) in which they are interested, and for which their assessed capacity is sufficient (see below).

**Basic Philosophy**

The Procurement Guidelines, refer in **Para 2.21** to bidding on a slice and package basis as follows:

*“*… for a project requiring similar but separate Goods, Works and/or related services such as items of equipment and machinery, Bids may be invited under alternative contracting options that would attract the interest of both small and large Firms. Bidders can be allowed to Bid for individual contracts (lots) and/or for a group of similar contracts (packages). All Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the maximum VfM to the Beneficiary*”*

The essential requirement for breaking a large Works construction project into a package of similar individual contracts or “slices” is that the Works, in the first instance, must be reasonably homogeneous, and that the execution of individual slices by different contractors on a “single responsibility” basis would still result in a timely and satisfactory completion of the whole package. For example: a number of similar building types (such as health clinics, schools, houses, etc.); irrigation canals; pipelines; rural roads; highways in similar terrain, etc.

The manner in which the Works are sliced is of importance. A highway sliced “horizontally” into separate radically different elements such as earthworks, culverts, bridges, road foundation, and paving is not suited for bidding such individual elements as separate contracts on a “slice and package” basis, because of potential problems with contract interfacing and assigning responsibility for any subsequent defects. However, a highway sliced “vertically” into sections with similar features is suited, since each slice is a complete, self-contained entity in itself.

The procurement strategy for complex projects, where the risk of planning and coordinating the phasing and site relationships between contractors is high and where such risk is assumed by the Employer, should be discussed with IsDB before starting the preparation of the documentation. Works under these projects are often divided up in separate contracts of a different nature and with critical completion dates. Potential contractors for these separate contracts may be simultaneously prequalified and the contracts may also be simultaneously bid, but their packaging for prequalification and bidding purposes may become very complicated. As an example, the construction of a port could be divided up into several separate contracts for access roads, breakwater and quays, dredging, buildings, etc., with prequalification and bidding each carried out at the same time and the possibility of multiple awards to one or more contractors.

**Number of Slices**

The number of slices or individual contracts into which the project is divided is also of importance, and will affect the complexity of the evaluation and, subsequently, the bid evaluation and contract administration. The complexity of the bid evaluation increases very rapidly with the number of slices. The number of combinations of individual contracts above three may require a complex matrix for evaluation purposes. Therefore up to three slices or individual contracts are recommended. A large number of small slices, while encouraging small domestic contractors, may discourage larger and more efficient contractors from bidding on a package of small contracts. Even with a reasonable number of slices, the evaluation of different combinations may be somewhat complex, particularly if different time periods are permitted for package construction.

**2.3 Alternative Completion Times**

If permitted under ITB 13.2 varying times for completion may be used in bid comparison as follows: [*the method for evaluating the differences offered by bidders should be specified as a specific amount for each week of delay from a specified “standard” or minimum completion date related to the loss of benefits to the Employer. The amount should be no more than the sum stated in the Contract Data for delay damages.]*

**2.4 Technical Alternatives**

Technical alternatives, if permitted under ITB 13.4, will be evaluated as follows:

**[** *insert method for evaluation of such alternatives, if appropriate***]**

**2.5 Sustainable Procurement**

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

*[If specific****sustainable procurement******technical requirements****have been specified in Section VII- Specification,****either****state that (i) those requirements will be evaluated on a pass/fail (compliance basis)****or****otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments  to be applied to Bid prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

**2.6 Other Criteria**

If permitted under ITB 35.2(f):

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

**3. Qualification**

**3.1 Update of Information**

The Bidder shall continue to meet the criteria used at the time of prequalification. Updating and reassessment of the following information which was previously considered during prequalification will be required for:

(a) Eligibility

(b) Pending Litigation

(c) Financial Situation

**3.2 Specialized Subcontractors**

In large, complex Works contracts, the execution of certain specialized parts of the Works may require the Contractor to use Specialized Subcontractors in accordance with the provisions of the FIDIC General Conditions of Contract.[[17]](#footnote-17) A typical example would be the supply and installation of the ventilation and lighting systems for a tunnel contract, or the construction of complex foundations.

The experience of Specialized Subcontractors proposed by the Bidders, would normally be considered for the purpose of evaluation of the Bidder. Only the specialized subcontractors as approved by the Employer will be considered. The specialized subcontractor shall continue to meet the criteria used at the time of prequalification.

The experience and financial resources of other subcontractors proposed by the Bidders, will normally be disregarded for purposes of evaluation. The cumulative experience and capacity of a Bidder gained as a former sub-contractor should be taken into account for evaluation.

**3.3 Financial Resources**

Using the relevant Forms No 3.1 in Section IV (Bidding Forms) the Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet:

(1) the following cash-flow requirement: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . and

(2) the overall cash flow requirements for this contract and his current works commitment.

**Note*:*** *Indicate under (1) above the construction cash flow requirement for a number of months, determined as the total time needed by the Employer to pay a contractor’s invoice, allowing for (a) the actual time consumed for construction, from the beginning of the month invoiced, (b) the time needed by the Engineer to issue the monthly payment certificate, and (c) the time needed by the Employer to pay the amount certified. The total period should not exceed four months. The assessment of the monthly amount should be based on a straight-line projection of the estimated cash flow requirement over the particular contract period, neglecting the effect of any advance payment and retention monies, but including contingency allowances in the estimated contract cost.*

**3.4 Personnel**

[***Note: Insert in the following table, the minimum key specialists required to execute the contract, taking into account the nature, scope, complexity and risks of the contract****.]*

The Bidder must demonstrate that it will have a suitably qualified Contractor’s Representative and suitably qualified (and in adequate numbers) Key Personnel, as described in the table below.

The Bidder shall provide details of the Contractor’s Representative and Key Personnel and such other Key Personnel that the Bidder considers appropriate to perform the Contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in Section IV, Bidding Forms.

The Contractor shall require the Employer’s consent to substitute or replace the Contractor’s Representative (reference General Conditions of Contract Sub Clause 4.3) and any of the Key Personnel (reference the Particular Conditions of Contract Sub Clause 1.1.2.7).

**Contractor’s Representative and** **Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Position/specialization** | **Relevant academic qualifications** | **Minimum years of relevant work experience** |
| 1 | Contractor’s Representative |  |  |
| 2 | … |  |  |
| **Suitable experts in the following specializations** | | | |
| 3 | [*Environmental*] | e.g. degree in relevant environmental subject | e.g. *[years]* working on road projects in similar work environments |
| 4 | [*Health and Safety*] |  |  |
| 5 | [*Social*] |  | e.g. [*years*] of monitoring and managing risks related to GBV/ SEA |
| 6 | [*add others as appropriate*] |  |  |

The Bidder shall provide details of the proposed personnel and their experience records in the relevant Information Forms included in Section IV (Bidding Forms).

**Note:** *The managerial and technical competence of a contractor is largely related to the key personnel on site. The extent to which the Bidder should demonstrate having staff with extensive experience should be limited to those requiring critical operational or technical skills. The qualification criteria should therefore refer to a limited number of such key personnel, for instance, the project or contract manager and those superintendents working under the project manager who will be responsible for major components (e.g., superintendents specialized in dredging, piling, or earthworks, as required for each particular project) as well as ESHS personnel for large or sensitive works. Criteria of acceptability should be based on:*

*(a) a minimum number of years of experience in a similar position; and*

*(b) a minimum number of years of experience and/or number of comparable projects carried out in a specified number of preceding years.*

*The requirement of specified education and academic qualifications is normally not the most critical for such positions, as confirmed field experience may be more relevant than academic training. It is appropriate to specify that certain positions are filled by individuals who have held posts of comparable authority for, say, three years with the Bidder, so that key staff in executive site positions have sufficient knowledge of the Bidder's management, policy, procedures, and practices to act with confidence and authority within that framework.*

**3.5 Equipment**

The Bidder must demonstrate that it has the key equipment listed hereafter:

*[Specify requirements for each lot as applicable]*

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **No. Min. Number Required** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  |  |  |

The Bidder shall provide further details of proposed items of equipment using the relevant Form in Section IV (Bidding Forms)

**Note:** *In most cases Bidders can readily purchase, lease, or hire equipment; thus, it is usually unnecessary for the assessment of a contractor's qualification to depend on the contractor’s owning readily available items of equipment. The pass–fail criteria adopted should therefore be limited only to those bulky or specialized items that are critical for the type of project to be implemented, and that may be difficult for the contractor to obtain quickly. Examples may include items such as heavy lift cranes and piling barges, dredgers, asphalt mixing plants, etc. Even in such cases, contractors may not own the specialized items of equipment, and may rely on specialist subcontractors or equipment–hire firms. The availability of such subcontractors and of the specified equipment should be subject to verification prior to contract award.*

**Section III. Evaluation and Qualification Criteria - Without Prequalification**

This Section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders. In accordance with ITB 35 and ITB 39, no other factors, methods, or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Section IV (Bidding Forms).

Note: *IsDB requires bidders to be qualified by meeting predefined, precise minimum requirements. The method entails setting pass-fail criteria, which, if not met by the bidder, results in disqualification. It will therefore be necessary to ensure that a bidder’s risk of having its bid rejected on grounds of qualification is remote if due diligence is exercised by the bidder during bid preparation. For that purpose, clear-cut, fail-pass qualification criteria need to be specified in order to enable bidders to make an informed decision whether to pursue a specific contract and, if so, either as a single entity or in joint venture. The criteria adopted must relate to characteristics that are essential to ensure satisfactory execution of the contract, and must be stated in unambiguous terms*.

Wherever a Bidder is required to state a monetary amount, Bidders should indicate the USD equivalent using the rate of exchange determined as follows:

* For construction 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 is to be converted) was originally established.
* 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 ITB 32.1. Any error in determining the exchange rates in the Bid may be corrected by the Employer.

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[2.1.3 Bank Eligibility](#_Toc164140329)

[2.1.4 Government-owned Entity](#_Toc164140330)

[2.1.5 Exclusions **Error! Bookmark not defined.**](#_Toc164140331)

[2.2 Pending Litigation](#_Toc164140332)

[2.2.1 Historical Contract Non Performance **Error! Bookmark not defined.**](#_Toc164140333)

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[2.3. Financial Situation **Error! Bookmark not defined.**](#_Toc164140335)

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**1. Domestic Preference**

As per Para 2.91 of the Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing, September 2018, a margin of preference of 10% (ten percent) may be granted to domestic contractors, in accordance with, and subject to, the following provisions:

(a) Contractors applying for such preference shall provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Beneficiary and accepted by IsDB, a particular contractor or group of contractors qualifies for a domestic preference.

(b) Responsive bids shall be classified into the following groups:

(i) Group A: bids offered by domestic contractors eligible for the preference.

(ii) Group B: bids offered by other contractors.

As a first evaluation step, all evaluated Bids in each group are compared to determine the Bid offering maximum VfM in that group, and the Bid offering maximum VfM from the two (2) groups are then compared with each other. If, as a result of this comparison, a Bid from Group A is the Bid offering maximum VfM, it shall be selected for the award of contract.

If a Bid from Group B is the Bid offering maximum VfM, a second evaluation step shall take place. All Bids from Group B shall then be further compared with the Bid offering maximum VfM from Group A. For the purpose of this further comparison only, an amount equal to up to ten percent (10%) shall be added to the respective Bid price corrected for arithmetical errors, including unconditional discounts, but excluding provisional sums and the cost of day Works, if any, shall be added to the evaluated price offered in each Bid from Group B. If the Bid from Group A is the Bid offering maximum VfM, it shall be selected for award of contract. If not, the Bid offering maximum VfM from Group B based on the first evaluation step shall be selected..

**2. Evaluation**

In addition to the criteria listed in ITB 35.2 (a) – (e) the following criteria shall apply:

**[Use the evaluation criteria listed below as appropriate and required for the project.]**

**2.1 Adequacy of Technical Proposal with Requirements**

The assessment of the Technical Proposal shall cover: (a) evaluation of the technical capacity of the Bidder to mobilize the key equipement and personnel for the performance of the Contract, (b) the method statement, (c) the Work schedule, and (d) the sourcing of materials, in conformity with Section VII, Works Requirements.

**2.2 Multiple Contracts**

if permitted under ITB 35.4, will be evaluated as follows:

**Award Criteria for Multiple Contracts [ITB 35.4]:**

**Lots**

Bidders have the option to Bid for any one or more lots. Bids will be evaluated lot-wise, taking into account discounts offered, if any, for combined lots. The contract(s) will be awarded to the Bidder or Bidders offering the lowest evaluated cost to the Employer for combined lots, subject to the selected Bidder(s) meeting the required qualification criteria for lot or combination of lots as the case may be.

**Packages**

Bidders have the option to Bid for any one or more packages and for any one or more lots within a package. Bids will be evaluated package-wise, taking into account discounts offered, if any, for combined packages and/or lots within a package. The contract(s) will be awarded to the Bidder or Bidders offering the lowest evaluated cost to the Employer for combined packages, subject to the selected Bidder(s) meeting the required qualification criteria for combination of packages and or lots as the case may be.

**Qualification Criteria for Multiple Contracts:**

In the case the separate contracts are dissimilar, the nonstandard, contract specific parts of the bidding documents (Bill of Quantities, Drawings, etc.) shall be prepared for each individual contract (slice) in the event that award of individual contracts will be made to different bidders. In the bidding documents, Section III should state the qualification requirements for each slice based upon the Employer’s cost estimates, including contingencies. Bidders will be asked to bid for the individual contract (slice) or combination of contracts (package) in which they are interested, and for which their assessed capacity is sufficient (see below).

**Basic Philosophy**

The Procurement Guidelines, refer in **Para 2.21** to bidding on a slice and package basis as follows:

*“*… for a project requiring similar but separate Goods, Works and/or related services such as items of equipment and machinery, Bids may be invited under alternative contracting options that would attract the interest of both small and large Firms. Bidders can be allowed to Bid for individual contracts (lots) and/or for a group of similar contracts (packages). All Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the maximum VfM to the Beneficiary*.”*

The essential requirement for breaking a large Works construction project into a package of similar individual contracts or “slices” is that the Works, in the first instance, must be reasonably homogeneous, and that the execution of individual slices by different contractors on a “single responsibility” basis would still result in a timely and satisfactory completion of the whole package. For example: a number of similar building types (such as health clinics, schools, houses, etc.); irrigation canals; pipelines; rural roads; highways in similar terrain, etc.

The manner in which the Works are sliced is of importance. A highway sliced “horizontally” into separate radically different elements such as earthworks, culverts, bridges, road foundation, and paving is not suited for bidding such individual elements as separate contracts on a “slice and package” basis, because of potential problems with contract interfacing and assigning responsibility for any subsequent defects. However, a highway sliced “vertically” into sections with similar features is suited, since each slice is a complete, self-contained entity in itself.

The procurement strategy for complex projects, where the risk of planning and coordinating the phasing and site relationships between contractors is high and where such risk is assumed by the Employer, should be discussed with IsDB before starting the preparation of the documentation. Works under these projects are often divided up in separate contracts of a different nature and with critical completion dates. Potential contractors for these separate contracts may be simultaneously prequalified and the contracts may also be simultaneously bid, but their packaging for prequalification and bidding purposes may become very complicated. As an example, the construction of a port could be divided up into several separate contracts for access roads, breakwater and quays, dredging, buildings, etc., with prequalification and bidding each carried out at the same time and the possibility of multiple awards to one or more contractors.

**Number of Slices**

The number of slices or individual contracts into which the project is divided is also of importance, and will affect the complexity of the evaluation and, subsequently, the bid evaluation and contract administration. The complexity of the bid evaluation increases very rapidly with the number of slices. The number of combinations of individual contracts above three may require a complex matrix for evaluation purposes. Therefore up to three slices or individual contracts are recommended. A large number of small slices, while encouraging small domestic contractors, may discourage larger and more efficient contractors from bidding on a package of small contracts. Even with a reasonable number of slices, the evaluation of different combinations may be somewhat complex, particularly if different time periods are permitted for package construction.

**Determining appropriate aggregate requirements of the Bidder**

Qualification Criteria for Multiple Contracts:

The criteria for qualification is the aggregate minimum requirement for respective lots as specified under items 3.1, 3.2, 4.2(a) and 4.2(b). However, with respect to the specific experience under item 4.2 (a) of Section III, the Employer will select any one or more of the options as identified below:

N is the minimum number of contracts

V is the minimum value of a single contract

**(a) For one Contract**:

**Option 1:**

(i) N contracts, each of minimum value V;

Or

**Option 2:**

(i) N contracts, each of minimum value V; or

(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V.

**(b) For multiple Contracts**

**Option 1:**

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the bider has submitted bids as follows, and N1, N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc.

or

**Option 2:**

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the bidder has submitted bids as follows, and N1,N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc, **or**

(ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than N1 x V1.

(iii) Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than N2 x V2.

(iv) Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than N3 x V3.

----etc.

Or

**Option 3:**

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Bidder has applied for as follows, and N1, N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc, **or**

(ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than N1 x V1.

Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than N2 x V2.

Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than N3 x V3.

----etc, **or**

(iii) Subject to compliance as per (ii) above with respect to minimum value of single contract for each lot, total number of contracts is equal or less than N1 + N2 + N3 +--but the total value of all such contracts is equal or more than N1 x V1 + N2 x V2 + N3 x V3 +---.

**2.3 Alternative Completion Times**

If permitted under ITB 13.2 varying times for completion may be used in bid comparison as follows: **[***the method for evaluating the differences offered by bidders should be specified as a specific amount for each week of delay from a specified “standard” or minimum completion date related to the loss of benefits to the Employer. The amount should be no more than the sum stated in the Contract Data for delay damages***.]**

**2.4 Technical Alternatives**

Technical alternatives, if permitted under ITB 13.4, will be evaluated as follows:

**[***insert method for evaluation of such alternatives, if appropriate***]**

**2.5 Sustainable Procurement**

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

*[If specific****sustainable procurement******technical requirements****have been specified in Section VII- Specification,****either****state that (i) those requirements will be evaluated on a pass/fail (compliance basis)****or****otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments  to be applied to Bid prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

2.6 Specialized Subcontractors

If permitted under ITB 34, only the specific experience of sub-contractors for specialized works permitted by the Employer will be considered. The general experience and financial resources of the specialized sub-contractors shall not be added to those of the Bidder for purposes of qualification of the Bidder.

2.7 **Other Criteria**

If permitted under ITB 35.2(f):

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

**3. Qualification**

| **Eligibility and Qualification Criteria** | | | **Compliance Requirements** | | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** | **Single Entity** | **Joint Venture (existing or intended)** | | | **Submission Requirements** |
| **All Parties Combined** | **Each Member** | **One Member** |
| **1. Eligibility** | | | | | | | |
| **1.1** | **Nationality** | Nationality in accordance with ITB 4.4 | 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 ITB 4.2 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Letter of Bid |
| **1.3** | **Bank Eligibility** | Not having been declared ineligible by IsDB, as described in ITB 4.5 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Letter of Bid |
| **1.4** | **Government Owned Entity of the Beneficiary country** | Meets conditions of ITB 4.6 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| **1.5** | **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 Guidelines for Procurement of Goods, Works and related services Under the Islamic Development Bank Financing, September 2018 prevail)** | Not having been excluded as a result of prohibition in the Beneficiary’s country laws or official regulations against commercial relations with the Bidder’s country, or by Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, both in accordance with ITB 4.8 and Section V. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Letter of Bid |
| **2. Historical Contract Non-Performance** | | | | | | | |
| **2.1** | **History of Non-Performing Contracts** | Non-performance of a contract[[18]](#footnote-18) did not occur as a result of contractor default since 1st January *[insert year]*. | Must meet requirement | Must meet requirements | Must meet requirement[[19]](#footnote-19) | N/A | Form CON-2 |
| **2.2** | **Suspension Based on Execution of Bid Securing Declaration by the Employer** | Not under suspension based on execution of a Bid Securing Declaration pursuant to ITB 4.7 or withdrawal of the Bid. pursuant ITB 19.9. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Bid Submission Form |
| **2.3** | **Pending Litigation** | Bidder’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 Bidder | 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 Bidder[[20]](#footnote-20) since 1st January *[insert year]* | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON – 2 |
| 2.5 | **Declaration: Environmental, Social, Health, and Safety (ESHS) past performance** | Declare any civil work contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any environmental, or social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), or health or safety requirements or safeguard in the past five years[[21]](#footnote-21). | Must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration | N/A | Each must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration. | N/A | Form CON-3 ESHS Performance Declaration |
| *Years should usually be one or two years prior to bidding* | | | | | | | |
| **3. Financial Situation and Performance** | | | | | | | |
| **3.1** | **Financial Capabilities** | (i) The Bidder 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 construction cash flow requirements estimated as USD $ *[insert amount]* for the subject contract(s) net of the Bidders other commitments  (ii) The Bidder shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of the Bidder’s country, other financial statements acceptable to the Employer, for the last *[insert number of years]* years shall be submitted and must demonstrate the current soundness of the Bidder’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 |
| *Time period usually specified is 3 to 5 years; it may be reduced to three years minimum for relatively simple contracts of one or two years duration. Firms owned by individuals and partnerships may not be required to maintain audited balance sheets by the laws of their countries of origin; in such cases, the Employer may relax the audit requirement, but should request other acceptable financial statements.* | | | | | | | |
| **3.2** | **Average Annual Construction Turnover** | Minimum average annual construction turnover of US$ *[insert amount]*, calculated as total certified payments received for contracts in progress and/or completed within the last *[insert of year]* years, divided by *[insert number]* | Must meet requirement | Must meet requirement | Must meet *\_\_\_\_\_\_\_\_*%, *\_\_\_\_\_\_\_\_\_\_\_*of the requirement | Must meet *\_\_\_\_\_\_\_\_\_\_*%, *\_\_\_\_\_\_\_\_\_\_\_*of the requirement | Form FIN – 3.2 |
| *The amount stated should normally not be less than twice the estimated annual turnover in the proposed Works contract (based on a straight-line projection of the Employer’s estimated cost, including contingencies, over the contract duration). The multiplier of 2 may be reduced (in agreement with IsDB) in special country circumstances but should not be less than 1.5.\**  *The time period is normally five years or more, but may be reduced to not less than three years for relatively simple contracts of one or two years duration.*  *An asterix (\*) means that some information on the matter is provided in III.2 Guidance Notes.* | | | | | | | |
| **4. Experience** | | | | | | | |
| **4.1** | **General Construction Experience** | Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last *[insert number of years]* years, starting 1st January *[insert year]*. | Must meet requirement | N/A | Must meet requirement | N/A | Form EXP – 4.1 |
| *As for 3.2, The time period is normally five years or more, but may be reduced to not less than three years for relatively simple contracts of one or two years duration..* | | | | | | | |
| **4.2 (a)** | **Specific Construction & Contract Management Experience** | (i) A minimum number of similar[[22]](#footnote-22) contracts specified below that have been satisfactorily and substantially[[23]](#footnote-23) completed as a prime contractor, joint venture member[[24]](#footnote-24), management contractor or sub-contractor19 between 1st January [insert year] and bid submission deadline:  (i) N contracts, each of minimum value V;  Or  (ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V; *[insert values of N & V, delete (ii) above if not applicable]*.  *[In case the Works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITB 35.4]* The similarity of the contracts shall be based on the following: [*Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITB 34.3]* | Must meet requirement | Must meet requirement[[25]](#footnote-25) | N/A | N/A | Form EXP 4.2(a) |
|  |  |  |  | *]* |  |
| *The range of contract numbers should be one to three (and is normally two), depending on the size, value, nature and complexity**of the subject contract, the exposure of the Employer to risk of contractor default, country conditions and history of similar works constructed in the past. For example, for small- to medium-sized contracts in a country with newly privatized, but lack of participation of construction firms, an Employer may be prepared to risk an award to a Bidder with only one previous similar contract completed. For contracts in a developed environment with high potential supply of construction services, three similar contracts may not limit bids, but would reduce the risk of Contractor default. For very large and complex contracts, competition may be reduced substantially in case three similar contracts are required if not many such contracts were completed in the past five to ten years.*  *The time range is normally five to ten years, and should be related to the number of similar contracts stated above.* | | | | | | | |
| **4.2 (b)** |  | For the above and any other contracts completed and under implementation as prime contractor, joint venture member, management contractor or sub-contractor[[26]](#footnote-26) on or after the first day of the calendar year during the period stipulated in 4.2 (a) above, a minimum construction experience in the following key activities successfully completed[[27]](#footnote-27): *[list activities indicating volume, number or rate of production as applicable][[28]](#footnote-28)*  *Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Bidder to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b).For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12 month period in the specified period****,*** *]* | Must meet requirements *[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITB 34.3]* | Must meet requirements *[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITB 34.3]* | N/A | Must meet the following requirements for the key activities listed below[[29]](#footnote-29) *[[****if applicable, out of the key activities in the first column of this 4.2 b),*** *list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member,* ***otherwise this cell should state: “N/A”****]* | Form EXP – 4.2 (b) |
| *List the monthly or annual production rate for the key construction activity (or activities) in the proposed contract or works, e.g., “one million m3 of rock placed in rock fill dams in one year; X tons of asphalt concrete per month place in road paving; Y m3 of concrete place in … etc.” The rates should be a percentage (say about 80 percent) of the estimated production rate of the key activity (or activities) in the contract or Works as needed to meet the expected construction schedule with due allowance for adverse climatic condition.* | | | | | | | |

**3.5 Personnel**

[***Note: Insert in the following table, the minimum key specialists required to execute the contract, taking into account the nature, scope, complexity and risks of the contract****.]*

The Bidder must demonstrate that it will have a suitably qualified Contractor’s Representative and suitably qualified (and in adequate numbers) Key Personnel, as described in the table below.

The Bidder shall provide details of the Contractor’s Representative and Key Personnel and such other Key Personnel that the Bidder considers appropriate to perform the Contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in Section IV, Bidding Forms.

The Contractor shall require the Employer’s consent to substitute or replace the Contractor’s Representative (reference General Conditions of Contract Sub Clause 4.3) and any of the Key Personnel (reference the Particular Conditions of Contract Sub Clause 1.1.2.7).

**Contractor’s Representative and** **Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Position/specialization** | **Relevant academic qualifications** | **Minimum years of relevant work experience** |
| 1 | Contractor’s Representative |  |  |
| 2 | … |  |  |
| **Suitable experts in the following specializations** | | | |
| 3 | [*Environmental*] | e.g. degree in relevant environmental subject | e.g. *[years]* working on road projects in similar work environments |
| 4 | [*Health and Safety*] |  |  |
| 5 | [*Social*] |  | e.g. [*years*] of monitoring and managing risks related to GBV/ SEA |
| 6 | [*add others as appropriate*] |  |  |

The Bidder shall provide details of the proposed personnel and their experience records in the relevant Information Forms included in Section IV (Bidding Forms).

**Note:***The managerial and technical competence of a contractor is largely related to the key personnel on site. The extent to which the Bidder should demonstrate having staff with extensive experience should be limited to those requiring critical operational or technical skills. The prequalification criteria should therefore refer to a limited number of such key personnel, for instance, the project or contract manager and those superintendents working under the project manager who will be responsible for major components (e.g., superintendents specialized in dredging, piling, or earthworks, as required for each particular project) as well as ESHS personnel for large or sensitive works. Criteria of acceptability should be based on:*

*(a) a minimum number of years of experience in a similar position; and*

*(b) a minimum number of years of experience and/or number of comparable projects carried out in a specified number of preceding years.*

*The requirement of specified education and academic qualifications is normally not the most critical for such positions, as confirmed field experience may be more relevant than academic training. It is appropriate to specify that certain positions are filled by individuals who have held posts of comparable authority for, say, three years with the Bidder, so that key staff in executive site positions have sufficient knowledge of the Bidder's management, policy, procedures, and practices to act with confidence and authority within that framework.*

**3.6 Equipment**

The Bidder must demonstrate that it has the key equipment listed hereafter:

*[Specify requirements for each lot as applicable]*

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **No. Min. Number Required** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  |  |  |

The Bidder shall provide further details of proposed items of equipment using the relevant Form in Section IV (Bidding Forms)

**Note:***In most cases Bidders can readily purchase, lease, or hire equipment; thus, it is usually unnecessary for the assessment of a contractor's qualification to depend on the contractor’s owning readily available items of equipment. The pass–fail criteria adopted should therefore be limited only to those bulky or specialized items that are critical for the type of project to be implemented, and that may be difficult for the contractor to obtain quickly. Examples may include items such as heavy lift cranes and piling barges, dredgers, asphalt mixing plants, etc. Even in such cases, contractors may not own the specialized items of equipment, and may rely on specialist subcontractors or equipment–hire firms. The availability of such subcontractors and of the specified equipment should be subject to verification prior to contract award.*

**III.2 Guidance Notes**

**Qualification Criteria**

1. The procedure requires the implementing agency (Employer) to set **Pass/Fail Criteria** for Qualification which, if all are not met substantially by the Bidders, would cause them to be disqualified.

2. The criteria adopted must relate to characteristics that are essential to ensure satisfactory execution of the subject contract (or each contract in case of slice and package bidding), and they must be precisely stated. Basically, the criteria must be chosen so that only a Bidder that is qualified to carry out the work are eligible for award. The Employer should not set the qualification criteria too high so as to unduly limit the number of eligible firms. Similarly, the criteria should not be set too low so that an unqualified firm may be selected. It is in this respect that the Employer should consult with their technical experts to obtain the right market information.

3. The verification of availability of key personnel and equipment should be made at the time of contract award, rather than at the qualification stage.

4. Whereas it is important that the Bidders submit the required documentation with their Bid at times there may be information and/or documentation that has not been submitted. If the missing information and/or documentation are historical information or data, it is in the Employer’s interest to ask for such information and/or documents instead of rejecting a Bidder for lack of these details.

**Average Annual Construction Turnover (sub-criterion 3.2)**

5. The Bidder’s general capabilities in managing construction contracts should be related to its record of the Bidder’s recent experience and the value of work undertaken. Experience requirements should be stipulated as a minimum annual value of general construction work carried out over a stated period (normally five years), calculated by applying an appropriate multiplier to the projected annual construction rate on the subject contract. The recommended multiplier is 2.0, and may be reduced to 1.5.

6. **Example:** Estimating required minimum “Average Annual Turnover”

Subject Contract

Description: Port Facility Estimated Cost (Including contingencies): US$120m

Duration: 4 years

Contract: SBDW Unit Rate

(a) Average expected annual construction billings (turnover), assuming a straight-line projection: $120 ÷4 = $30m per year.

(b) Applying the normal multiplier of 2.0

Required minimum turnover: $30m × 2.0 = $60m per year.

7. The justification of minimum Average Annual Turnover shall be provided to IsDB when the bidding document is submitted for Bank review.

**Similar Construction Experience (Sub-criterion 4.2)**

8. Bidders should demonstrate that they have successfully carried out works, substantially of a nature, size, value, and complexity similar to that of the contract in question. There are two principal criteria for qualification.

(a) The Bidder should have carried out similar works of a size comparable to that of the package of Works for which the Bid is sought. Depending on the nature of the Works to be bid, the requirement should be for the Bidder to have completed or substantially completed one or more contracts each of an amount (not less than about 80 percent) close to that of the proposed contract, over the last three to five years (or more in the case of very large works).

(b) The Bidder (or a subcontractor designated in Forms ELI-1.2 and EXP­4.2b) should have performed operations of a volume, quality, and rate of execution similar to those required for the timely completion of the subject contract. For example, where large-volume earthmoving, tunneling, or concrete placing is involved, the Bidder should demonstrate experience in those operations, having performed them at the rates necessary to meet a percentage **(e.g., 80 percent)** of the estimated monthly peak and/or annual rates required for the subject contract.

9. Bidders should not be required to have had direct experience in the Employer’s country or region, but only under similar climatic, geological, and other general conditions.

10. The Employer shall decide if the experience of the Bidder shall be accepted under only one contract or under different contracts. The qualification criteria shall be set accordingly. For example, for highway construction, which includes structures such as bridges, the Bidder may be required to have experience in construction of highways and bridges. It is possible that the experience for these be required under a single contract (highways and bridge construction together in a same contract) or under different contracts (a separate contract for highway construction and separate for bridge construction).

**Section IV. Bidding Forms**

The Employer shall include in the BD all bidding forms that the Bidder shall fill out and include in its bid. As specified in Section IV of the BD, these forms are the Bid Submission Sheet and relevant Schedules, the Bid Security or Bid Securing Declaration, the Bill of Quantities, the Technical Proposal Form, and the Bidder’s Qualification Information Form for which two options are attached (Option “Following Prequalification” and Option “Without Prequalification”).This Guide helps the Employer fill in all the required information in each Bidding Form.

**Letter of Bid**

*Input of Information to be completed by Bidder (italic) or Employer (bold)*

|  |
| --- |
| **Bid Submission Form** |

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

ICB or ICB/MC No.: **[insert number of bidding process]**

To: **[insert complete name of Employer]**

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB 8);
2. We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
3. We have not been suspended nor declared ineligible by the Employer based on execution of a Bid Securing Declaration in the Employer’s country in accordance with ITB 4.7
4. We offer to execute in conformity with the Bidding Documents the following Works: **[insert a brief description of the Works]**;
5. The total price of our Bid, excluding any discounts offered in item (f) below is:

In case of only one lot, total price of the Bid **[***insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies***];**

In case of multiple lots, total price of each lot **[***insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies***];**

In case of multiple lots, total price of all lots (sum of all lots) **[***insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies***]**;

1. The discounts offered and the methodology for their application are:

(i) The discounts offered are: **[***Specify in detail each discount offered.*]

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

1. Our bid shall be valid for a period specified in BDS 18.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 22.1 (as amended, if applicable),, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If our bid is accepted, we commit to obtain a performance security [*and an Environmental, Social, Health and Safety (ESHS) Performance Security,* ***Delete if not applicable***] in accordance with the Bidding Documents;
3. Weare not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3, other than alternative bids submitted in accordance with ITB 13;
4. We, including any of our subcontractors or suppliers for any part of the contract,have not been declared ineligible by IsDB,under the Employer’s country laws or official regulations or by an act of compliance with a decision of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, ;
5. [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements of ITB 4.6*];[[30]](#footnote-30)
6. We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: **[***insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity***]**

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

(If none has been paid or is to be paid, indicate “none.”)

1. We understand that this bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
2. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
3. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption

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

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

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

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

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

**\***: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\*: Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid

|  |
| --- |
| **Appendix to Bid** |

**Schedule of Adjustment Data**

*[In Tables A, B, and C, below, the Bidder shall (a) indicate its amount of local currency payment, (b) indicate its proposed source and base values of indices for the different foreign currency elements of cost, (c) derive its proposed weightings for local and foreign currency payment, and (d) list the exchange rates used in the currency conversion. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved.]*

**Table A. Local Currency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Index code\*** | **Index description\*** | **Source of index\*** | **Base value**  **and date\*** | **Bidder’s**  **related currency amount** | **Bidder’s**  **proposed**  **weighting** |
|  | Nonadjustable | — | — | — | A: \*  B: \*  C: \*  D: \*  E: \* |
|  |  |  | **Total** |  | **1.00** |

*[\** **To be entered by the Employer. Whereas “A” should a fixed percentage, B, C, D and E should specify a range of values and the Bidder will be required to specify a value within the range such that the total weighting = 1.00***]*

**Table B. Foreign Currency**

**State type:**

[If the Bidder is allowed to receive payment in foreign currencies this table shall be used. If Bidder wishes to quote in more than one foreign currency (up to three currencies permitted) then this table should be repeated for each foreign currency.]

| **Index code** | **Index description** | **Source of index** | **Base value and date** | **Bidder’s related source currency in type/amount** | **Equivalent in FC1** | **Bidder’s proposed weighting** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Nonadjustable | **—** | **—** | **—** |  | **A: \_\_\_\_\_\_\_\***  **B: \_\_\_\_\_\_\_\***  **C: \_\_\_\_\_\_\_\***  **D: \_\_\_\_\_\_\_\***  **E: \_\_\_\_\_\_\_\*** |
|  |  |  |  | **Total** |  | **1.00** |

[\* **To be entered by the Employer. Whereas “A” should a fixed percentage, B, C, D and E should specify a range of values and the Bidder will be required to specify a value within the range such that the total weighting = 1.00**]

**Table C. Summary of Payment Currencies**

**The Employer must retain the Table which matches the Currency alternative retained in BDS ITB 15.1**

**Table: Alternative A**

|  |
| --- |
| **To be used only with Alternative A Prices entirely in the currency of the Employer’s country with percentage(s) payable in foreign currency(ies).** *(Clause ITB 15.1)* |

**Summary of payment currencies of the Bid**

**For** ……………………….. [*insert name of Section of the Works*]

[**Separate tables may be required if the various sections of the Works (or of the Bill of Quantities) will have substantially different foreign and local currency requirements. The Employer should insert the names of each Section of the Works.]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of payment currency** | **A**  **Amount of currency** | **B**  **Rate of exchange**  **(local currency per unit of foreign)** | **C**  **Local currency equivalent**  **C = A x B** | **D**  **Percentage of  Total Bid Price (TBP)**  **100xC**  **TBP** |
| **Local currency** |  | **1.00** |  |  |
| **Foreign currency #1** |  |  |  |  |
| **Foreign currency #2** |  |  |  |  |
| **Foreign currency #3** |  |  |  |  |
| **Total Bid Price** |  |  |  | **100.00** |
| **Provisional sums expressed in local currency** | [*To be entered by the Employer*] |  | [*To be entered by the Employer*] |  |
| **TOTAL BID PRICE (including Provisional Sum)** |  |  |  |  |

**Table: Alternative B**

**To be used only with Alternative B Prices directly quoted in the currencies of payment.** *(Clause ITB 15.1)*

Summary of currencies of the bid for \_\_\_\_\_\_\_\_\_\_\_ *[insert name of Section of the Works]*

[**Separate tables may be required if the various sections of the Works (or of the Bill of Quantities) will have substantially different foreign and local currency requirements. The Employer should insert the names of each Section of the Works.]**

|  |  |
| --- | --- |
| **Name of currency** | **Amounts payable** |
| Local currency: |  |
| Foreign currency #1: |  |
| Foreign currency #2: |  |
| Foreign currency #3: |  |
| Provisional sums expressed in local currency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [*To be entered by the Employer*] |

**Bill of Quantities**

Notes for Preparing a Bill of Quantities

**These Notes for Preparing a Bill of Quantities are intended only as information for the Employer or the person drafting the bidding documents. They should not be included in the final documents.**

**Objectives**

The objectives of the Bill of Quantities are

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

(b) when a contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

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

**Content**

The Bill of Quantities should be divided generally into the following sections:

(a) Preamble;

(b) Work Items (grouped into parts);

(c) Daywork Schedule; and

(d) Summary.

**Preamble**

The Preamble should indicate the inclusiveness of the unit prices, and should state the methods of measurement that have been adopted in the preparation of the Bill of Quantities and that are to be used for the measurement of any part of the Works.

**Rock**

Where excavation, boring, or driving is included in the Works, a comprehensive definition of rock (always a contentious topic in contract administration), if not given in the Technical Specification, should be given in the Preamble, and this definition should be used for the purposes of measurement and payment.

**Work Items**

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works that by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, phasing of the Works, or considerations of cost. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities. When a family of Price Adjustment Formulae are used, they should relate to appropriate sections in the Bill of Quantities.

**Quantities**

Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage, or waste. Quantities should be rounded up or down where appropriate and spurious accuracy should be avoided.

**Units of Measurement**

The following units of measurement and abbreviations are recommended for use (unless other national units are mandatory in the country of the Employer).

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Abbreviation** | **Unit** | **Abbreviation** |
| cubic meter  hectare  hour  kilogram  lump sum  meter  metric ton  (1,000 kg) | m3 *or* cu m  ha  h  kg  sum  m  t | millimeter  month  number  square meter  square millimeter  week | mm  mon  nr  m2 *or* sq m  mm2 *or* sq mm  wk |

**Ground and Excavation Levels**

The commencing surface should be identified in the description of each item for work involving excavation, boring, or driving, for which the commencing surface is not also the original surface. The excavated surface should be identified in the description of each item for work involving excavation for which the excavated surface is not also the final surface. The depths of work should be measured from the commencing surface to the excavated surface, as defined.

**Daywork Schedule**

A Daywork Schedule should be included if the probability of unforeseen work, outside the items included in the Bill of Quantities, is relatively high. To facilitate checking by the Employer of the realism of rates quoted by the bidders, the Daywork Schedule should normally comprise:

(a) a list of the various classes of labor, materials, and Contractor’s Equipment for which basic Daywork rates or prices are to be inserted by the bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a Daywork basis; and

(b) a percentage to be entered by the bidder against each basic Daywork Subtotal amount for labor, materials, and Plant representing the Contractor’s profit, overheads, supervision, and other charges.

**Provisional Quantities and Sums**

Provision for quantity contingencies in any particular item or class of work with a high expectation of quantity overrun should be made by entering specific “Provisional Quantities” or “Provisional Items” in the Bill of Quantities, and *not* by increasing the quantities for that item or class of work beyond those of the work normally expected to be required. To the extent not covered above, a general provision for physical contingencies (quantity overruns) should be made by including a “Provisional Sum” in the Summary of the Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a “Provisional Sum” in the Summary of the Bill of Quantities. The inclusion of such Provisional Sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises.

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by a Nominated Subcontractor (reference Clause 59 or Part I) should be specified in the relevant part of the Bill of Quantities as a particular Provisional Sum with an appropriate brief description. A separate bidding procedure is normally carried out by the Employer to select the specialists, who are then nominated as subcontractors to the main or prime contractor. To provide an element of competition among the main bidders (or prime contractors) in respect of any facilities, amenities, attendance, etc., to be provided by the successful bidder as prime contractor for the use and convenience of the specialist or nominated subcontractor, each related Provisional Sum should be following by an item in the Bill of Quantities inviting a percentage (to be quoted by the main bidder) payable on the actual expenditure from the Provisional Sum.

**Line Items to Address Social Clauses**

The Employer shall decide, on a case-by-case basis, whether the cost to comply with the requirements of the so called “social clauses” (Sub-Clauses 6.1 through 6.22 of the General Conditions), to the level and extent specified in the Specification, is to be considered by the bidder as part of its overhead or reflected as a cost associated with one or more line items in the Bill of Quantities addressing such requirements. As a general rule, such cost should be part of the bidder's overhead unless the cost to comply with the requirements of some or all of the “social clauses” represents a large component of the Works, as specified by the Specification. If line items are included, then the prices shall not be lump sums in order to have the facilities measured and paid through monthly installments to make the supervisor able to control the implementation of the facilities and services to be provided to the workers –and their families, when necessary- on the site.

Following are some examples illustrating when the cost to comply with the social clauses could be included by the Contractor as part of the overhead and when under line items. In regard to HIV-AIDS Prevention, addressed under Sub-Clause 6.7, Health and Safety, in some countries the government has public programs for HIV/AIDS and the contractor will only need to create a support basis which cost can and should be included in its overhead. Additionally, in many civil works contracts (like in urban areas), workers do not live in the construction site but at their homes and the issue could be addressed in a different manner. In cases of civil works in remote locations where the cost of such support is of a higher value, then it should be an item in the Bill of Quantities (e.g. Bill No 1).

**Summary**

The Summary should contain a tabulation of the separate parts of the Bill of Quantities carried forward, with provisional sums for Daywork, for physical (quantity) contingencies, and for price contingencies (upward price adjustment) where applicable.

These Notes for Preparing a Bill of Quantities are intended only as information for the Employer or the person drafting the bidding documents. They should not be included in the final documents.

**Sample Bill of Quantities**

**A. Preamble**

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, Technical Specifications, and Drawings.

2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix within the terms of the Contract.

3. The rates and prices bid in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labor, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.

4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.

5. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.

6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.

7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clause 13.5 and Clause 13.6 of the General Conditions.

8. The method of measurement of completed work for payment shall be in accordance with *[insert the name of a standard reference guide, or full details of the methods to be used]*.[[31]](#footnote-31)

9. Any arithmetic errors in computation or summation will be corrected by the Employer as follows:

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

(b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer, there is an obviously gross misplacement of the decimal point in the unit price, in which event the total amount as quoted will govern and the unit rate will be corrected.

10. Rock is defined as all materials that, in the opinion of the Engineer, require blasting, or the use of metal wedges and sledgehammers, or the use of compressed air drilling for their removal, and that cannot be extracted by ripping with a tractor of at least 150 brake hp with a single, rear-mounted, heavy-duty ripper.

**B. Work Items**

1. The Bill of Quantities usually contains the following part Bills, which have been grouped according to the nature or timing of the work:

Bill No. 1—General Items;

Bill No. 2—Earthworks;

Bill No. 3—Culverts and Bridges;

Bill No. 4—etc., as required;

Daywork Schedule; and

Summary Bill of Quantities.

2. Bidders shall price the Bill of Quantities in local currency only and shall indicate in the Appendix to Bid the percentage expected for payment in foreign currency or currencies.[[32]](#footnote-32)

**The tables in BOQ must be prepared in accordance with the currency alternative retained in BDS – ITB 15.1.**

**Bill No. 1: General Items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
| 101 | Performance Bond/Guarantee | sum | item | — |  |
| 102 | Insurance of the Works | sum | item | — |  |
| 103 | Insurance of Contractor’s Equipment | sum | item | — |  |
| 104 | Third-Party Insurance | sum | item | — |  |
| 105 | Allow for maintenance of Works for 12 months after completion | month | 12 |  |  |
| 106 | —etc.— |  |  |  |  |
| 112 | Provide and equip Engineer’s offices | nr | 2 |  |  |
| 113 | Maintain Engineer’s offices for 24 months, including services | month | 24 |  |  |
| 114 | —etc.— |  |  |  |  |
| 121 | Provide diversion road | sum | item | — |  |
| 122 | Provide for traffic control and maintenance of diversion road | month | 24 | — |  |
| 123 | —etc.— |  |  |  |  |
| 132 | Provide for cleaning up the Site on completion  —etc.— | sum | item | — |  |
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| Total for Bill No. 1  (carried forward to Summary, p. ) | | | | |  |

**Bill No. 2: Earthworks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
| 201 | Excavate topsoil to maximum depth 25 cm and stockpile for reuse, maximum haul distance 1 km | m3 | 95,000 |  |  |
| 202 | Excavate topsoil to maximum depth 25–50 cm, and dispose | m3 | 15,000 |  |  |
| 203 | —etc.— |  |  |  |  |
| 206 | Excavate fill material from cuttings or approved borrow pits, haul up to 1 km, deposit, shape, and compact to fill | m3 | 258,000 |  |  |
| 207 | Excavate rock in cuttings and dispose, any depth | m3 | 25,000 |  |  |
| 208 | —etc.— |  |  |  |  |
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| Total for Bill No. 2  (carried forward to Summary, p. ) | | | | |  |

**Bill No. 3: Culverts and Bridges**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Quantity** | **Rate** | **Amount** |
| 301 | Excavate in all materials other than rock from ground level to underside of foundations, maximum depth 5 m, and dispose | m3 | 18,500 |  |  |
| 302 | Excavate in all materials other than rock, depth 5 m to 7.5 m | m3 | 2,500 |  |  |
| 303 | Provisional Item  As Item 302, depth 7.5 m to 10 m | m3 | 500 |  |  |
| 304 | —etc.— |  |  |  |  |
| 311 | Concrete class B in abutments | m3 | 18,500 |  |  |
| 312 | —etc.— |  |  |  |  |
| 318 | Mild steel reinforcement in abutments and piers up to 20 mm diameter | t | 370 |  |  |
| 319 | —etc.— |  |  |  |  |
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| Total for Bill No. 3  (carried forward to Summary, p. ) | | | | |  |

**C. Daywork Schedule**[[33]](#footnote-33)

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

*(i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among bidders, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included at all in the bidding documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Bid Summary in order to make the basic Schedule of Daywork Rates competitive.*

*(ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer.]*

**General**

1. Reference should be made to Sub-Clause 13.6 of the General Conditions. Work shall not be executed on a daywork basis except by written order of the Engineer. Bidders shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Bid Amount. Unless otherwise adjusted, payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

**Daywork Labour**

2. In calculating payments due to the Contractor for the execution of daywork, the hours for labor will be reckoned from the time of arrival of the labor at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labor directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.

3. The Contractor shall be entitled to payment in respect of the total time that labor is employed on daywork, calculated at the basic rates entered by him in the **Schedule of Daywork Rates: 1. Labor,** together with an additional percentage payment on basic rates representing the Contractor’s profit, overheads, etc.,[[34]](#footnote-34) as described below:

(a) The basic rates for labor shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labor, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labor for social benefits in accordance with *[country of Beneficiary]* law. The basic rates will be payable in local currency only.

(b) The additional percentage payment to be quoted by the bidder and applied to costs incurred under (a) above shall be deemed to cover the Contractor’s profit, overheads, superintendence, liabilities, and insurances and allowances to labor, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of staging, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor’s staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be made in the following currency proportions:

(i) foreign: percent (to be stated by bidder).[[35]](#footnote-35)

(ii) local: percent (to be stated by bidder).

**Daywork Materials**

4. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labor costs as detailed heretofore), at the basic rates entered by him in the **Schedule of Daywork Rates: 2. Materials,** together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:

(a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in local currency, but payment will be made in the currency or currencies expended upon presentation of supporting documentation.

(b) the additional percentage payment shall be quoted by the bidder and applied to the equivalent local currency payments made under (a) above. Payments under this item will be made in the following currency proportions:

(i) foreign: percent (to be stated by the bidder);[[36]](#footnote-36)

(ii) local: percent (to be stated by the bidder);

(c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labor and Construction in this schedule.

**Daywork Contractor’s Equipment**

5. The Contractor shall be entitled to payments in respect of Contractor’s Equipment already on Site and employed on daywork at the basic rental rates entered by him in the **Schedule of Daywork Rates: 3. Contractor’s Equipment.** Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment.[[37]](#footnote-37) The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labor.[[38]](#footnote-38)

6. In calculating the payment due to the Contractor for Contractor’s Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the travelling time from the part of the Site where the Contractor’s Equipment was located when ordered by the Engineer to be employed on daywork and the time for return journey thereto shall be included for payment.

7. The basic rental rates for Contractor’s Equipment employed on daywork shall be stated in local currency, but payments to the Contractor will be made in currency proportions, as follows:

(a) foreign: percent (to be stated by the bidder).[[39]](#footnote-39)

(b) local: percent (to be stated by the bidder).

**Schedule of Daywork Rates: 1. Labor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Nominal quantity** | **Rate** | **Extended amount** |
| D100 | Ganger | hour | 500 |  |  |
| D101 | Laborer | hour | 5,000 |  |  |
| D102 | Bricklayer | hour | 500 |  |  |
| D103 | Mason | hour | 500 |  |  |
| D104 | Carpenter | hour | 500 |  |  |
| D105 | Steelwork Erector | hour | 500 |  |  |
| D106 | —etc.— | hour |  |  |  |
| D113 | Driver for vehicle up to 10 tons | hour | 1,000 |  |  |
| D114 | Operator for excavator, dragline, shovel, or crane | hour | 500 |  |  |
| D115 | Operator for tractor with dozer blade or ripper | hour | 500 |  |  |
| D116 | —etc.— | hour |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal | | | |  |
| D122 | Allow percent of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 3 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Labor  (carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the bidder. | | | | | |

**Schedule of Daywork Rates: 2. Materials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Nominal quantity** | **Rate** | **Extended amount** |
| D201 | Cement, ordinary Portland, or equivalent in bags | t | 200 |  |  |
| D202 | Mild steel reinforcing bar up to 16 mm diameter to BS 4449 or equivalent | t | 100 |  |  |
| D203 | Fine aggregate for concrete as specified in Clause | m3 | 1,000 |  |  |
| D204 | —etc.— |  |  |  |  |
| D222 | Gelignite (Nobel Special Gelatine 60%, or equivalent) including caps, fuse, wire, and requisite accessories | t | 10 |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal | | | |  |
| D122 | Allow percent of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 3 (b) above. | | |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Materials  (carried forward to Daywork Summary, p. ) | | | |  |
| a. To be entered by the bidder. | | | | | |

**Schedule of Daywork Rates: 3. Contractor’s Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Nominal quantity (hours)** | **Basic hourly rental rate** | **Extended amount** | |
| D301 | Excavator, face shovel, or dragline: |  |  |  | |
| .1 | Up to and including 1 m3 | 500 |  |  | |
| .2 | Over 1 m3 to 2 m3 | 400 |  |  | |
| .3 | Over 2 m3 | 100 |  |  | |
| D302 | Tractor, including bull or angle dozer: |  |  |  | |
| .1 | Up to and including 150 kW | 500 |  |  | |
| .2 | Over 150 kW to 200 kW | 400 |  |  | |
| .3 | Over 200 kW to 250 kW | 200 |  |  | |
| D303 | Tractor with ripper: |  |  |  | |
| .1 | Up to and including 200 kW | 400 |  |  | |
| .2 | Over 200 kW to 250 kW | 200 |  |  | |
| D304 | —etc.— |  |  |  | |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Total for Daywork: Contractor’s Equipment  (carried forward to Daywork Summary, p. ) | | | |  | |

**Daywork Summary**

|  |  |  |
| --- | --- | --- |
|  | **Amounta**  **( )** | **% Foreign** |
| 1. Total for Daywork: Labour |  |  |
| 2. Total for Daywork: Materials |  |  |
| 3. Total for Daywork: Contractor’s Equipment |  |  |
| Total for Daywork (Provisional Sum)  (carried forward to Bid Summary, p. ) |  |  |
| a. The Employer should insert local currency unit. | | |

**Summary of Specified Provisional Sums**

in the Bill of Quantities

|  |  |  |  |
| --- | --- | --- | --- |
| **Bill no.** | **Item no.** | **Description** | **Amount** |
| 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2 | 2.8 | Supply and install equipment in pumping station | 1,250,000 |
|  |  |  |  |
|  |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4 | 4.32 | Provide for ventilation system in subway tunnel | 3,500,000 |
|  |  |  |  |
|  |  |  |  |
| etc. |  | [*To be entered by the Employer; Delete if not applicable:]* provisional sums for additional ESHS outcomes. |  |
|  |  | [*To be entered by the Employer; Delete if not applicable:]* Provisional sum for sexual exploitation and abuse (SEA) / gender based violence (GBV) awareness and sensitization training. |  |
|  |  |  |  |
| Total for Specified Provisional Sums  (carried forward to Grand Summary (B), p. ) | | | 4,750,000 |

**Grand Summary**

Contract Name:

Contract No.:

|  |  |  |
| --- | --- | --- |
| **General Summary** | **Page** | **Amount** |
| Bill No. 1: Preliminary Items |  |  |
| Bill No. 2: Earthworks |  |  |
| Bill No. 3: Drainage Structures |  |  |
| —etc.— |  |  |
| Subtotal of Bills | (A) |  |
| Total for Daywork (Provisional Sum) | (B) |  |
| Specified Provisional Sums included in subtotal of bills | (C) | 4,750,000 |
| Total of Bills Plus Provisional Sums (A + B + C) | (D) |  |
| Add Provisional Sum for Contingency Allowance (if any) | (E) | [sum] |
| Bid Price (D + E) (Carried forward to Letter of Bid) | (F) |  |
|  |  |  |
| i. All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clause 52.4 and Clause 58 of Part I of the Conditions of Contract.  ii. To be entered by the Employer. | | |

**Technical Proposal**

**Site Organization**

**Method Statement**

**Mobilization Schedule**

**Construction Schedule**

**ESHS Management Strategies and Implementation Plans**

**Code of Conduct (ESHS)**

**Equipment**

**Key Personnel Schedule**

**Others**

**Technical Proposal - Site Organization**

*[insert Site Organization information]*

**Technical Proposal - Method Statement**

*[insert Method Statement]*

**Technical Proposal - Mobilization Schedule**

*[insert Mobilization Schedule]*

**Technical Proposal - Construction Schedule**

*[insert Construction Schedule]*

ESHS Management Strategies and Implementation Plans

#### (ESHS-MSIP)

#### The Bidder shall submit comprehensive and concise Environmental, Social, Health and Safety Management Strategies and Implementation Plans (ESHS-MSIP) as required by ITB 11.1 (h) of the Bid Data Sheet. These strategies and plans shall describe in detail the actions, materials, equipment, management processes etc. that will be implemented by the Contractor, and its subcontractors.

#### In developing these strategies and plans, the Bidder shall have regard to the ESHS provisions of the contract including those as may be more fully described in the Works Requirements in Section VII.

Code of Conduct: Environmental, Social, Health and Safety (ESHS)

#### The Bidder shall submit the Code of Conduct that will apply to the Contractor’s employees and subcontractors as required by ITB 11.1 (h) of the Bid Data Sheet. The Code of Conduct shall ensure compliance with the ESHS provisions of the contract, including those as may be more fully described in the Works Requirements in Section VII.

#### In addition, the Bidder shall submit an outline of how this Code of Conduct will be implemented. This will include: how it will be introduced into conditions of employment/engagement, what training will be provided, how it will be monitored and how the Contractor proposes to deal with any breaches.

**Form EQU - Equipment**

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

|  |  |  |
| --- | --- | --- |
| **Item of Equipment** | | |
| **Equipment Information** | Name of manufacturer | Model and power rating |
|  | Capacity | Year of manufacture |
| **Current Status** | Current location | |
|  | Details of current commitments | |
|  |  | |
| **Source** | Indicate source of the equipment  o Owned o Rented o Leased o Specially manufactured | |

Omit the following information for equipment owned by the Bidder.

|  |  |  |
| --- | --- | --- |
| **Owner** | Name of owner | |
|  | Address of owner | |
|  |  | |
|  | Telephone | Contact name and title |
|  | Fax | Telex |
| **Agreements** | Details of rental / lease / manufacture agreements specific to the project | |
|  |  | |
|  |  | |

|  |
| --- |
| Contractor’s Representative and Key Personnel  Schedule |

Form PER-1: Proposed Personnel

Bidders should provide the names and details of the suitably qualified Contractor’s Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER 2 below for each candidate.

**Contractor’ Representative and Key Personnel**

|  |  |  |
| --- | --- | --- |
| **1.** | **Title of position:** Contractor’s Representative | |
|  | **Name of candidate:** | |
|  | **Duration of appointment:** | [*insert the whole period (start and end dates) for which this position will be engaged*] |
|  | **Time commitment: for this position:** | [*insert the number of days/week/months/ that has been scheduled for this position*] |
|  | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **2.** | **Title of position:** *[Environmental Specialist]* | |
|  | **Name of candidate:** | |
|  | **Duration of appointment:** | [*insert the whole period (start and end dates) for which this position will be engaged*] |
|  | **Time commitment: for this position:** | [*insert the number of days/week/months/ that has been scheduled for this position*] |
|  | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **3.** | **Title of position:** *[Health and Safety Specialist]* | |
|  | **Name of candidate:** | |
|  | **Duration of appointment:** | [*insert the whole period (start and end dates) for which this position will be engaged*] |
|  | **Time commitment: for this position:** | [*insert the number of days/week/months/ that has been scheduled for this position*] |
|  | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **4.** | **Title of position:** *[Social Specialist]* | |
|  | **Name of candidate:** | |
|  | **Duration of appointment:** | [*insert the whole period (start and end dates) for which this position will be engaged*] |
|  | **Time commitment: for this position:** | [*insert the number of days/week/months/ that has been scheduled for this position*] |
|  | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |
| **5.** | **Title of position:** *[insert title]* | |
|  | **Name of candidate** | |
|  | **Duration of appointment:** | [*insert the whole period (start and end dates) for which this position will be engaged*] |
|  | **Time commitment: for this position:** | [*insert the number of days/week/months/ that has been scheduled for this position*] |
|  | **Expected time schedule for this position:** | [*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] |

Form PER-2:

**Resume and Declaration**

**Contractor’s Representative and Key Personnel**

|  |
| --- |
| **Name of Bidder** |

|  |  |  |
| --- | --- | --- |
| **Position [#*1*]: [*title of position from Form PER-1*]** | | |
| **Personnel information** | **Name:** | **Date of birth:** |
|  | **Address** | **E-mail:** |
|  |  |  |
|  | **Professional qualifications:** | |
|  | **Academic qualifications:** | |
|  | **Language proficiency:***[language and levels of speaking, reading and writing skills]* | |
| **Details** |  | |
|  | **Address of employer:** | |
|  | **Telephone:** | **Contact (manager / personnel officer):** |
|  | **Fax:** |  |
|  | **Job title:** | **Years with present employer:** |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Role** | **Duration of involvement** | **Relevant experience** |
| *[main project details]* | *[role and responsibilities on the project]* | *[time in role]* | *[describe the experience relevant to this position]* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration**

I, the undersigned *[insert either “Contractor’s Representative” or “Key Personnel” as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

|  |  |
| --- | --- |
| **Commitment** | **Details** |
| **Commitment to duration of contract:** | *[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]* |
| **Time commitment:** | *[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]* |

I understand that any misrepresentation or omission in this Form may:

1. be taken into consideration during Bid evaluation;
2. result in my disqualification from participating in the Bid;
3. result in my dismissal from the contract.

**Name of** Contractor’s Representative or **Key Personnel: [*insert name*]**

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

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

**Countersignature of authorized representative of the Bidder:**

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

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

**Bidders Qualification Forms**

**The Employer must insert the relevant Qualification Forms matching Section III, Evaluation and Qualification Criteria. In order to facilitate the Employer’s task, the forms for both options “Following Prequalification” and “Without Prequalification” are shown hereafter**

**Bidders Qualification Forms Following Prequalification**

The Bidder shall update the information given during the corresponding prequalification exercise to demonstrate that he continues to meet the criteria used at the time of prequalification regarding

**(a) Eligibility**

**(b) Pending Litigation**

**(c) Financial Situation**

For this purpose, the Bidder shall use the relevant forms included in this Section.

**Form ELI -1.1**

**Bidder Information Form**

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

|  |
| --- |
| Bidder's name  *[insert full name]* |
| In case of Joint Venture (JV), name of each member:  *[insert full name of each member in JV]* |
| Bidder's actual or intended country of registration:  *[indicate country of Constitution]* |
| Bidder's actual or intended year of incorporation:  *[indicate year of Constitution]* |
| Bidder's legal address [in country of registration]:  *[insert street/ number/ town or city/ country]* |
| Bidder'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 ITB 4.4.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.  🞎 In case of Government-owned enterprise or institution, in accordance with ITB 4.6 documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Bidder is not dependent agency of the Employer   2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form ELI -1.2**

**Party to 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 Bidder is a JV) as well as any Specialized Sub-contractor proposed to be used by the Bidder for any part of the Contract resulting from this process]*

Date: *[insert day, month, year]*ICB ou ICB/MC No. and title: *[insert ICB or ICB/MC number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |
| --- |
| Bidder’s name:  *[insert full name]* |
| Bidder's Party name:  *[insert full name of Bidder's Party]* |
| Bidder's Party country of registration:  *[indicate country of registration]* |
| Bidder Party's year of constitution:  *[indicate year of constitution]* |
| Bidder Party's legal address in country of constitution:  *[insert street/ number/ town or city/ country]* |
| Bidder Party'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 4.4.  🞎 In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status, in accordance with ITA 4.6.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form CON – 2**

**Historical Contract Non-Performance, Pending Litigation and Litigation History**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-Performing Contracts in accordance with Section III, Evaluation Criteria and Qualifications** | | | |
| 🞎 Contract non-performance did not occur during the *[number]* years specified in Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.1.  🞎 Contract(s) not performed during the *[number]* years specified in Section III, Evaluation Criteria and Qualifications, requirement 2.1 | | | |
| **Year** | **Non performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, 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 non-performance: *[indicate main reason(s)]* | *[insert amount]* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pending Litigation, in accordance with Section III, Evaluation Criteria and Qualifications** | | | | |
| 🞎 No pending litigation in accordance with Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.3. | | | | |
| 🞎 Pending litigation in accordance with Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.3 as specified below. | | | | |
| **Year** | **Outcome as Percentage of Total Assets** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| *[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]*  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, Evaluation and Qualification Criteria | | | |
| 🞎 No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.  🞎 Litigation History in accordance with Section III, Evaluation and Qualification Criteria, 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**

ESHS Performance Declaration

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental, Social, Health, and Safety 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, Social, Health, or Safety (ESHS) 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, Social, Health, or Safety (ESHS) 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. for gender based violence (GBV)/ sexual exploitation and abuse (SEA) 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 ESHS 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 GBV/ SEA breaches]* | | *[insert amount]* |
|  |  | |  |

**Form FIN – 3.1**

**Financial Situation and Performance**

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

Bidder’s Name: *[insert full name]* Date: *[insert day, month, and year]*

Bidder’s Party Name*:[insert full name]*

ICB or ICB/MC No. and title: *[insert ICB or ICB/MC 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,*  **(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 ITB 15 for the exchange rate

**2. Sources of Finance**

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

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

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

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

(a) reflect the financial situation of the Bidder 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[[40]](#footnote-40) for the *[number]* years required above; and complying with the requirements

**Form FIN - 3.2**

**Average Annual Construction Turnover**

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

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

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

\* Refer ITA 15 for date and source of exchange rate.

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

Form FIN – 3.3:

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

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

Form FIN – 3.4: Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

Bidders Qualification without prequalification

To establish its qualifications to perform the contract in accordance with Section III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

**Form ELI -1.1**

**Bidder Information Form**

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

|  |
| --- |
| Bidder's name  *[insert full name]* |
| In case of Joint Venture (JV), name of each member:  *[insert full name of each member in JV]* |
| Bidder's actual or intended country of registration:  *[indicate country of Constitution]* |
| Bidder's actual or intended year of incorporation:  *[indicate year of Constitution]* |
| Bidder's legal address [in country of registration]:  *[insert street/ number/ town or city/ country]* |
| Bidder'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 ITB 4.4.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.  🞎 In case of Government-owned enterprise or institution, in accordance with ITB 4.6 documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Bidder is not dependent agency of the Employer   2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form ELI -1.2**

**Party to 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 Bidder is a JV) as well as any Specialized Sub-contractor proposed to be used by the Bidder for any part of the Contract resulting from this process]*

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

|  |
| --- |
| Bidder’s name:  *[insert full name]* |
| Bidder's Party name:  *[insert full name of Bidder's Party]* |
| Bidder's Party country of registration:  *[indicate country of registration]* |
| Bidder Party's year of constitution:  *[indicate year of constitution]* |
| Bidder Party's legal address in country of constitution:  *[insert street/ number/ town or city/ country]* |
| Bidder Party'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 4.4.  🞎 In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status, in accordance with ITA 4.6.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form CON – 2**

**Historical Contract Non-Performance, Pending Litigation and Litigation History**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-Performing Contracts in accordance with Section III, Evaluation Criteria and Qualifications** | | | |
| 🞎 Contract non-performance did not occur during the *[number]* years specified in Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.1.  🞎 Contract(s) not performed during the *[number]* years specified in Section III, Evaluation Criteria and Qualifications, requirement 2.1 | | | |
| **Year** | **Non performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, 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 non-performance: *[indicate main reason(s)]* | *[insert amount]* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pending Litigation, in accordance with Section III, Evaluation Criteria and Qualifications** | | | | |
| 🞎 No pending litigation in accordance with Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.3. | | | | |
| 🞎 Pending litigation in accordance with Section III, Evaluation Criteria and Qualifications, Sub-Factor 2.3 as specified below. | | | | |
| **Year** | **Outcome as Percentage of Total Assets** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| *[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]*  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, Evaluation and Qualification Criteria | | | |
| 🞎 No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.  🞎 Litigation History in accordance with Section III, Evaluation and Qualification Criteria, 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**

ESHS Performance Declaration

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental, Social, Health, and Safety 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, Social, Health, or Safety (ESHS) 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, Social, Health, or Safety (ESHS) 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. for gender based violence (GBV)/ sexual exploitation and abuse (SEA) 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 ESHS 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 GBV/ SEA breaches]* | | *[insert amount]* |
|  |  | |  |

**Form FIN – 3.1**

**Financial Situation and Performance**

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

Bidder’s Name: *[insert full name]* Date: *[insert day, month, and year]*

Bidder’s Party Name*:[insert full name]*

ICB or ICB/MC No. and title: *[insert ICB or ICB/MC 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,*  **(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 ITB 15 for the exchange rate

**2. Sources of Finance**

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

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

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

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

(a) reflect the financial situation of the Bidder 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[[41]](#footnote-41) for the *[number]* years required above; and complying with the requirements

**Form FIN - 3.2**

**Average Annual Construction Turnover**

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

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

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

\* Refer ITA 15 for date and source of exchange rate.

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

Form FIN – 3.3:

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

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

Form FIN – 3.4: Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

**Form EXP - 4.1**

**General Construction Experience**

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

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

*[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Evaluation and Qualification Criteria, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting**  **Year** | **Ending**  **Year** | **Contract Identification** | **Role of**  **Bidder** |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Brief Description of the Works performed by the  Bidder: *[describe works 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 Works performed by the  Bidder: *[describe works 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 Works performed by the  Bidder: *[describe works 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 15 for date and source of exchange rate.

**Form EXP - 4.2(a)**

**Specific Construction and Contract Management Experience**

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

Bidder's/Joint Venture Member's Name: *[insert full name]*Date: *[insert day, month, year]*JV Party Name: *[insert full name]*ICB or ICB/MC No. and title: *[insert ICB or ICB/MC 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, 2019]* | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2019]* | | | | |
| 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$*  *equivalent]\** | |
| If member in a JV or sub-contractor, specify participation in total Contract amount | *[insert a percentage amount]* | *[insert total contract amount in local currency]* | | *[insert exchange rate and total contract amount in US$ equivalent]\** | |
| 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 ITB 15 for date and source of exchange rate.

**Form EXP - 4.2(a) (cont.)**

**Specific Construction and Contract Management Experience (cont.)**

|  |  |
| --- | --- |
| **Similar Contract No.**  *[insert number]* of *[insert number of similar contracts required]* | **Information** |
| Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III: |  |
| 1. Amount | *[insert amount in local currency, exchange rate, US$ in words and in Figures]* |
| 2. Physical size of required works items | *[insert physical size of items]* |
| 3. Complexity | *[insert description of complexity]* |
| 4. Methods/Technology  5. Construction rate for key activities | *[insert specific aspects of the methods/technology involved in the contract]*  *[insert rates and items]* |
| 6. Other Characteristics | *[insert other characteristics as described in Section VII, Scope of Works]* |

**Form EXP - 4.2(b)**

**Construction Experience in Key Activities**

Bidder's Name: *[insert full name]*Date: *[insert day, month, year]*Bidder's Party Name: *[insert full name]*Sub-contractor's Name[[42]](#footnote-42) (as per ITB 34): *[insert full name]*ICB or ICB/MC No. and title: *[insert ICB or ICB/MC number and title]*

Page *[insert page number]* of *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITB 34 and Section III, Evaluation and Qualification Criteria, Clause 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Information** | | | | |
| Contract Identification | *[insert contract name and number, if applicable]* | | | | |
| Award date | *[insert day, month, year, i.e., 15 June, 2012]* | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2012]* | | | | |
| Role in Contract  *[check the appropriate box]* | Prime Contractor  🞎 | Member in  JV  🞎 | | Management Contractor  🞎 | Sub-contractor  🞎 |
| Total Contract Amount | *[insert total contract amount in contract currency(ies)]* | | | US$ *[insert exchange rate and total contract amount in US$ equivalent]* | |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year  *[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]* | Total quantity in the contract  (i) | | Percentage  participation  (ii) | | Actual Quantity Performed  (i) x (ii) |
| Year 1 |  | |  | |  |
| Year 2 |  | |  | |  |
| Year 3 |  | |  | |  |
| Year 4 |  | |  | |  |
| 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]* | | | | | |

2. Activity No. Two

3. …………………

|  |  |
| --- | --- |
|  | **Information** |
| Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III: |  |
|  | *[insert response to inquiry indicated in left*  *column]* |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| |  | | --- | | **Form of Bid Security** |   **(Demand Guarantee)**  *[Guarantor letterhead or SWIFT identifier code]*  **Beneficiary:** *[Insert name and address of the* Employer*]*  **Invitation for Bids No:** \_*[Insert reference number for the Invitation for Bids]*  **Date:** *[Insert date of issue]*  **BID GUARANTEE No.:** *[Insert guarantee reference number]*  **Guarantor:** \_*[Insert name and address of place of issue, unless indicated in the letterhead]*  We have been informed that *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its bid (hereinafter called "the Bid") for the execution of *[insert description of contract]* under Invitation for Bids No. [*insert number*] (“the IFB”).  Furthermore, we understand that, according to the Beneficiary’s conditions, bids must be supported by a bid guarantee.  At the request of the Applicant, we , as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in letters]* (*insert amount in numbers*) upon receipt by us of the Beneficiary’s complying supported by the Beneficiary’s statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating either that the Applicant:  (a) has withdrawn its Bid during the period of bid validity specified by the Applicant in the Letter of Bid, or any extension thereto provided by the Applicant; or  (b) having been notified of the acceptance of its Bid by the Beneficiary during the period of bid validity, (i) fails to execute the Contract Agreement or (ii) fails to furnish the performance security and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, in accordance with the Instructions to Bidders (“ITB”) of the Beneficiary’s bidding document.  This guarantee will expire: (a) if the Applicants the successful Bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the performance security and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, issued to the Beneficiary upon the instruction of the Applicant; and (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary’s notification to the Applicant of the results of the bidding process; or (ii) twenty-eight days after the Validity Period, which date shall be established by presentation to us of copies of the Letter of Bid and any extension(s) thereto, accompanied by the bidding document; or (c) three years after the date of issue of this guarantee.  Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.  This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *[signature(s)]*  Note: All italicized text is for use by the Bidder in preparing this form and shall be deleted from the final product. |

Form of Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety],* **authorized to transact business in** *[name of country of Employer],* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Employer]* as Obligee (hereinafter called “the Employer”) in the sum of *[amount of Bond]*[[43]](#footnote-43) *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted or will submit a written Bid to the Employer dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the construction of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

1. has withdrawn its Bid during the period of bid validity set forth in the Principal’s Letter of Bid (“the Bid Validity Period”), or any extension thereto provided by the Principal; or
2. having been notified of the acceptance of its Bid by the Employer during the Bid Validity Period or any extension thereto provided by the Principal; (i) failed to execute the contract agreement; or (ii) has failed to furnish the Performance Security, and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, in accordance with the Instructions to Bidders (“ITB”) of the Employer’s bidding document;

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer’s first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid Validity Period set forth in the Principal’s Letter of Bid or any extension thereto provided by the Principal.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Corporate Seal (where appropriate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature) (Signature)  
(Printed name and title) (Printed name and title)*

Form of Bid-Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

To: *[complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Employer for the period of time of *[***Employer to insert** *number of months or years]* starting on *[insert date],* if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder**\*:** [insert complete name of person signing the Bid-Securing Declaration]

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

Title of the person signing the Bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the person named above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_

Corporate Seal (where appropriate)

**\***: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\*: Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the bid.]*

**Section V. Eligible Countries**

**Input of Information to be completed by Employer**

**[Insert the policies of IsDB as appropriate and if applicable, regarding eligibility of firms to participate in bidding process financed by IsDB.]**

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

**Input of Information to be completed by Employer**

**[Insert the policies of IsDB as appropriate and if applicable, regarding corrupt and fraudulent practices.]**

**Part 2 – Works Requirements**

**Section VII. Works Requirements**

**Specifications**

Notes for Preparing Technical Specifications

These **Notes for Preparing Technical 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.

Precise and clear Specifications are a prerequisite for bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their bids. In the context of international competitive bidding, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of materials, Plant, other supplies, and workmanship to be provided. Only if this is done will the objectives of economy, efficiency, and equality in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation facilitated. The Specifications should require that all materials, Plant, and other supplies to be incorporated in the Works are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract. A clause setting out the scope of the Works is often included at the beginning of the Specifications, and it is customary to give a list of the Drawings. Where the Contractor is responsible for the design of any part of the Permanent Works, the extent of his obligations must be stated. (See GCC Sub-Clause 4.1 Contractor’s General Obligations.)

Samples of Specifications from previous similar projects in the same country are useful in this respect. The metric units should be used. Most Specifications are normally written specially by the Employer or Engineer to suit the contracts for Works in hand. There are no standard Specifications for universal application in all sectors in all countries, but there are established principles and practices that are reflected in these documents.

Notwithstanding that these SBDW and the corresponding Conditions of Contract are recommended only for Civil Works, under which the usual arrangements is that the Contractor constructs the works in accordance with the design provided by the Employer, the works may include a few elements of Contractor-designed civil, mechanical, electrical and/or construction works. However, these SBDW are not recommended for “Design and Build” contracts when appropriate clauses are required.

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 addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the specification of standards for materials, Plant, other supplies, 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 materials, Plant, other supplies, and workmanship meeting other authoritative standards, and which ensure substantially equal performance, as the standards mentioned, will also be acceptable.

Specific minimum requirements for “social clauses” (common collective name for provisions under Sub-Clauses 6.1 through 6.22 of the General Conditions), are to be detailed as part of the Specifications at a level equivalent to the local norms, if they exist and at a level according to the country’s regulations, or to minimum requirements when no local regulations exist (see “**Line Items to Address Social Clauses”** under the Notes for Preparing a Bill of Quantities, Section IV of this User’s Guide).

The following clause may be inserted in the Particular Conditions or the Specification:

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

Wherever reference is made in the Contract to specific standards and codes to be met by the materials, Plant, and other supplies 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 substantial equivalence to the standards and codes specified will be accepted subject to the Engineer’s prior review and written approval. Differences between the standards specified and the proposed alternative standards must be fully described in writing by the Contractor and submitted to the Engineer at least 28 days prior to the date when the Contractor desires the Engineer’s approval. In the event the Engineer determines that such proposed deviations do not ensure substantially equal performance, the Contractor shall comply with the standards specified in the documents.

**Alternative Technical Proposals**

Employers should decide whether technical alternative solutions to specified parts of the Works are to be permitted. Alternatives are appropriate in cases where obvious (and potentially less costly) alternatives are possible to the technical solutions specified in the bidding documents for certain elements of the Works, taking into consideration the comparative specialized advantage of potential bidders. For example:

• pile foundations (proprietary methods and different material)

• bridge foundations (open well, caissons, piles, etc.)

• columns, beams, decking (reinforced concrete, pre-stressed concrete, steel, etc.)

• proprietary methods for post-tensioning concrete

• lining of canals

• pipeline materials, coating, jointing

• road surfacing (asphalt, concrete, etc.)

• transmission tower design and erection

• street lighting

• offshore foundations

• offshore trestle spans

The Employer should provide a description of the selected parts of the Works with appropriate references to Drawings, Specifications, Bill of Quantities, and Design or Performance criteria, stating that the alternative solutions shall be at least structurally and functionally equivalent to the basic design parameters and specifications.

Such alternative solutions shall be accompanied by all information necessary for a complete evaluation by the Employer, including drawings, design calculations, technical specifications, breakdown of prices, proposed construction methodology, and other relevant details. Technical alternatives permitted in this manner shall be considered by the Employer each on its own merits and independently of whether the bidder has priced the item as described in the Employer’s design included with the bidding documents.

In more complex cases, a “turnkey” or “design-and-construct” approach may be more appropriate, in which cases a two-stage bidding process is recommended in conformity with other Bank Standard Bidding Documents.

*[In drafting of the Specification, care must be taken when drafting the Work’s Requirements to ensure that the requirements are not restrictive. Recognized international standards should be used as much as possible for the description of goods, materials and workmanship. Where other particular standards are specified, whether national standards of the Beneficiary’s country or other standards, it should be stated that goods, materials and workmanship meeting other authoritative standards and which promise to ensure equal or higher quality than the standards specified, will also be acceptable. Where a brand name of a product is specified it should always be qualified with the terms “or equivalent”.]*

*[****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.]*

**Drawings**

***-- Note --***

It is customary to bind the drawings in a separate volume, which is often larger than other volumes of the Contract documents. The size will be dictated by the scale of the drawings, which must not be reduced to the extent that details are rendered illegible.

A simplified map showing the location of the Site in relation to the local geography, including major roads, , airports, railroads, and electrical network is helpful.

The construction drawings, even if not fully developed, must show sufficient details to enable bidders to understand the type and complexity of the work involved and to price the Bill of Quantities.

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

Environmental, Social, Health and Safety (ESHS) Requirement

*The Employer should use the services of a suitably qualified environmental, social, health and safety specialist/s to prepare the specifications for ESHS working with a procurement specialist/s.*

*The Employer should attach or refer to the Employer’s environmental, social, health and safety policies that will apply to the project. If these are not available, the Employer should use the following guidance in drafting an appropriate policy for the Works.*

**Suggested content for an Environmental and Social Policy (Statement)**

*The Works’ policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Employer is advised to consult with the IsDB to agree the issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people*, etc. *The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.*

*The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term “child” / “children” means any person(s) under the age of 18 years*

*The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy.*

*As a minimum, the policy is set out to the commitments to:*

1. *apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;*
2. *provide and maintain a healthy and safe work environment and safe systems of work;*
3. *protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;*
4. *ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory;*
5. *be intolerant of, and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children,, and sexual harassment;*
6. *incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;*
7. *work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;*
8. *engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;*
9. *provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;*
10. *minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works;*

*The policy should be signed by the senior manager of the Employer. This is to signal the intent that it will be applied rigorously.*

**Minimum Content of ESHS requirements**

*In preparing detailed specifications for ESHS requirements, the specialists should refer to and consider:*

* *project reports e.g. ESIA/ESMP*
* *consent/permit conditions*
* *required standards*
* *relevant international conventions or treaties etc., national legal and/or regulatory requirements and standards*
* *relevant international standards e.g. WHO Guidelines for Safe Use of Pesticides*
* *relevant sector standards e.g. EU Council Directive 91/271/EEC Concerning Urban Waste Water Treatment*
* *grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of GBV/SEA.*
* *GBV/SEA prevention and management.*

*The detail specification for ESHS should, to the extent possible, describe the intended outcome rather than the method of working.*

*The ESHS requirements should be prepared in manner that does not conflict with the relevant General Conditions of Contract and Particular Conditions of Contract, and in particular:*

*General Conditions of Contract*

*Sub-clause 1.13 Compliance with Laws*

*Sub-clause 2.2 Permits, Licenses and Approvals*

*Sub-clause 4.1 Contractor’s General Obligations*

*Sub-clause 4.4 Subcontractors*

*Sub-clause 4.8 Safety Procedures*

*Sub-clause 4.14 Avoidance of Interference*

*Sub-clause 4.18 Protection of the Environment*

*Sub-clause 4.23 Contractor’s Operations on the Site*

*Sub-clause 4.24 Fossils*

*Section 6 Staff and Labour (includes health and safety)*

*Sub-clause 7.1 Manner of Execution*

*Sub-clause 11.11 Clearance of Site*

*Sub-clause 12.3 Evaluation (reference ITB 14.2 “Items against which no rate or price is entered by the Bidder shall be deemed to be covered by the rates for other items in the Bill of Quantities and will not be paid separately by the Employer.”)*

**Minimum Requirements for the Bidder’s Code of Conduct**

*[A minimum requirement for the Code of Conduct should be set out by the Employer, taking into consideration the issues, impacts, and mitigation measures identified, for example, in:*

* *project reports e.g. ESIA/ESMP*
* *any particular GBV/SEA requirements*
* *consent/permit conditions* ***(regulatory authority conditions attached to any permits or approvals for the project)***
* *required standards*
* *relevant international conventions, standards or treaties, etc., national, legal and/or regulatory requirements and standards*
* *relevant sector standards e.g. workers’ accommodation*
* *grievance redress mechanisms.*

*The types of issues identified could include risks associated with: labor influx, spread of communicable diseases, sexual harassment, gender based violence, illicit behavior and crime, and* maintaining *a safe environment etc.]*

*[Amend the following instructions to the Bidder taking into account the above considerations.]*

A satisfactory code of conduct will contain obligations on all Contractor’s Personnel (including sub-contractors and day workers) that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term “child” / “children” means any person(s) under the age of 18 years.

The issues to be addressed include:

1. Compliance with applicable laws, rules, and regulations
2. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Employer’s Personnel, and the Contractor’s Personnel (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
3. The use of illegal substances
4. Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Employer’s Personnel, and the Contractor’s Personnel (for example on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)
5. Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence, including sexual and/or gender based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty
8. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non retaliation against workers who report violations of the Code, if that report is made in good faith.

The Code of Conduct should be written in plain language and signed by each worker to indicate that they have:

* received a copy of the code;
* had the code explained to them;
* acknowledged that adherence to this Code of Conduct is a condition of employment; and
* understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

*A copy of the code shall be displayed in a location easily accessible to the community and project affected people. It shall be provided in languages comprehensible to the local community, Contractor’s Personnel, Employer’s Personnel, and affected persons.*

**Payment for ESHS Requirements**

*The Employer’s ESHS and procurement specialists should consider how the Contractor will cost the delivery of the ESHS requirements. In the majority of cases, the payment for the delivery of ESHS requirements shall be a subsidiary obligation of the Contractor covered under the prices quoted for other Bill of Quantity items. For example, normally the cost of implementing work place safe systems of work, including the measures necessary for ensuring traffic safety, shall be covered by the Bidder’s rates for the relevant works. Alternatively, provisional sums could be set aside for discrete activities for example for HIV counselling service, and, GBV/SEA awareness and sensitization or to encourage the contractor to deliver additional ESHS outcomes beyond the requirement of the Contract.*

**Supplementary Information**

The Employer should insert any supplementary information relevant to Bidders, which may or may not become part of Contract Documents

**Part 3 – Conditions of Contract and Contract Forms**

The Conditions of Contract comprise two parts:

1. **General Conditions** – GC (Section VIII of this document), and
2. **Particular Conditions** – PC (Section IX of this document).

The General Conditions used in these Standard Bidding Documents are IsDB Harmonized Edition of the General Conditions of Contract prepared by the International Federation of Consulting Engineers (*Fédération Internationale des Ingénieurs-Conseils*, or FIDIC). IsDB Harmonized Edition of FIDIC’s General Conditions of Contract were agreed among various Multilateral Development Banks and FIDIC. **The Executing Agency (or the entity which is the beneficiary of an IsDB financing) shall be fully responsible for using the aforementioned General Conditions with no responsibility of any nature whatsoever (including but not limited to copyright infringement) to the Islamic Development Bank**.

The Conditions of Contract have been prepared for an ad measurement (unit price or unit rate) type of contract and cannot be used without major modifications for other types of contract. The standard text of the General Conditions chosen must be retained intact to facilitate its reading and interpretation by Bidders and its review by IsDB. Any amendments and additions to the General Conditions, specific to the contract in hand, should be introduced in the Particular Conditions. A number of such Particular Conditions, applicable to the above Conditions of Contract, are included in Section IX.

The use of standard conditions of contract for all civil Works will ensure comprehensiveness of coverage, better balance of rights or obligations between Employer and Contractor, general acceptability of its provisions, and savings in time and cost for bid preparation and review, leading to more economical prices. The Particular Conditions take precedence over the General Conditions—see Sub-Clause 1.5, Priority of Documents, in the General Conditions.

The Particular Conditions (PC) complement the General Conditions (GC) to specify data and contractual requirements linked to the special circumstances of the country, the Employer, the Engineer, the sector, the overall project, and the Works. It is good practice to have a list of tax and custom regulations applicable in the country, to be provided as non-binding general information, attached to the Bidding Documents.

Part A, the Contract Data of the PC, includes data to complement GC in a manner similar to the way in which the Bid Data Sheet complements the Instructions to Bidders.

Part B, the Specific Provisions of the PC, consists of a set of sample provisions for use by the Employer in preparing the PC. **They are not a complete standard set of PC provisions**; country- or Project-specific provisions for PC must also be prepared in each case. However, standard, country-specific PC should be developed.

Whoever drafts the PC should be thoroughly familiar with the provisions of the GC and with any specific requirements of the Contract. Legal advice is recommended when amending provisions or drafting new ones. Note that the **PC provisions take precedence over those in the GC**. Clause numbers in the PC correspond to those in the GC.

**Section VIII. General Conditions**

**Sub-Clause 14.1 The Contract Price**

If the Employer has arranged for exemption of the Contractor from import duties with customs and excise authorities, Paragraph (e) in the PC Sub-Clause 14.1 should be inserted. However, the alternative Paragraph (e) should be used where import duties and taxes are to be levied on the value of depreciation of the Contractor’s Equipment during construction. Its use is recommended in situations where domestic contractors who have paid full duties for the Contractor’s Equipment they use are to compete with foreign contractors.

**Section IX. Particular Conditions**

The PC complement the GC to specify data and contractual requirements linked to the special circumstances of the country, the Employer, the Engineer, the sector, the overall project, and the Works. Whenever there is a conflict, the provisions herein shall prevail over those in the GC.

Part A, Contract Data of the PC, includes data to complement the GC in a manner similar to the way in which the Bid Data Sheet complements the Instructions to Bidders.

Part B, Specific Provisions of the PC are sample provisions for use by the Employer in preparing the PC. They are not a complete standard set of PC provisions; country- or project-specific provisions may need to be prepared in each case.

Note that the PC provisions take precedence over those in the GC. Clause numbers in the PC correspond to those in the GC.

**Part A - Contract Data**

***[****The Employer should insert relevant data prior to the issue of the bidding documents. Where a number of days is to be inserted it is desirable for the number to be a multiple of seven for consistency with the Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GC****.]***

**Input of Information to be completed by Bidder (bold) or Employer (***italic***)**

|  |  |  |
| --- | --- | --- |
| **Conditions** | **Ref. GC** | **Data** |
| **Employer’s name and address** | 1.1.2.2 & 1.3 | [ ... *insert Employer’s name and address ...* ] |
| **Engineer’s name and address** | 1.1.2.4 & 1.3 | [ *... insert Engineer’s name and address ...* ] |
| **Bank’s name** | 1.1.2.11 | Islamic Development Bank (IsDB) |
| **Beneficiary’s name** | 1.1.2.12 | [ *... insert Beneficiary’s name ...* ] |
| **Time for Completion** | 1.1.3.3 | . . . . . days  [ ... *insert the time for completion of the whole of the Works and also the time for completion of sections, if applicable. If times (or dates) are to be specified for various sections of the Works, they should be listed here ...* ] |
| **Defects Notification Period** | 1.1.3.7 | 365 days. |
| **Sections** | 1.1.5.6 | [*If sections are used, refer to table Summary of Sections of the Works given below*] |
| **Electronic transmission systems** | 1.3 | [ *... insert Electronic transmission systems...* ] |
| **Governing Law** | 1.4 | [ *... insert: "The law of [name of Beneficiary’s country*] |
| **Ruling language** | 1.4 | English |
| **Language for communications** | 1.4 | English |
| **Time for the Parties entering into a Contract Agreement** | 1.6 | . . . . . days  [ ... *insert the time for Parties entering into a Contract Agreement...* ] |
| **Inspections and Audit by IsDB** | 1.15 | **The following paragraph substitute the Clause 1.15**:  The Contractor shall permit, and shall cause its suppliers, contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit, IsDB and/or persons appointed by IsDB to inspect the Site and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by IsDB if requested by IsDB. The Contractor’s and its Subcontractors’ and sub consultants’ attention is drawn to Sub-Clause 15.6 [Corrupt or Fraudulent Practices] which provides, inter alia, that acts intended to materially impede the exercise of IsDB’s inspection and audit rights provided for under Sub-Clause 1.15 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to IsDB’s prevailing sanctions procedures |
| **Time for access to the Site** | 2.1 | No later than the Commencement Day, except for the following parts (if applicable, with detailed description of parts concerned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days after Commencement Date |
| **Engineer’s Duties and Authority** | 3.1(b)(ii) | Variations resulting in an increase of the Accepted Contract Amount in excess of\_\_\_\_% shall require approval of the Employer. |
| **Sustainable procurement** | 4.1 | [Delete if not applicable]  *[Add any sustainable procurement contractual provisions not covered by the GC, if applicable.]* |
| **Performance Security** | 4.2 | The performance security will be in the form of an unconditional bank guarantee in the amount(s) of *[insert related figure(s)] percent of the Contract Price.]*  *[When additional performance security is required due to a seriously unbalanced or front loaded bid in accordance with ITB 35.5, the Employer should specify the percentage of the performance security and the terms for its release.]* |
| **Environmental, Social, Health and Safety (ESHS) Performance Security** | 4.2 | **[*Delete this provision if ESHS Performance Security is not required*]**  The ESHS Performance Security will be in the form of a “*demand guarantee”* in the amount(s) of *[insert % figure(s) normally 1% to 3%]* of the Accepted Contract Amount and in the same currency (ies) of the Accepted Contract Amount.  **[*The sum of the total “demand guarantees” (Performance Security and ESHS Performance Security) shall normally not exceed 10% of the Accepted Contract Amount.*]** |
| **Normal working hours** | 6.5 | [ *… insert the normal working hours*] |
| **Delay damages for the Works** | 8.7 & 14.15(b) | *[insert percentage per day such that the maximum amount of delay damages is attained as a result of a delay of about one third of the Time for Completion ]*  % of the final Contract Price per day, in the currencies and proportions in which the Contract Price is payable. |
| **Maximum amount of delay damages** | 8.7 | [*insert percentage not exceeding 10]* % of the final Contract Price. |
| **Provisional Sums** | 13.5.(b)(ii) | \_\_\_\_\_\_\_% [*If there are Provisional Sums, insert a percentage for adjustment of Provisional Sums*] |
| **Adjustments for Changes in Cost; Table(s) of Adjustment Data** | 13.8 | Period “n” applicable to the adjustment multiplier “Pn”: \_\_\_\_\_\_\_\_\_\_  *[Insert the period if different from one (1) month; if period “n” is one (1) month, leave blank]* |
| **Total advance payment** | 14.2 | \_\_\_\_\_\_\_% Percentage of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable  [*Insert percentage, number and timing of installments if applicable*] |
| **Repayment amortization of advance payment** | 14.2(b) | \_\_\_\_\_\_\_%  [*Insert percentage of amortization rate, stating that repayment will begin when amount of work certified by the Engineer attains 30% of the Contract Price]* |
| **Percentage of Retention** | 14.3 | \_\_\_\_\_\_\_% [*Insert percentage of retention, preferably 5 % not exceeding 10%]* |
| **Limit of Retention Money** | 14.3 | \_\_\_\_\_\_\_% of the Accepted Contract Amount [*Insert percentage of limit of retention, usually 5 and not exceeding 10]* |
| **Plant and Materials** | 14.5(b)(i) | If Sub-Clause 14.5 applies:  Plant and Materials for payment when shipped en route to the Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_[*list*]. |
| 14.5(c)(i) | Plant and Materials for payment when delivered to the Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*list*]. |
| **Minimum Amount of Interim Payment Certificates** | 14.6 | % of the Accepted Contract Amount.  [*Insert percentage, which may depend on the contract amount and time for completion; a minimum of about one fifth the average expected value of Interim Payment Certificate would be reasonable]* |
| **Publishing source of commercial penalty rates for financial charges in case of delayed payment** | 14.8 |  |
| **Fraud and Corruption** | 15.6 | The IsDB requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Appendix to the PC. |
| **Maximum total liability of the Contractor to the Employer** | 17.6 | *[Select one of the two options below as appropriate]*  The product of\_\_\_\_\_\_\_\_\_\_\_\_\_[*insert a multiplier less or greater than one*] times the Accepted Contract Amount,  or  \_\_\_\_\_\_\_\_\_\_\_\_\_*[insert amount of the maximum total liability]* |
| **Periods for submission of insurance:**  **a. evidence of insurance.**  **b. relevant policies** | 18.1 | *[Insert period for submission of evidence of insurance and policy. Period may be from 14 days to 28 days]*  \_\_\_\_\_days  \_\_\_\_\_days |
| **Maximum amount of deductibles for insurance of the Employer's risks** | 18.2(d) | *[insert maximum amount of deductibles; about 5000 US$s equivalent would be reasonable]* |
| **Minimum amount of third party insurance** | 18.3 | *[insert minimum amount of third party insurance; this minimum amount per occurrence should be commensurate with the risk of damage specific to the Contract]* |
| **Date by which the DAB shall be appointed** | 20.2 | 28 days after the Commencement |
| **The DAB shall be comprised of** | 20.2 | *insert either* "One sole Member" *or* "Three Members" |
| **List of potential DB sole members** | 20.2 | *[Only when the DB is to be comprised of one sole member, list names of potential sole members; if no potential sole members are to be included, insert: “none”]* |
| **Appointment (if not agreed) to be made by** | 20.3 | *[Insert name of the appointing entity or official]* |
| **Rules of arbitration** | 20.6(a) | *[Insert rules of arbitration if different from those of the International Chamber of Commerce]* |

**Summary of Sections of the Works**

|  |  |  |
| --- | --- | --- |
| **Section Name/Description**  **(Sub-Clause 1.1.5.6)** | **Time for Completion**  **(Sub-Clause 1.1.3.3)** | **Damages for Delay**  **(Sub-Clause 8.7)** |
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**Part B - Specific Provisions**

**[Specific Provisions of the PC are intended to address country, project, and contract specific requirements not covered by the GC. Whoever drafts the Specific Provisions should be thoroughly familiar with the provisions of the GC and with any specific requirements of the contract. Legal advice is recommended when amending provisions or drafting new ones. A few clauses which may require country specific treatment are considered below.]**

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| Sub-Clause 1.1.2.7 **Contractor’s Personnel** | **Key Personnel**  The following is added at the end of the sub-clause:  “Contractor’s Personnel includes Key Personnel as named in Part A - Contract Data.” |
| Sub-Clause 1.1.6.11 Other Definitions | The following is added as Sub-Clause 1.1.6.11  “ESHS” means environmental, social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), health and safety. |
| Sub-Clause 4.1 **Contractor’s General Obligations** | Insert in the fifth paragraph after the words “*The Contractor shall, whenever required by the Engineer, submit details of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works.*”  “Notwithstanding Sub-Clause 8.1, the Contractor shall not carry out any Works, including mobilization and/or pre-construction activities (e.g. limited clearance for haul roads, site accesses and work site establishment, geotechnical investigations or investigations to select ancillary features such as quarries and borrow pits), unless the Engineer is satisfied that appropriate measures are in place to address environmental, social, health and safety risks and impacts. At a minimum, the Contractor shall apply the Management Strategies and Implementation Plans and Code of Conduct, submitted as part of the Bid and agreed as part of the Contract. The Contractor shall submit, on a continuing basis, for the Engineer’s prior approval, such supplementary Management Strategies and Implementation Plans as are necessary to manage the ESHS risks and impacts of ongoing works. These Management Strategies and Implementation Plans collectively comprise the Contractor’s Environmental and Social Management Plan (C-ESMP). The C-ESMP shall be approved prior to the commencement of construction activities (e.g. excavation, earth works, bridge and structure works, stream and road diversions, quarrying or extraction of materials, concrete batching and asphalt manufacture). The approved C-ESMP shall be reviewed, periodically (but not less than every six (6) months), and updated in a timely manner, as required, by the Contractor to ensure that it contains measures appropriate to the Works activities to be undertaken. The updated C-ESMP shall be subject to prior approval by the Engineer. |
| Sub-Clause 4.2 **Performance Security** | Replace sub-clause 4.2 in its entirety with the following:  “4.2 **Performance Security and ESHS Performance Security**  The Contractor shall obtain (at its cost) a Performance Security for proper performance and, if applicable, an Environmental, Social, Safety and Health (ESHS) Performance Security for compliance with the Contractor’s ESHS obligations, in the amounts stated in the Contract Data and denominated in the currency(ies) of the Contract or in a freely convertible currency acceptable to the Employer. If amounts are not stated in the Contract Data, this Sub-Clause shall not apply.  The Contractor shall deliver the Performance Security and, if applicable, an ESHS Performance Security to the Employer within 28 days after receiving the Letter of Acceptance, and shall send a copy to the Engineer. The Performance Security shall be issued by a reputable bank or financial institution selected by the Contractor, and shall be in the form annexed to the Particular Conditions, as stipulated by the Employer in the Contract Data, or in another form approved by the Employer. The ESHS Performance Security shall be issued by a reputable bank selected by the Contractor, and shall be in the form annexed to the Particular Conditions, as stipulated by the Employer in the Contract Data, or in another form approved by the Employer.  The Contractor shall ensure that the Performance Security and, if applicable, the ESHS Performance Security are valid and enforceable until the Contractor has executed and completed the Works and remedied any defects. If the terms of the Performance Security and, if applicable, ESHS Performance Security specify its expiry date, and the Contractor has not become entitled to receive the Performance Certificate (which, if applicable, includes satisfactory performance of the ESHS obligations), by the date 28 days prior to the expiry date, the Contractor shall extend the validity of the Performance Security and, if applicable, the ESHS Performance Security until the Works have been completed and any defects have been remedied.  The Employer shall not make a claim under the Performance Security and, if applicable, the ESHS Performance Security, except for amounts to which the Employer is entitled under the Contract.  The Employer shall indemnify and hold the Contractor harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from a claim under the Performance Security and, if applicable, the ESHS Performance Security to the extent to which the Employer was not entitled to make the claim.  The Employer shall return the Performance Security and, if applicable, the ESHS Performance Security to the Contractor within 21 days after receiving a copy of the Performance Certificate.  Without limitation to the provisions of the rest of this Sub-Clause, whenever the Engineer determines an addition or a reduction to the Contract Price as a result of a change in cost and/or legislation, or as a result of a Variation, amounting to more than 25 percent of the portion of the Contract Price payable in a specific currency, the Contractor shall at the Engineer's request promptly increase, or may decrease, as the case may be, the value of the Performance Security and, if applicable, the ESHS Performance Security in that currency by an equal percentage.”  In the following sub-clauses the term “Performance Security” is replaced with: “Performance Security and, if applicable, an Environmental, Social, Health and Safety (ESHS) Performance Security”:  2.1- Right of Access to the Site  14.2- Advance Payment  14.6- Issue of Interim Payment Certificate  14.7(a)- Payment  14.9- Payment of Retention money  14.12- Discharge  15.2(a)- Termination  15.5- Employer’s Entitlement to Termination for Convenience  16.4(a)- Payment on termination” |
| Sub-Clause 4.21 **Progress Reports** | Sub-Clause 4.21 (g) is replaced by the following:  **“4.21 (g)** the Environmental, Social, Health and Safety (ESHS) metrics set out in Appendix C”  At the end of, and as part of Sub-Clause 4.21 add a new paragraph as follows:  “The Contractor shall provide immediate notification to the Engineer of incidents in the following categories. Full details of such incidents shall be provided to the Engineer within the timeframe agreed with the Engineer.   * + 1. confirmed or likely violation of any law or international agreement;     2. any fatality or serious (lost time) injury;     3. significant adverse effects or damage to private property (e.g. vehicle accident, damage from fly rock, working beyond the boundary)     4. major pollution of drinking water aquifer or damage or destruction of rare or endangered habitat (including protected areas) or species; or     5. any allegation of gender based violence (GBV), sexual exploitation or abuse, sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children. |
| Sub-Clause 6.9Contractor’s Personnel | **Key Personnel**  Sub-Clauses 6.9 (e) is amended by inserting “or” at the end:  **“6.9 (e)**……; or”  Sub-Clauses 6.9 (f) is inserted as follows:  **“6.9 (f)** undertakes behavior which breaches the Code of Conduct (ESHS) (e.g. spreading communicable diseases, sexual harassment, gender based violence, (GBV), sexual exploitation or abuse, illicit activity or crime).”  After the sentence: “*If appropriate, the Contractor shall then appoint (or cause to be appointed) a suitable replacement person.*” the following is added as a new paragraph:  “The Contractor’s Personnel includes Key Personnel. If the Contractor intends to replace a Key Personnel, the Contractor shall, not less than 30 days before the intended date of replacement, give notice to the Engineer, the name, address, academic qualifications and relevant experience of the intended replacement Key Personnel. The Contractor shall not, without the prior consent of the Engineer, revoke the appointment of the Key Personnel or appoint a replacement.” |
| Sub-Clause 13.3 **Variation procedure** | Sub-Clause 13.3. (a) is replaced with the following:  “(a) a description of the proposed work to be performed, a programme for its execution and sufficient ESHS information to enable an evaluation of ESHS risks and impacts;” |

**Sub-Clause 14.1 The Contract Price**

[**If the Employer has arranged for exemption of the Contractor from import duties with customs and excise authorities, Paragraph (e) of GC Sub-Clause 14.1 should be retained. However, the alternative Paragraph (e) below should be used where import duties and taxes are to be levied on the value of depreciation of the Contractor’s Equipment during construction.**]

Alternative paragraph (e): “*Paragraph (e) is amended as follows:* N*otwithstanding the provisions of subparagraph (b), Contractor's Equipment, including essential spare parts therefore, imported by the Contractor for the sole purpose of executing the Contract shall be temporarily exempt from the payment of import duties and taxes upon initial importation*, *provided the Contractor shall post with the customs authorities at the port of entry an approved export bond or bank guarantee, valid until the Time for Completion plus six months, in an amount equal to the full import duties and taxes which would be payable on the assessed imported value of such Contractor's Equipment and spare parts, and callable in the event the Contractor's Equipment is not exported from the Country on completion of the Contract. A copy of the bond or bank guarantee endorsed by the customs authorities shall be provided by the Contractor to the Employer upon the importation of individual items of Contractor's Equipment and spare parts. Upon export of individual items of Contractor's Equipment or spare parts, or upon the completion of the Contract, the Contractor shall prepare, for approval by the customs authorities, an assessment of the residual value of the Contractor's Equipment and spare part to be exported, based on the depreciation scale(s and other criteria used by the customs authorities for such purposes under the provisions of the applicable Laws. Import duties and taxes shall be due and payable to the customs authorities by the Contractor on (a) the difference between the initial imported value and the residual value of the Contractor's Equipment and spare parts to exported; and (b) on the initial imported value that Contractor's Equipment and spare parts remaining in the Country after completion of the Contract. Upon payment of such dues within 28 days of being invoiced, the bond or bank guarantee shall be reduced or released accordingly; otherwise the security shall be called in the full amount remaining.*

|  |  |
| --- | --- |
| Sub-Clause 14.6 **Issue of Interim Payment Certificates** | The following is added to the third paragraph as (c):   1. if the Contractor was, or is, failing to perform any ESHS obligations or work under the Contract, the value of this work or obligation, as determined by the Engineer, may be withheld until the work or obligation has been performed, and/or the cost of rectification or replacement, as determined by the Engineer, may be withheld until rectification or replacement has been completed. Failure to perform includes, but is not limited to the following: 2. failure to comply with any ESHS obligations or work described in the Works’ Requirements which may include: working outside site boundaries, excessive dust, failure to keep public roads in a safe usable condition, damage to offsite vegetation, pollution of water courses from oils or sedimentation, contamination of land e.g. from oils, human waste, damage to archeology or cultural heritage features, air pollution as a result of unauthorized and/or inefficient combustion; 3. failure to regularly review C-ESMP and/or update it in a timely manner to address emerging ESHS issues, or anticipated risks or impacts; 4. failure to implement the C-ESMP e.g. failure to provide required training or sensitization; 5. failing to have appropriate consents/permits prior to undertaking Works or related activities; 6. failure to submit ESHS report/s (as described in Appendix C), or failure to submit such reports in a timely manner; 7. failure to implement remediation as instructed by the Engineer within the specified timeframe (e.g. remediation addressing non-compliance/s). |

**Section X. Annex to the Particular Conditions - Contract Forms**

The Procurement Guidelines provide for the Employer’s obligation to (a) issue a Notification of Intention to Award to each bidder having submitted a Bid, thus opening a Standstill Period (b) receive and process any Procurement Related Complaints, and (c) receive and act upon any debriefing request from Bidders, prior to issuing a Letter of Acceptance to the Succesful Bidder.

The Letter of Acceptance will be the basis for formation of the Contract as described in ITB-45. This Standard Form should be filled in and sent to the successful Bidder only after evaluation of bids has been completed, subject to any review by IsDB required under the Financing Agreement.

Section X of the BD also contains forms for the Contract Agreement, the Performance Security, ESHS Performance Security, and the Advance Payment Security. Bidders shall not submit these forms with their bids. After notification of award, the Employer shall prepare the Contract Agreement using the Contract Agreement Form and send it to the successful Bidder. The successful Bidder shall sign the Contract Agreement and return it to the Employer together with the Performance Security and, if applicable, the ESHS Performance Security and the Advance Payment Security, using the respective forms provided in Section X.

**Letter of Acceptance**

***[****on letterhead paper of the Employer****]***

*. . . . . . .* ***date****. . . . . . .*

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

Subject: ***Notification of Award Contract No.***  . . . . . . . . . .

This is to notify you that your Bid dated . . . . *date* . . . . for execution of the *. . . . . . . . . .name of the contract and identification number, as given in the Contract Data . . . . . . . . . .* for the Accepted Contract Amount of the equivalent of *. . . . . . . . .amount in numbers and words and name of currency . . . . . . . . .*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish the Performance Security and an Environmental, Social, Health and Safety Performance Security ***[Delete ESHS Performance Security if it is not required under the contract]*** within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms and the ESHS Performance Security Form, ***[Delete reference to the ESHS Performance Security Form if it is not required under the contract]*** included in Section X (Contract Forms) of the Bidding Documents.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

**Contract Agreement**

*THIS AGREEMENT made the . . . . . .day of . . . . . . . . . . . . . . . . ., . . . . . . ., between . . . . .* *name and address of the Employer. . . . .. . . . . (hereinafter “the Employer”), of the one part, and* . . . . . *name and address of the Contractor. . . . .(hereinafter “the Contractor”), of the other part:*

WHEREAS the Employer desires that the Works known as . . . . . *name of the Contract. .* . . .should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

1. the Letter of Acceptance
2. the Letter of Bid
3. the Addenda Nos . . . . . *insert addenda numbers if any. . .* . .
4. the Particular Conditions
5. the General Conditions;
6. the Specification
7. the Drawings; and
8. the completed Schedules,and any other documents forming part of the contract, including, but not limited to:
   * 1. the ESHS Management Strategies and Implementation Plans**;** and
     2. Code of Conduct (ESHS)**.**

3. In consideration of the payments to be made by the Employer to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of . . . . *. name of the borrowing Country*. . . . .on the day, month and year specified above.

Signed by Signed by

for and on behalf of the Employer for and on behalf the Contractor

in the presence of in the presence of

Witness, Name, Signature, Address, Date Witness, Name, Signature, Address, Date

|  |
| --- |
| **Performance Security** |

**Option 1: (Demand Guarantee)**

*[Guarantor letterhead or SWIFT identifier code]*

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

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

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

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

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

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

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*( ) *[insert amount in words]*,[[44]](#footnote-44)1 such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2… [[45]](#footnote-45)2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

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

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

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

**Option 2: Performance Bond**

By this Bond *[insert name of Principal]* as Principal (hereinafter called “the Contractor”) and *[insert name of Surety]* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[insert name of Employer]* as Oblige (hereinafter called “the Employer”) in the amount of *[insert amount in words and figures]*, for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a written Agreement with the Employer dated the day of , 20 , for *[name of contract and brief description of Works]* in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) complete the Contract in accordance with its terms and conditions; or

(2) obtain a Bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or

(3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day of 20 .

SIGNED ON on behalf of

By in the capacity of

In the presence of

SIGNED ON on behalf of

By in the capacity of

In the presence of

|  |
| --- |
| Environmental, Social, Health and Safety (ESHS) Performance Security |

**ESHS Demand Guarantee**

*[Guarantor letterhead or SWIFT identifier code]*

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

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

**ESHS PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

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

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Contract").

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

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_\_\_\_\_ ( ),[[46]](#footnote-46)1 such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its Environmental, Social, Health and/or Safety (ESHS) obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2… [[47]](#footnote-47)2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

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

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

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

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| **Advance Payment Security** |

**Demand Guarantee**

*[Guarantor letterhead or SWIFT identifier code]*

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

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

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

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

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

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

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*( ) *[insert amount in words][[48]](#footnote-48)1* upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

* + 1. has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
    2. has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

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

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*,[[49]](#footnote-49)2 whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

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

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

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

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| **Retention Money Security** |

**Demand Guarantee**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of Employer]*

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

**RETENTION MONEY GUARANTEE No.:**

*[Insert guarantee reference number]*

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

We have been informed that *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the contract]* dated *[date]* with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment, payment of *[insert* the second half of the Retention Money or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money*,* the difference between half of the Retention Money and the amount guaranteed under the Performance Security*]* is to be made against a Retention Money guarantee.

At the request of the Contractor, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* ( ) *[amount in words][[50]](#footnote-50)1* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein .

It is a condition for any claim and payment under this guarantee to be made that the payment of the second half of the Retention Money referred to above must have been received by the Contractor on its account number \_\_\_\_\_\_\_\_\_\_\_ at *[name and address of Bank]*.

This guarantee shall expire no later than the …. day of ……, 2… [[51]](#footnote-51)2, and any demand for payment under it must be received by us at the office indicated above on or before that date.

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

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

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

1. Substitute “has applied for,” if appropriate. [↑](#footnote-ref-1)
2. Substitute “grant” for “financing,” where appropriate. [↑](#footnote-ref-2)
3. Substitute “contracts” where bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Bidders may bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.” [↑](#footnote-ref-3)
4. The office for inquiry and issuance of bidding documents and that for bid submission may or may not be the same. [↑](#footnote-ref-4)
5. The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US$100 and US$500 or equivalent is deemed appropriate. [↑](#footnote-ref-5)
6. For example, cashier’s check, direct deposit to specified account number, etc. [↑](#footnote-ref-6)
7. The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of IsDB, documents may be distributed by e-mail. [↑](#footnote-ref-7)
8. Substitute the Employer’s address for bid submission if different from its address for inquiry and issuance of bidding documents. [↑](#footnote-ref-8)
9. Substitute “has applied for,” if appropriate. [↑](#footnote-ref-9)
10. Substitute “grant” or “credit” for “financing,” where appropriate. [↑](#footnote-ref-10)
11. Substitute “contracts” where bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Bidders may bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.” [↑](#footnote-ref-11)
12. The office for inquiry and issuance of bidding documents and that for bid submission may or may not be the same. [↑](#footnote-ref-12)
13. The fee chargeable should only be nominal to defray reproduction and mailing costs and to ensure that only bona fide bidders will request the bidding documents. An amount between US$100 and US$500 or equivalent is deemed appropriate. [↑](#footnote-ref-13)
14. For example, cashier’s check, direct deposit to specified account number, etc. [↑](#footnote-ref-14)
15. The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of IsDB, documents may be distributed by e-mail. [↑](#footnote-ref-15)
16. Substitute the Employer’s address for bid submission if different from its address for inquiry and issuance of bidding documents. [↑](#footnote-ref-16)
17. Copies of the FIDIC Conditions of Contract can be obtained from: FIDIC Secretariat, P.O. Box 86, 1000 Lausanne 12. Switzerland. Facsimile: 41 21 653 5432. Telephone: 41 21 653 5003 [↑](#footnote-ref-17)
18. 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 Bidder have been exhausted. [↑](#footnote-ref-18)
19. This requirement also applies to contracts executed by the Bidder as JV member. [↑](#footnote-ref-19)
20. The Bidder shall provide accurate information on the related Bid 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 Bidder or any member of a joint venture may result in failure of the Bid. [↑](#footnote-ref-20)
21. The Employer may use this information to seek further information or clarifications during the bidding stage and the associated due diligence. [↑](#footnote-ref-21)
22. The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in Section VII, Work’s Requirements. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted. [↑](#footnote-ref-22)
23. Substantial completion shall be based on 80% or more works completed under the contract. [↑](#footnote-ref-23)
24. For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder’s share, by value, shall be considered to meet this requirement. [↑](#footnote-ref-24)
25. 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-25)
26. For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder’s share shall be counted to meet this requirement. [↑](#footnote-ref-26)
27. Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period. The rate of production shall be the annual production rate for the key construction activity (or activities). [↑](#footnote-ref-27)
28. The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts. [↑](#footnote-ref-28)
29. Requirement can be met through a Specialized Sub-contractor [↑](#footnote-ref-29)
30. [↑](#footnote-ref-30)
31. *Bidder to use as appropriate* The method of measurement should be spelled out precisely in the Preamble to the Bill of Quantities, describing for example the allowances (if any) for timbering in excavation, etc. Many national standard reference guides have been prepared on the subject, and one such guide is the *Standard Method of Measurement* of the U.K. Institution of Civil Engineers. [↑](#footnote-ref-31)
32. The example given illustrates one of the two alternative methods of setting up a Bill of Quantities, in which rates and prices are entered in local currency only, with bidders stating separately their proportionate requirements in different types and amounts of foreign currencies. The second method is where rates and prices are broken down for each item into local and foreign currency components. The first method is administratively more convenient and hence is more commonly used in Works contracts. [↑](#footnote-ref-32)
33. (i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with Sub-Clauses 52.1 and 52.2 of Part I of the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among bidders, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included *at all* in the bidding documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Bid Summary in order to make the basic Schedule of Daywork Rates competitive.

    (ii) The total amount assigned to such competitive daywork is **normally 3–5 percent** of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer. A limitation on quantity should *not* apply, and the unit rate quoted should be invariable whatever quantities of work are ordered. [↑](#footnote-ref-33)
34. This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all-inclusive of the Contractor’s overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly. [↑](#footnote-ref-34)
35. The bidder shall state the percentage in a common foreign currency equivalent required for payment and the exchange rates and official sources used. [↑](#footnote-ref-35)
36. The bidder shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used. [↑](#footnote-ref-36)
37. This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labor and materials. [↑](#footnote-ref-37)
38. An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor’s Equipment. The last sentence of paragraph 5 should then be modified accordingly. [↑](#footnote-ref-38)
39. The bidder shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used. [↑](#footnote-ref-39)
40. If the most recent set of financial statements is for a period earlier than 12 months from the date of submission, the reason for this should be justified. [↑](#footnote-ref-40)
41. If the most recent set of financial statements is for a period earlier than 12 months from the date of submission, the reason for this should be justified. [↑](#footnote-ref-41)
42. If applicable [↑](#footnote-ref-42)
43. The amount of the Bond shall be denominated in the currency of the Purchaser’s country or the equivalent amount in a freely convertible currency. [↑](#footnote-ref-43)
44. *1 The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency (cies) of the Contract or a freely convertible currency acceptable to the Beneficiary.* [↑](#footnote-ref-44)
45. *2 Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-45)
46. *1 The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency (cies) of the Contract or a freely convertible currency acceptable to the Beneficiary.* [↑](#footnote-ref-46)
47. *2 Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-47)
48. 1 *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.* [↑](#footnote-ref-48)
49. 2 *Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-49)
50. 1 *The Guarantor shall insert an amount representing the amount of the second half of the Retention Money or or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security and denominated either in the currency(ies) of the second half of the Retention Money as specified in the Contract, or in a freely convertible currency acceptable to the Employer.* [↑](#footnote-ref-50)
51. *2 Insert the date 28 days after the expected date of issuance of Performance Certificate. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”* [↑](#footnote-ref-51)