Standard Procurement Document

Procurement of Works

TWO STAGE
OPEN TENDERING PROCEDURE

Trial Edition
September 2019
Standard Procurement Document

Procurement of Works
Two Stage Open Tendering Procedure

User Guide

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PROCUREMENT OF WORKS
TWO STAGE OPEN TENDERING PROCEDURE

A. Preface

Procurement under projects financed by the European Bank for Reconstruction and Development (the Bank), is carried out in accordance with procedures laid down in the Bank’s Procurement Policies and Rules.

This Standard Procurement Document has been prepared for the use by the Bank’s public sector clients for the procurement of construction works, services or engineering systems in projects financed by the Bank using two stage open tendering procedures. They reflect procedures and practices which have been developed through broad international experience, and comply with the Bank’s Procurement Policies and Rules.
B. Instructions for use

This Standard Procurement Document is intended to be used by Clients in the process of tendering for construction works, services or engineering systems using two stage open tendering procedure.

The term “Client” used in this document refers to the “Employer” of a works contract, which is the terminology of the Bank’s standard procurement documents.

These documents include the following:

- Invitation for Tenders
- Section I: Instructions to Participants
- Section II: Data Sheet
- Section III: Evaluation Methodology
- Section IV: Eligibility and Qualification Criteria
- Section V: Forms
- Section VI: Requirements
- Section VII: Contract Terms and Conditions

Care should be taken when preparing tender document to ensure that the tender process, evaluation methodology, qualification criteria are clear and explicit, the contract conditions are fair and balanced and that they reflect the needs and characteristics of the specific contract(s) being tendered.

The following directions should be observed when using this Standard Procurement Document:

- The Instructions to Participants should be used without change.
- The Data Sheet should follow the general format of this document but data and criteria specific to the proposed tender must be prepared.
- The forms will require adaptation to a greater or lesser degree to suit the requirements of a specific tender
- The italicised notes in boxes in the Data Sheet and other parts of the documents are not part of the text. They contain guidance and instructions for the drafter of the specific tender document. They should not be incorporated in tender document.
- The italicised notes in boxes in the Forms are part of the text. They contain guidance and instructions for the tenderers. They should be left in the tender document, but the tenderers shall be informed that they should not be incorporated in their tenders.
- Where alternative clauses or texts are shown, the drafter should select those that best suit the particular case, and should discard the alternative text that is not used or draft a new text and discard all the alternatives.
C. Invitation for Tenders

The Invitation for Tenders provides information that enables potential tenderers to decide whether to participate. The Invitation for Tenders must be published after the publication of the General Procurement Notice for the project on the Bank’s Procurement Opportunities website (www.ebrd.com).

The Invitation for Tenders shall be advertised on the Client’s own procurement website and/or official government procurement portal, where available, or in a newspaper with large circulation in the client’s country or in official gazettes or international trade publications, as appropriate. It shall also be sent to potential tenderers that have responded with an expression of interest to the General Procurement Notice. In addition, the notice shall be submitted to the Bank which will publish the notice on the Bank’s website (www.ebrd.com) and/or the Bank’s e-procurement portal. The Bank shall also arrange for publication in the United Nations Development Business and in the Official Journal of the European Union. In order to facilitate the participation of sub-contractors and suppliers in contracts or the creation of joint ventures and consortia, wherever possible, the Client shall make available to interested parties the list of potential tenderers that have acquired Tender Document, where available.

The above publications are not required in case the tender follows the prequalification procedure. In such a case the Invitation shall be sent to the prequalified tenderers only.

Although the Invitation for Tenders does not form part of the Tender Document, it shall be submitted to the Bank as part thereof for review and no objection. The information in the Invitation for Tenders must be consistent with and reflect the information provided by the Tender Document. Apart from the essential items listed in the Standard Procurement Document the Invitation for Tenders should also indicate any important requirements.
[Country]  
[Project Title]  

Invitation for Tenders

[Title of contract]

This Invitation for Tenders follows the General Procurement Notice for this project which was published on the EBRD website, Project Procurement Notices ([http://www.ebrd.com/pages/workingwithus/procurement/project.shtm](http://www.ebrd.com/pages/workingwithus/procurement/project.shtm)) on [state the date of publication].

Procurement will be carried out in accordance with the EBRD “Procurement Policies and Rules” (PPR), which are published on the Bank’s website.

[Name of Client], hereinafter referred to as “the Employer” or “the Client”, has applied for [has received] a loan from [a grant from [Insert name of the Donor] via] the European Bank for Reconstruction and Development, hereinafter referred to as “the Bank”, and intends using part of the proceeds towards the cost of [Insert name of the Project], hereinafter referred to as “the Project”.

The Client now invites tenders for the following contract(s), hereinafter referred to as “the Contract”, to be funded from part of the above proceeds:

[Provide a concise description of the works for each contract, as may be applicable. State volume of works and principal quantities, where appropriate. Provide locations, estimated time schedule, and advise if any contracts are to be performed concurrently or otherwise separately.]

Tenders are invited for one or more lots. Each lot must be priced separately. Tenders for more than one lot may offer discounts and such discounts will be considered in the comparison of tenders.

Delete the above if the tendering process does not involve more than one Contract.

Only tenderers that have been pre-qualified for the proposed Contract(s) are invited to submit a tender.

Where a prequalification process has been conducted prior to the tendering process, tendering shall be open only to pre-qualified tenderers. Delete the above where a prequalification process has not been conducted.

Tendering for contracts to be financed with the above proceeds is open to firms and individuals from any country.

To be qualified for the award of a Contract, tenderers must satisfy the criteria stated in the Tender Document.

The Tender Document, upon request, will be dispatched electronically free of charge or may be downloaded from the internet using the following link: [Insert specific Internet link].

A two stage procedure will be adopted as follows:

(a) The first stage will consist of a technical proposal only (without any reference to prices) and list of any deviations to the requirements of the Tender Document or any alternative technical solutions, with justifications, which meet the basic objectives of the project. The technical proposal shall be complemented with the participant's qualification information. Following evaluation by the Client of the first stage tenders, the Client may invite each participant, who meets the qualification criteria and who has submitted a technically responsive tender, to a clarification meeting. The proposals of all such participants will be reviewed at the meeting and all required amendments, additions, deletions and other adjustments will be noted and recorded in a memorandum. Only qualified participants submitting a technically responsive and acceptable first stage tender will be invited to submit a second stage tender.

(b) the second stage tender will consist of an updated technical tender incorporating all changes required by the Client as recorded in the memorandum to the clarification meeting or as necessary to reflect any
amendments to the Tender Document issued subsequent to submission of the first stage tender; and the commercial tender.

First stage tenders must be duly completed and submitted to the Client on or before [specify time and date of deadline for tender submission].

The date for submission of first stage tenders shall be not less than 40 calendar days after the date of publication of the Invitation for Tenders or the availability of the Tender Document, whichever is the latest. A longer period would be appropriate for complex or large contracts and for those requiring a pre-tender meeting or site visit, or when the tenders shall be submitted in several languages.

Interested firms or individuals may obtain further information from the following office:

........... [Insert name of Contact]
........... [Insert name of Client]
........... [Insert Address of Client]
........... [Insert Tel No.:]
........... [Insert email address]
STANDARD PROCUREMENT DOCUMENT
TWO STAGE OPEN TENDERING (WORKS)

PROCUREMENT OF:

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A. General

1. Scope of Tender

1.1 The Client indicated in Section II, Data Sheet, hereinafter referred to as “DS”, issues this Tender Document for the procurement of the contract(s) described in Section VI, Requirements, in accordance with the procedures, conditions and contracts terms prescribed in Section VII, Contract Terms and Conditions, hereinafter referred to as “the Contract”, to be implemented under within the framework of the project, specified in the DS, hereinafter referred to as “the Project”.

The title and identification of the Tender process as well as the number of contracts (lots) and their titles are provided in the DS.

Procurement will be carried out in accordance with the EBRD’s “Procurement Policies and Rules”, hereinafter referred to as “PPR”, which are published on the Bank’s website. The applicable version of the PPR is specified in the DS.

1.2 Unless otherwise stated, throughout this Tender Document definitions and interpretations shall be as prescribed in Section VII, Contract Terms and Conditions.

1.3 The Client invites eligible tenderers, hereinafter referred to as “Tenderer” or “Participant”, to tender for the Contract.

2. Source of Funds and Applicable Procurement Rules

2.1 Unless otherwise stated in the DS, the Borrower/the Grant Recipient (hereinafter called “Borrower” or “Grant Recipient”, as appropriate) indicated in the DS has applied for or received financing (hereinafter called “funds”) from/via the European Bank for Reconstruction and Development (hereinafter called the “Bank”) toward the cost of the Project. The Borrower/the Grant Recipient, if different from the Client, intends to make available to the Client a portion of the funds and/or the Client will use the funds for eligible payments under the Contract for which this Tender Document is issued.

2.2 Unless otherwise stated in the DS, payments by the Bank will be made only at the request of the Borrower/the Grant Recipient and upon approval by the Bank in accordance with the terms and conditions of the financing agreement between the Borrower/the Grant Recipient and the Bank (hereinafter called the “Loan Agreement” or “Grant Agreement”, as appropriate) and will be subject in all respects to the terms and conditions of that Loan Agreement/Grant Agreement. No party other than the Borrower/the Grant Recipient shall derive any rights from the Loan Agreement/the Grant Agreement or have any claim to the funds. The proceeds of the Bank’s loan or grant administered by the Bank will not be used for payments to persons or entities, or for any import of goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

3. Prohibited Practices

3.1 The Bank requires that Borrowers/the Grant Recipients (including beneficiaries of Bank’s loans or grants administered by the Bank), as well as Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants and sub-consultants under Bank financed contracts, observe the highest standard of transparency and integrity during the procurement, execution and implementation of such contracts.

3.2 The Borrower/the Grant Recipient (including beneficiaries of Bank’s loans or grants administered by the Bank), as well as Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants, or sub-consultants, shall not, and shall not authorise or permit any of their officers, directors, authorised employees, affiliates, agents or representatives to, engage in Prohibited Practices with respect to the procurement, award, or execution of the Contract.
3.3 The Bank may declare any contract subsequently awarded to be ineligible for financing, and the Bank may take any of the Enforcement Actions and Disclosure Actions set out in the Enforcement Policy and Procedures, if in accordance with the Enforcement Policy and Procedures the Bank determines that:

(a) the Borrower/the Grant Recipient (including beneficiaries of Bank’s loans or grants administered by the Bank), Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants, or sub-consultants have engaged in Prohibited Practices with respect to the procurement, award, or execution of the Contract;

(b) a Third Party Finding has sufficient relevance and seriousness for the Bank to warrant Enforcement Actions and Disclosure Actions against entities or individuals;

3.4 In accordance with the Enforcement Policy and Procedures, the Bank may enforce debarments from Mutual Enforcement Institutions by declaring entities or individuals ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract.

3.5 In contracts financed by the Bank, the Bank requires a provision mandating Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants, and sub-consultants to permit the Bank to inspect the Site and/or to inspect their assets, books, accounts and records relating to the Contract and to have such assets, books, accounts and records audited by auditors appointed by the Bank if required by the Bank.

The Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants, and sub-consultants shall require their officers, directors, employees or agents with knowledge of the Contract to respond to questions from the Bank and to provide to the Bank any information or documents necessary for (i) the investigation of allegations of Prohibited Practices, or (ii) the Bank’s monitoring and evaluation of the Contract and to enable the Bank to examine and address any project related complaints made under the Bank’s Project Complaint Mechanism.

The Participants, suppliers, sub-suppliers, contractors, sub-contractors, concessionaires, consultants, and sub-consultants shall maintain all books, documents and records related to the Contract in accordance with applicable law but in any case for at least six years from the date of substantial performance of the Contract

3.6 Prohibited Practices and other terms in this provision, if not defined herein or in Section VII, Contract Terms and Conditions, have the meaning as defined in the Enforcement Policy and Procedures.

The applicable version of the Enforcement Policy and Procedures is specified in the DS.

4. Eligible Participants

4.1 A Participant may be a natural person, private entity, government owned entity or any combination of such entities in the form of a Joint Venture, Consortium, or Association joint venture, consortium, or association (JVCA).

In the case of a JVCA:

(a) the partners of the JVCA are deemed to be jointly and severally liable in respect of their tender;

(b) the JVCA shall nominate a Representative (the Lead Partner) who shall have the authority to conduct all businesses for and on behalf of any and all the partners of the JVCA during the tendering process; and
(c) the JVCA may not alter its composition and legal status after submitting its tender.

4.2 Unless stated otherwise in the DS, subject to the conditions specified in the ITP 4.3 to 4.8 below, a Participant from any country may tender.

A Participant shall be deemed to have the nationality of a country if the Participant is a citizen of, or is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract.

4.3 A Participant shall not have a conflict of interest. All Participants found to have a conflict of interest shall be disqualified. A Participant may be considered to have a conflict of interest with one or more parties in this tendering process, if:

(i) they have controlling partners in common; or
(ii) they receive or have received any direct or indirect subsidy from any of them; or
(iii) they have the same legal representative for purposes of this tender; or
(iv) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another Participant, or influence the decisions of the Client regarding this Tender process; or
(v) a Participant, its affiliates or parent organisation has participated in the feasibility or design stages of the Project. In which case that Participant, its affiliates or parent organisation shall not be eligible to participate in a tender for contracts involving the supply of goods, works or services, including architectural or engineering services, for the Project, unless it can be demonstrated that such participation would not constitute a conflict of interest. Such determination must be made prior to the submission of a tender; or
(vi) a Participant, its affiliates or parent organisation has participated as a consultant in the preparation of Section VI, Requirements, which is the subject of the tender; or
(vii) a Participant, its affiliates or parent organisation has been hired, or is proposed to be hired, by the Client or the Borrower/the Grant Recipient for the supervision of the Contract.

4.4 Notwithstanding the provisions of ITP 4.3 above, a firm or a member of a JVCA may participate in only one tender for the Contract, either individually or as a partner in a JVCA. Submission or participation by a Participant in more than one tender for the Contract will result in the disqualification of all tenders for that Contract in which the party is involved. However, this does not limit the inclusion of the same subcontractors in more than one tender.

A subcontractor is not deemed to be a participant in the tender.

4.5 A Participant shall be disqualified if the Participant is under a declaration of ineligibility by the Bank in accordance with ITP 3, at the date of the deadline for tender submission or thereafter.

4.6 No affiliate of the Borrower/the Grant Recipient, or the Client, or of a procurement agent engaged by the Client, shall be eligible to participate in a tender in any capacity whatsoever unless it can be demonstrated that there is not a significant degree of common ownership, influence or control amongst the Borrower/the Grant Recipient, the Client or the Client’s agent and affiliate.
4.7 Participants shall provide such evidence of their eligibility satisfactory to the Client, as the Client may reasonably request.

4.8 Firms or individuals shall be excluded from participation in a procurement process or resulting contract award, if:

(a) it has been convicted of an intentional crime, or an affiliate of the firm has been convicted of an intentional crime, and any such criminal conviction is final in the relevant national jurisdiction, with no more than ten years having lapsed between the date on which the criminal conviction became final and the date of eligible assessment, and the Bank concludes that the judicial proceedings provided for adequate due process acceptable to the Bank;

(b) it is prohibited under relevant national law from entering into commercial relations with the Client, provided the prohibition relates to a Prohibited Practice, which had been determined through judicial or administrative proceedings with adequate due process acceptable to the Bank;

(c) any import of goods from the Participant’s country or any payments to persons or entities in that country are prohibited by sanctions imposed by a resolution of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

4.9 In the event that prequalification of potential Participants has been undertaken, only tenders from prequalified Participants will be considered for award of the Contract. A prequalified Participant should submit with its tender any information updating its original prequalification application and confirm in its tender that the other original prequalification information submitted remains essentially correct as of the date of tender submission.

The formation of a joint venture after prequalification as well as any change in a prequalified joint venture shall be subject to the written approval by the Client prior to the deadline for submission of tenders. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements; (ii) the level of participation by partners or the structure of the joint venture is substantially changed; (iii) the new joint venture is not qualified; (iv) in the opinion of the Client, a substantial reduction in competition may result; or (v) request for a change in the status of the prequalified Participant is received by the Client after the date, stated in the DS.

The Client shall use its best efforts to notify any changes in the list of prequalified participants as soon as it would be possible and in any case prior to the tender opening.

5. Cost of participation in Tendering

5.1 The Participant shall bear all costs associated with the preparation and submission of its tender, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tender process.

6. Language of Tender

6.1 The tenders, as well as all correspondence and documents relating to the Tender exchanged by the Participant and the Client, shall be written in the language specified in the DS.

Supporting documents and printed literature that are part of the tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language, in which case, for purposes of interpretation of the tender, such translation shall govern.
Section I: Instructions to Participants

B. Contents of Tender Document

7. Sections of Tender Document

7.1 The Tender Document consist of the Sections detailing the Tendering Procedures indicated below, and should be read in conjunction with any amendments or addenda issued in accordance with ITP 9.

- Section I: Instructions to Participants
- Section II: Data Sheet
- Section III: Evaluation Methodology
- Section IV: Eligibility and Qualification Criteria
- Section V: Forms
- Section VI: Requirements
- Section VII: Contract Terms and Conditions

7.2 The Invitation for Tenders issued by the Client is not part of the Tender Document.

7.3 A Participant shall obtain the Tender Document from the source stated by the Client in the Invitation for Tenders; otherwise the Client is not responsible for the completeness of the Tender Document.

7.4 The participant is expected to examine all instructions, forms, terms and conditions of the Contract, the Requirements and other information in the Tender Document. Failure to furnish all information or documentation required by the Tender Document may result in the rejection of the Tender.

8. Clarification of Tender Document, Site Visit, Pre-Tender Meeting

8.1 The Participant requiring any clarification of the Tender Document shall contact the Client in writing, as described in the DS, or raise his enquiries during the clarification meeting if provided for in accordance with ITP 8.4.

The Client will respond to any request for clarification, provided that such request is received not later than the number of calendar days, specified in the DS, prior to the deadline for submission of tenders. The Client’s response shall be in writing with copies to all Participants who have acquired the Tender Document in accordance with ITP 7.3, including a description of the inquiry but without identifying its source. Should the Client deem it necessary to amend the Tender Document as a result of a request for clarification, it shall do so following the procedure described under ITP 9.

8.2 Where applicable, a Participant may visit and examine the Site and obtain for itself, on its own responsibility, all information that may be necessary for preparing the tender and entering into the Contract. The costs of visiting the site shall be at the Participant’s own expense.

8.3 Where the Participant and any of its personnel or agents have been granted permission by the Client to enter upon its premises and lands for the purpose of such visit, the Participant, its personnel, and agents will release and indemnify the Client and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the visit.

8.4 The Participant’s designated representative is invited to attend a clarification meeting, if provided for in the DS. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
If so provided in the DS, the Client will organise a site visit.

8.5 A Participant is requested, as far as possible, to submit any questions in writing, to reach the Client not later than one week before the meeting.

8.6 Minutes of the clarification meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Participants who have acquired the Tender Document in accordance with ITP 7.3.

Any modification to the Tender Document that may become necessary as a result of the clarification meeting shall be made by the Client exclusively through the issue of an amendment pursuant to ITP 9 and not through the minutes of the clarification meeting.

8.7 Non-attendance at the clarification meeting will not be a cause for disqualification of a Participant.

9. Amendment of Tender Document

9.1 At any time prior to the deadline for submission of Tenders, the Client may amend the Tender Document by issuing an amendment.

9.2 Any amendment issued shall be part of the Tender Document and shall be communicated in writing to all who have obtained the Tender Document from the Client in accordance with ITP 7.3.

9.3 To give participants reasonable time in which to take an amendment into account in preparing their Tenders, the Client at its discretion, extend the deadline for the submission of Tenders.
Section I: Instructions to Participants

C. Preparation of First Stage Tenders

10. Documents Comprising the First Stage Tender

10.1 The First Stage Tender shall comprise the following:

(a) Letter of Tender - First Stage, with the Covenant of Integrity attached thereto,

(b) duly authorised power of attorney, indicating that the person(s) signing the tender have the authority to sign it;

(c) company charter(s) and registration (incorporation) documents;

(d) completed forms, furnished as per Section V, Forms;

(e) completed forms and documentary evidence establishing the Participant’s eligibility and qualification, furnished as per Section IV, Eligibility and Qualification Criteria;

(f) in the case of a tender submitted by a JVCA, the JVCA agreement;

(g) the detailed technical proposal and/or an alternative proposal, if permitted under ITP 12.1, as required in the DS;

(h) the list of any comments to the requirements of the Tender Document in respect of Section III, Evaluation Methodology, Section IV, Eligibility and Qualification Criteria, Section VI, Requirements, and Section VII, Contract Terms and Conditions; and

(i) any other documents and the additional information, if so required in the DS.

11. Letter of Tender - First Stage

11.1 The Participant shall submit the Letter of Tender - First Stage, which comply with the requirements of the Tender Document, using the forms furnished in Section V, Forms. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

12. Alternative Tenders

12.1 Unless otherwise indicated in the DS, alternative proposals are permitted.

13. Documents Establishing Qualifications of Participants

13.1 To establish its qualifications to perform the Contract in accordance with Section III, Evaluation Methodology and Section IV, Eligibility and Qualification Criteria, the Participant shall provide the information requested in Section V, Forms.

14. Period of Validity of First Stage Tenders

14.1 First Stage Tenders shall remain valid for the period specified in the DS after the First Stage Tender submission deadline date prescribed by the Client. A First Stage Tender valid for a shorter period may be rejected by the Client as non-responsive.

14.2 In exceptional circumstances, prior to the expiration of the First Stage Tender validity period, the Client may request participants to extend the period of validity of their tenders. A Participant may refuse the request.

The request and the responses shall be made in writing.
D. General Rules for Submission of Tenders

15. Format and Signing of Tenders

15.1 The Participant shall prepare one original of the documents comprising the Tenders as described in the respective provisions of the ITP for the First and Second Stage Tenders submission.

If required in the DS, in addition, the Participant shall submit copies of the Tenders, in the number specified in the DS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

15.2 The original and all copies of the Tender, where appropriate, shall be made in writing and shall be signed by a person duly authorised to sign on behalf of the Participant. This authorisation shall be in a form of a power of attorney, as described in the respective provisions of the ITP for the First and Second Stage Tenders submission.

15.3 A Tender submitted by a JVCA shall comply with the requirements:

(a) shall be signed so as to be legally binding on all partners; and

(b) include the Representative’s authorisation referred to in ITP 4.1 (b), consisting of a power of attorney signed by those legally authorised to sign on behalf of the JVCA.

15.4 Any amendments, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Tenders.

16. Submission of Tenders

16.1 Participants shall submit their Tenders, as specified in the DS.

17. Withdrawal, and Modification of Tenders

17.1 At any time prior to the deadline of submission of Tenders, a Participant may withdraw or modify its tender after it has been submitted, following the process specified in the DS.
E. Submission and Opening of First Stage Tenders

18. Deadline for Submission of First Stage Tenders

18.1 First Stage Tenders shall be received by the Client at the address, and no later than the date and time, indicated in the DS.

18.2 The Client may, at its discretion, extend the deadline for the submission of First Stage Tenders by amending the Tender Document in accordance with ITP 9, in which case all rights and obligations of the Client and Participants previously subject to the deadline shall thereafter be subject to the deadline as extended.

19. Late First Stage Tenders

19.1 Unless otherwise stated in the DS, the Client shall not consider any First Stage Tender that arrives after the deadline for submission of First Stage Tenders.

20. First Stage Tender Opening

20.1 The Client shall conduct the First Stage Tender Opening, as described in the DS.

20.2 The Client shall prepare a record of the First Stage Tender Opening that shall include, as a minimum the name of the participants and whether there are any withdrawals, or modifications, and the presence of any alternatives, as well as any other information, as the Client may consider necessary.

A copy of the record shall be distributed to all Participants, who submitted First Stage Tenders and posted online, when electronic Tendering is used.

20.3 First Stage Tenders and their modifications, which are not mentioned in the record of the First Stage Tender Opening may not be considered for evaluation.
## F. First Stage Tenders Evaluation

### 21. Examination of First Stage Tenders

21.1 The Client will examine the First Stage Tenders to determine whether they are complete, whether the documents have been properly signed, and whether they are generally in order.

21.2 Any tenders found to be non-responsive for any reason, or tenders not meeting the minimum levels of the requirements specified in the Tender Document will be rejected by the Client and not included for further consideration.

21.3 The Client will also carry out a preliminary examination of any alternative proposals submitted by Participants.

### 22. Evaluation of First Stage Tenders

22.1 In the absence of prequalification, the Client will ascertain to its satisfaction whether Participants determined as having submitted responsive First Stage Tenders are qualified to perform the contract satisfactorily in accordance with the criteria and methodology specified in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria. A negative determination will result in rejection of the Participant's tender.

Notwithstanding the above, the Client reserves the right to waive any minor deviations from the criteria specified in Section IV, Eligibility and Qualification Criteria that do not materially affect the capability of the Participant to perform the Contract.

22.2 The Client will evaluate First Stage Tenders, which satisfy the preliminary examination pursuant to ITP 21 and ITP 22.1 above, as detailed in Section II, Evaluation Methodology, in order to determine whether the First Stage tenders are substantially responsive to the requirements set forth in the Tender Document and may constitute an acceptable basis for a Second Stage Tender.

In order to reach such a determination, the Client will examine all aspects of the tenders, including any deviations from or modifications to the First Stage Tender, as well as any alternative proposals, based on the information supplied by the Participants.

Following an affirmative determination the Client may invite the Participant to a clarification meeting in accordance with ITP 23.

22.3 To assist in the examination, evaluation, and comparison of the First Stage Tenders and qualification of the participants, the Client may, at its discretion, ask any Participant for a clarification of its First Stage Tender and/or to submit any necessary missing information or documentation, allowing a reasonable time for response. Any clarification or information submitted by a Participant that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.

If a participant does not provide clarifications of its First Stage Tender or missing information by the date and time set in the Client’s request for clarification, its First Stage Tender may be rejected.

### 23. Clarification Meetings

23.1 The Client may conduct clarification meetings with each or any Participant to clarify any aspects of its First Stage Tender.

During these meetings, the Client may also bring to the attention of the Participant any amendments or changes to the First Stage Tender, which the Client may require.

23.2 The Client will also advise the Participant of any exceptions or deviations in the First Stage tender that are unacceptable and that are to be withdrawn in the Second Stage Tender, and of such exceptions or deviations that the Client finds acceptable.

23.3 The Client will also review any alternatives offered by the Participant.
23.4 All amendments, changes, withdrawals to the First Stage Tender will be listed in an Annex to the memorandum documenting the clarification meeting entitled “Changes Required Pursuant to First Stage Tenders Evaluation” and will be formally notified to the Participant as part of the invitation to submit a Second Stage Tender.

24.1 At the end of the First Stage Tenders evaluation and after holding clarification meetings, the Client will

(a) if required, issue an amendment to the Tender Document, modifying inter alia and as needed, Section III, Evaluation Methodology, Section IV, Eligibility and Qualification Criteria, Section VI, Requirements, or Section VII, Contract Terms and Conditions, resulting from the First Stage evaluation and clarification meetings, with the objective of enhancing competition without compromising essential project objectives; and

(b) either

(i) invite a Participant to submit an updated Second Stage Tender based on the modifications (if any) of its First Stage Tender, listed in the “Changes Required Pursuant to First Stage Tenders Evaluation” Annex to the Memorandum of the clarification meeting held with the participant; or

(ii) notify a Participant that its First Stage Tender has been rejected as substantially non-responsive, or that the Participant does not meet the minimum qualification requirements set forth in the Tender Document; or

(iii) in exceptional cases, request all Participants to submit revised First Stage Tenders, which will be reiteratively processed in accordance with the ITP above.

24.2 The invitation or notification shall include the following information:

(i) name of each Participant, who submitted a First Stage Tender;

(ii) names of the Participants, who are invited to submit Second Stage Tenders; and

(iii) names of Participants whose Tenders were rejected.

In addition to the above information, the Client shall provide each unsuccessful Participant individually with the particularities of the detailed reasons for the rejection of their respective First Stage Tender.

24.3 After this notification, an unsuccessful Participant may request in writing the Client for a debriefing seeking further explanations on the grounds on which its First Stage Tender was not successful. Upon receiving such a request, the Client shall promptly, and in any case within two weeks, arrange a debriefing.

24.4 The deadline for submission of Second Stage Tenders and the required validity of the Tenders will be specified in the Invitation to submit Second Stage Tender.
## G. Preparation of Second Stage Tenders

25. **Documents Comprising Second Stage Tender**

   25.1 The Second Stage Tender shall comprise the following:

   (a) Letter of Tender with the Covenant of Integrity attached thereto,

   (b) the Appendix to Tender, if appropriate;

   (c) duly authorised power of attorney, indicating that the person(s) signing the tender have the authority to sign it;

   (d) completed forms, furnished as per Section V, Forms;

   (e) confirmation of the Participant’s qualification status, as per Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria, and/or the list of any changes to it that may have occurred between submission the First and Second Stage Tenders;

   (f) in the case of a tender submitted by a JVCA, the JVCA agreement;

   (g) the tender security;

   (h) the final technical proposal, as required in the DS;

   (i) the signed memorandum of the clarification meeting held with the Participant, if any;

   (j) the Price Schedules;

   (k) contract cash flow forecast, as required in the DS; and

   (l) any other documents and the additional information, if so required in the DS.

26. **Letter of Tender - Second Stage**

   26.1 The Participant shall submit the Letter of Tender - Second Stage, which comply with the requirements of the Tender Document, using the forms furnished in Section V, Forms. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

27. **Tender Prices and Discounts**

   27.1 Tender prices quoted by the Participant in the Letter of Tender - Second Stage shall be for the entire scope of the Contract and conform to the requirements specified in the DS.

   27.2 The Participant shall fill in rates and prices for all items of the Price Schedules. Items against which no rate or price is entered by the Participant will not be paid for by the Client and shall be deemed covered by the rates for other items and prices in the Price Schedules.

   27.3 In the Letter of Tender - Second Stage the Participant shall quote any discounts and the methodology for their application.

28. **Currencies of Second Stage Tender**

   28.1 The currency(ies) of the Second Stage Tender shall be as specified in the DS.

29. **Period of Validity of Second Stage Tenders**

   29.1 Second Stage Tenders shall remain valid for the period specified in the Invitation to submit the Second Stage Tender, calculated from the Second Stage Tender submission deadline date prescribed by the Client. A Second Stage Tender valid for a shorter period shall be rejected by the Client as non-responsive.

   29.2 In exceptional circumstances, prior to the expiration of the Second Stage Tender validity period, the Client may request participants to extend the period of validity of their tenders. The request and the responses shall be made in writing. A Participant may refuse the request without forfeiting its tender security. A Participant granting
the request shall not be required or permitted to modify its Second Stage Tender, except as provided in ITP 40.

If a tender security is requested in accordance with ITP 30, the participant agreeing to the request shall also extend validity of the tender security for at least twenty-eight (28) calendar days beyond the validity of the tender.

29.3 In the case of fixed price contracts, if the period of tender validity is extended, the tender price of the successful Participant shall be adjusted up to the date of the contract award, as specified in the request for extension, to arrive at the Contract price. Second Stage Tender evaluation shall be based on the Tender Price without taking into consideration the above adjustment.

30. **Tender Security**

30.1 If so required in the DS, the participant shall furnish with its Second Stage Tender, the original of a tender security, based on the form included in Section V, Forms, or in another substantially similar form approved by the Client prior to Tender submission. In either case, the form must include the complete name of the Participant.

30.2 The tender security amount and currency shall be as specified in the DS.

30.3 The tender security shall be a demand guarantee in any of the following forms at the Participant’s option:

(a) an unconditional guarantee issued by a bank; or
(b) an irrevocable letter of credit; or
(c) a cashier’s or certified check;

The tender security shall be issued by a reputable bank. The issuing bank shall have the minimum credit rating stated in the DS.

30.4 The tender security shall be valid for twenty-eight (28) calendar days beyond the validity of the Tender.

30.5 If a tender security is required pursuant to ITP 30.1, any tender not accompanied by a substantially responsive tender security shall be rejected by the Client as non-responsive.

30.6 If a tender security is required pursuant to ITP 30.1, the tender security of unsuccessful participants shall be returned to them as promptly as possible and in any case (a) immediately after expiration of the validity of their tenders, or (b) once the successful participant has signed the Contract and furnished the performance security, required under the Contract; whichever is the earlier.

30.7 The tender security of the successful Participant shall be returned as promptly as possible once the successful participant has signed the Contract and furnished the performance security, required under the Contract.

30.8 The tender security may be forfeited:

(a) if a participant withdraws its tender during the period of Tender validity specified by the participant in the Letter of Tender or

(b) if the successful participant fails to:

(i) sign the Contract in accordance with ITP 47; or

(ii) furnish the performance security, required under the Contract; or
(iii) accept the correction of arithmetical errors of the tender in accordance with ITP 40.

30.9 The tender security of a JVCA shall normally be in the name of the JVCA that submits the Tender.

The tender security of a JVCA can be in the name of a partner of the JVCA on condition that the tender security clearly specifies the names of all partners of the JVCA and states that the security is submitted for and on behalf of the JVCA.
### H. Submission and Opening of Second Stage Tenders

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| 31. Deadline for Submission of Second Stage Tenders | 31.1 Second Stage Tenders shall be received by the Client at the address indicated in the DS, and no later than the date and time, stated in the Invitation to submit Second Stage Tenders.  
31.2 The Client may, at its discretion, extend the deadline for the submission of tenders by amending the Tender Document in accordance with ITP 9, in which case all rights and obligations of the Client and Participants previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 32. Late Second Stage Tenders | 32.1 The Client shall not consider any Second Stage Tender that arrives after the deadline for submission of the Second Stage Tenders. |
| 33. Second Stage Tender Opening | 33.1 The Client shall conduct the Tender Opening, as described in the DS.  
33.2 The Client shall prepare a record of the Tender Opening that shall include, as a minimum: the name of the Participants, the tender prices, including discounts, if any, the presence (or absence) of tender security, if required pursuant to ITP 30, whether there are any reservations, or withdrawals, or modifications, including details of such modifications, as well as any other information, as the Client may consider necessary.  

A copy of the record shall be distributed to all Participants, who submitted Second Stage Tenders and posted online, when electronic Tendering is used.  
33.3 Tenders, discounts and modifications, which are not mentioned in the record of the Tender Opening shall not be considered for evaluation irrespective of circumstances. |
Section I: Instructions to Participants

I. Second Stage Tenders Evaluation

34. Confidentiality

34.1 Information relating to the evaluation of Second Stage Tenders shall not be disclosed to Participants or any other persons not officially concerned with such process until information on Contract award is communicated to the Participants.

34.2 Any attempt by a Participant to influence the Client in the evaluation of the Second Stage Tenders or Contract award decisions may result in the rejection of its Second Stage Tender.

34.3 Notwithstanding the above, from the time of Second Stage Tender opening to the time of Contract award, if any Participant wishes to contact the Client on any matter related to the tendering process, it should do so in writing.

35. Clarification of Second Stage Tenders

35.1 To assist in the examination, evaluation, and comparison of the Second Stage Tenders and qualification of the Participants, the Client may, at its discretion, ask any Participant for a clarification of its Second Stage Tender, allowing a reasonable time for response. Any clarification submitted by a participant that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing. No change in the prices or substance of the Second Stage Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the Second Stage Tenders, in accordance with ITP 40.

35.2 If a Participant does not provide clarifications of its Second Stage Tender by the date and time set in the Client’s request for clarification, its Tender may be rejected.

36. Determination of Responsiveness

36.1 A substantially responsive Second Stage Tender is one that meets the requirements of the Tender Document and the Invitation to submit Second Stage Tender, including the Annex to the memorandum documenting the clarification meeting entitled “Changes Required Pursuant to First Stage Tenders Evaluation”, without material deviation, reservation, or omission as defined below:

- **Deviation** is a departure from the requirements specified in the Tender Document;
- **Reservation** is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Tender Document; and
- **Omission** is the failure to submit part or all of the information or documentation required in the Tender Document.

A material Deviation, Reservation, or Omission is one that,

(a) if accepted, would:

- (i) affect in any substantial way the scope, quality, or performance of the Requirements as specified in Section VI, Requirements; or
- (ii) limit in any substantial way, inconsistent with the Tender Document, the Client’s rights or the participant’s obligations under the proposed Contract; or

(b) if rectified, would unfairly affect the competitive position of other participants presenting substantially responsive Tenders.

36.2 The Client shall examine the technical aspects of the Second Stage Tender in particular, to confirm that all requirements of Section VI, Requirements, and Section VII, Contract Terms and Conditions, have been met without any material Deviation, Reservation, or Omission.
36.3 The Client shall use the criteria and methodology specified in Section III, Evaluation Methodology. No other evaluation criteria or methodologies shall be permitted.

37. Evaluation of Second Stage Tenders

37.1 The Client’s evaluation of a Tender shall be based on the content of the Second Stage Tender itself, as defined in ITP 25 and clarifications thereof.

37.2 If a Second Stage Tender is not substantially responsive to the requirements of the Tender Document and the Invitation to submit Second Stage Tender, including the Annex to the memorandum documenting the clarification meeting entitled “Changes Required Pursuant to First Stage Tenders Evaluation”, it shall be rejected by the Client and may not subsequently be made responsive by correction of the material Deviation, Reservation, or Omission.

38. Nonmaterial Nonconformities

38.1 Provided that a Second Stage Tender is substantially responsive, the Client may waive any quantifiable nonconformities in the tender that do not constitute material Deviations, Reservations or Omissions.

The cost of all quantifiable deviations or omissions shall be added to the tender price in question. A reasonable estimate of the cost will be made by the Client, taking into consideration the corresponding tender prices of other responsive participants, or other appropriate market prices. Such costs will be at the Client’s sole discretion. A Participant will not be requested or permitted to offer a price adjustment for rectifying such deviations or omissions.

Deviations and other factors that are in excess of the requirements of the Tender Document or otherwise result in unsolicited benefits for the Client shall not be taken into account in tender evaluation.

38.2 Provided that a Second Stage Tender is substantially responsive, the Client may request the Participant to submit any necessary missing information or documentation, within a reasonable period of time, to rectify non-material omissions in the tender. Requested information or documentation on such omissions shall not be related to any aspect of the price of the tender.

Failure of the Participant to comply with the request may result in the rejection of its Second Stage Tender.

39. Evaluation Methodology

39.1 The Client shall use the criteria and methodologies indicated in Section III, Evaluation Methodology. No other evaluation criteria or methodologies shall be permitted.

40. Correction of Arithmetical Errors

40.1 Provided that the Second Stage Tender is substantially responsive, the Client shall correct arithmetical errors on the following basis:

(a) Where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail and the latter will be corrected accordingly;

(b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Client there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected accordingly;

(c) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
Section I: Instructions to Participants

(d) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

40.2 If a Participant does not accept the correction of errors, its Second Stage Tender shall be declared non-responsive and rejected and its tender security may be forfeited.

41. Conversion to Single Currency

41.1 For evaluation and comparison purposes, the currency(ies) of the Second Stage Tender shall be converted into a single currency, as specified in Section III, Evaluation Methodology.

42. Tender Adjustments

42.1 For the evaluation and comparison purposes the Client shall adjust the Tender prices using the methodology specified in Section III, Evaluation Methodology.

43. Qualification of the Participant

43.1 The Client shall determine to its satisfaction whether the participant that is selected as having submitted the most economically advantageous and substantially responsive Second Stage Tender meets the qualifying criteria specified in Section IV, Eligibility and Qualification Criteria.

43.2 The determination shall be based upon an examination of information submitted by the Participant, pursuant to ITP 25.

43.3 An affirmative determination shall be a prerequisite for award of the Contract to the Participant. A negative determination shall result in disqualification of the Second Stage Tender, in which event the Client shall proceed to the next most economically advantageous Second Stage Tender (as was determined pursuant to the methodology, specified in Section III, Evaluation Methodology) to make a similar determination of that Participant’s qualifications to perform the Contract satisfactorily.

43.4 Notwithstanding the provisions of ITP 43.3, the Client reserves the right to waive any minor deviations from the qualifying criteria specified in Section IV, Eligibility and Qualification Criteria that do not materially affect the capability of the Participant to perform the Contract.

44. Client’s Right to Accept Any Tender, and to Reject Any or All Tenders

44.1 The Client reserves the right to accept or reject any tender, and to annul the Tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to participants. In case of annulment, all tenders submitted and especially, tender securities, shall be promptly returned to the Participants.
Section I: Instructions to Participants

J. Award of contract

45. Award Criteria

45.1 The Client shall award the Contract to the participant whose Second Stage Tender is substantially responsive to the requirements of the Tender Document and has been determined to be the most economically advantageous (as was determined pursuant to the methodology, specified in Section III, Evaluation Methodology), provided further that the Participant is determined to be qualified to perform the Contract satisfactorily.

46. Notification of Award

46.1 Prior to the expiration of the period of Second Stage Tender validity, the Client shall notify the successful Participant, in writing, that its Second Stage Tender has been accepted. This notification of award shall be issued in the form of the Letter of Acceptance, included in Section VII, Contract Terms and Conditions.

46.2 Within seven (7) calendar days of the Participant’s receipt of the notification of award, the Participant shall acknowledge it to the Client in writing. The Participant shall enclose to the acknowledgment the details of the bank account(s) to be used for the purpose of receiving payments due under the Contract.

Such details shall be provided in the format required in the Letter of Acceptance.

The bank account(s) shall be held in the name of the Participant and be located either in the Participant's country of incorporation or domicile, as applicable, or in the country, where the Contract is implemented.

In case of a JVCA, such account(s) shall be in the name of any partner and shall be located in such partner's country of incorporation or domicile, as applicable, or in the country where the Contract is implemented.

The Bank will not make payments to a bank account in a jurisdiction which is deemed by the Financial Action Task Force, hereinafter referred to as the "FATF", to be on the list of non-cooperative countries or territories.

46.3 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

46.4 On the same date as notifying the successful Participant, the Client shall also notify all other Participants of the results of the Tendering, stating the Tender and the resulting Contract title, and providing the following information: (i) name of each Participant, who submitted Second Stage Tender; (ii) their tender prices as read out at Second Stage Tender opening; (iii) respective evaluated prices of each Second Stage Tender; (iv) names of Participants whose Second Stage Tenders were rejected; and (v) the name of the winning Participant, and the contract price, as well as the duration and the title of the Contract awarded.

At the same time, the Client shall send the above information for publication on the Bank’s website.

46.5 In addition to the above information, the Client shall provide each unsuccessful Participant individually with the particulars of the calculation of their respective evaluated tender price, or the detailed reasons for the rejection of their respective Second Stage Tender, as appropriate.

After receipt of the above notification, an unsuccessful Participant may request, in writing, the Client for a debriefing seeking further explanations on the grounds on which his Second Stage Tender was not selected. Upon receiving such a request, the Client shall promptly, and, in any case within two weeks, arrange a debriefing.

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1 The current FATF list of Non-Cooperative Countries or Territories (the list of High-Risk Jurisdictions subject to a Call for Action), can be found on the following web-page:
47. Signing of Contract Agreement

47.1 Pursuant to ITP 46, and promptly upon receipt of the winning Participant’s acknowledgement of the notification of award and the bank account details, the Client shall sign the Contract Agreement and send the successful Participant the complete Contract.

47.2 Within fourteen (14) calendar days of receipt of the Contract, the successful Participant shall sign, date, and return it to the Client.

47.3 Upon signing the Contract, the successful Participant shall provide the Performance Security, as per the Contract Terms and Conditions.
### K. Complaints

48. **Complaint Procedure**

48.1 In the event that any Participant wishes to submit a formal complaint with regard to any aspect of the procurement process, the Participant shall follow the procedures, which can be found at the following link:

Section II, Data Sheet (DS)

Section II, Data Sheet, provides the specific information in relation to corresponding paragraphs in Section I, Instructions to Participants, and must be prepared by the Client for each specific procurement.

The Client should specify in the Data Sheet information and requirements specific to the circumstances of the Client, the procurement process, the applicable rules regarding the evaluation of tenders and qualification of the participants that will apply to the tenders.

In preparing Section II, Data Sheet, the following aspects should be verified:

(a) Information that specifies and complements provisions of Section I, Instructions to Participants, must be incorporated;

(b) Amendments and/or supplements, if any, to provisions of Section I, Instructions to Participants, as necessitated by the circumstances of the specific procurement, must also be incorporated.

Where tenders are being invited for a number of contracts, suitable wording should be introduced, to allow participants to apply for individual contracts or groups of contracts.

Boxed guidance notes and provisions in italics font are illustrative provisions containing instructions and guidance which the drafter should follow. They are not part of the text, and should not be included in the final Tender Document.

All reference numbers provided in this Section shall be construed as reference numbers in Section I, Instructions to Participants.

Provisions entitled “EXAMPLE” in this Section are optional and may be revised, supplemented and included in the final Tender Document at the Client’s discretion.
A. General

ITP 1 Scope of Tender

ITP 1.1 The Client is: [specify the name of the Client]

The Project is: [specify the name of the Project]

The title of the Tender process is: [insert complete title]

The identification number of the Tender process is: [insert identification number]

The number of contracts (lots) and titles of contracts, for which the Tender Document are issued: [insert the number of contracts and list their titles]

The applicable version of the PPR is [insert the edition of the applicable PPR]

The estimated cost of the contract should not be disclosed in the Data Sheet

ITP 2 Source of Funds

ITP 2.1 The Borrower: [specify the name of the Borrower], as appropriate

The Grant Recipient is: [specify the name of the Grant Recipient], as appropriate

[If necessary, provide additional information regarding the source or form of funds, the relationships between the Borrower and the Client or the Beneficiary of the funds]

ITP 2.2 [If necessary, provide information regarding the payment arrangements, if different from the ones described elsewhere in the document]

ITP 3 Prohibited Practices

ITP 3.6 The applicable version of the EPP is [insert the edition of the applicable EPP]

ITP 4 Eligible Participants

ITP 4.2 [Provide specific information, if there are any eligibility restrictions]

ITP 4.9 Request for a change in the status of the prequalified Participant shall be received by the Client not later fourteen (14) days prior to the deadline for tender submission.

ITP 6 Language of Tender

Unless otherwise agreed with the Bank, procurement documentation, including all published procurement notices, shall be prepared and issued by the Client in one of the Bank’s working languages. In the interest of broad competition as well as economy and efficiency, the Client may
prepare further sets, or parts, of the Tender Documentation in the local language, in order to assist local firms in tendering.

All documents required by the Bank for review and notification purposes shall be submitted to the Bank in English. In the event of a procurement complaint, the Bank may also require certified English translations of the relevant documents. The Bank will determine on the basis of such English language documentation whether procurement has been carried out in accordance with procedures.

ITP 6.1 The language of the Tender is: [insert language]
B. Contents of Tender Document

ITP 8
Clarification of Tender Document, Site Visit, Pre-tender meeting

ITP 8.1
For clarification purposes only, the Client’s contact details are:

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]
Postal Code: [Insert postal code, if applicable]
Country: [Insert name of country]

Alternatively, the requests for clarifications may be sent to the Client’s address below:

E-mail address: [Insert e-mail address]

Clients wishing to use e-tendering, shall provide a description of the electronic clarification procedure.

ITP 8.1
All requests for clarifications shall be sent to the Client as follows:
[Describe the electronic clarification procedure]

ITP 8.1
Requests for clarification shall be received by the Client no later than [Insert number of calendar days], prior to the deadline for submission of tenders

The deadline for clarification requests would normally be set at a date no later than 14 calendar days prior to the deadline for submission of tenders.

ITP 8.4
A clarification meeting [Insert “will” or “will not”] take place.

[If applicable]

The clarification meeting will take place in

Place: [Insert place, if applicable]
on the following date:

Date: [Insert date, if applicable]
Time: [Insert time, if applicable]

A site visit conducted by the Client [Insert “will” or “will not”] be organised.

[If applicable]

The site visit will take place in

Place: [Insert place, if applicable]
on the following date:

Date: [Insert date, if applicable]
Time: [Insert time, if applicable]
Clarification meeting and site visit, if any, should normally take place at least 28 calendar days prior to the deadline for the First Stage Tender submission and in any case prior to the deadline for clarification requests specified in ITP 8.1 above in respect of the First Stage Tender.

Clients are recommended to arrange site visit, if any, prior to holding the clarification meeting.
C. Preparation of First Stage Tenders

**ITP 10**  
Documents Comprising the First Stage Tender

**ITP 10.1** The Participant’s technical proposal shall include the following:

(i) the Base Programme, which shall include the order in which the Participant intends to carry out the works, including the anticipated timing of each stage of design (if any), procurement, manufacture of plant, delivery to the site, construction, erection and testing;

(ii) the Environmental, Social, Health and Safety plan for the Contract;

(iii) the procurement and logistics plan;

(iv) the list of the Contractor’s key personnel proposed for the Contract;

(v) the list of the major Contractor’s equipment;

(vi) the list of planned subcontractors;

(vii) the list of suppliers/vendors for major items materials and plans;

(viii) the list of the bank(s) proposed for issuing the securities under the Contract;

(ix) the list of insurance company(ies) proposed for provision of insurance policies under the Contract;

[List further additional information, as appropriate]

**ITP 10.1** A participant shall also provide the following information with the Tender:

(i) licences (permissions) for the following activities:

   [list specific activities which by law are subject to licensing/permission by authorities which are necessary for implementing the Contract]

(ii) evidence of participation (membership) in self-regulating associations;

(iii) information on debarment resulting from contracts completed or under execution by the Participant for the period, stated in the methodology and relevant criteria, specified in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria;

(iv) the names and addresses of the Participant’s bank(s);

(v) the authorisation allowing the Client to request verification from the Participant’s bank(s) and clients;

(vi) annual financial statements, supported by audit statements or tax returns/acceptance by the tax authorities for the period, stated in the methodology and relevant criteria, specified in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria;

(vii) complete information on any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the Participant for the period, stated in the methodology and relevant criteria, specified in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria;

(viii) complete information on any termination of contracts (with an indication of the causes of the termination and the parties involved) completed or under execution by the Participant for the for the period, stated in the methodology and relevant criteria, specified in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria;

(ix) Environmental, Social, Health and Safety certificates, in-house policies and procedures;

(x) If a Participant refers to the experience and capability of the parent company in order to meet the qualification requirements, the participant shall also provide:

   (a) the parent company guarantee; and

   (b) written confirmation authorising the signatory of the parent company guarantee.
[List further additional information, as appropriate]

In the event that prequalification of potential Participants has been undertaken the above list shall be appropriately modified

ITP 12 Alternative Tenders

ITP 12.1 [Please state if alternative tenders shall not be permitted, otherwise delete the reference to ITP 12]

ITP 14 Period of Validity of First Stage Tenders

ITP 14.1 Insert the number of days deemed appropriate. The period should be minimal, but at the same time sufficient to permit completion of evaluation and comparison of tenders, review of the evaluation report by the Bank, as required, obtaining of all necessary approvals and send the invitation to submit Second Stage Tender.

Typically, the validity period should be 60 to 90 days. A realistic period should be specified in order to avoid the need for extensions.

The tender validity period shall be: [insert the number of days] calendar days from the date of the First Stage Tenders opening.
D. General Rules for Submission of Tenders

**ITP 15** Format and Signing of Tender

In addition to the original version of the tender, the number of copies required is: [insert number of copies].

**ITP 16** Submission of Tenders

**ITP 16.1** Procedures for submission, sealing and marking are as follows:

The Participant submitting tender by mail or by hand shall enclose the original and copies of the tenders in separate sealed envelopes. The envelopes shall be duly marked as “ORIGINAL” and “COPY”. These envelopes shall then be enclosed in one single package and sealed;

The inner and outer envelopes shall:

(a) bear the name and address of the Participant;

(b) be addressed to the Client, as per the respective provisions of ITP;

(c) bear the specific identification of this Tendering process; and

(d) bear a warning not to open before the time and date for Tender Opening.

If envelopes and packages are not sealed and marked as required, the Client will assume no responsibility for the misplacement or premature opening of the tender.

*Where electronic submission is used, details of the electronic submission shall be provided and the above provisions relating to hard copy submission shall be deleted.*

**ITP 16.1** Participants submitting their tenders electronically shall follow the procedure below:

[describe the electronic tender submission].

**ITP 17** Withdrawal and Modification of Tenders

**ITP 17.1** A Participant may withdraw or modify its tender after it has been submitted by sending a written notice, duly signed by an authorised representative, and shall include a copy of the authorisation. The corresponding modification of the Tender shall be enclosed to the respective written notice. All notices must be prepared and submitted in accordance with ITP 16 with a number of copies, as per ITP 15, and in addition, the respective envelopes shall be clearly marked “Withdrawal,” or “Modification”.

Tenders requested to be withdrawn shall be returned to the Participants as soon as practicable.

*Clients, wishing to use e-tendering, shall provide a description of the electronic withdrawal/modification procedures.*

**ITP 17.1** Participants submitting their tenders electronically shall follow the withdrawal/modification procedure as follows:

[describe the electronic withdrawal/modification procedure]
## E. Submission of First Stage Tenders

**ITP 18** Deadline for Submission of First Stage Tenders

For First Stage Tenders submission purposes the Client’s address is:

- **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]
- **Postal Code:** [insert postal code]
- **Country:** [insert name of country]

The deadline for First Stage Tenders submission is:

- **Date:** [insert date (as day, month, and year)]
- **Time:** [insert the time and time zone]

**ITP 19** Late First Stage Tenders

**ITP 19.1** [Please state if late First Stage Tenders may be considered]

**ITP 20** First Stage Tender Opening

The date of the First Stage Tender Opening shall be the same as for the deadline for tender submission specified under ITP 18.1 above.

The time specified for First Stage Tender Opening should normally be the same as for the deadline for First Stage Tender submission or promptly thereafter.

**ITP 20.1** The Client shall conduct the First Stage Tender Opening at

- **Date:** [insert the date]
- **Time:** [insert the time]

in the presence of Participants’ designated representatives, who chooses to attend, and at the address specified below:

The Tender 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]
- **Postal Code:** [insert postal code]
- **Country:** [insert name of country]
First, submissions marked “Withdrawal” shall be read out and the corresponding tenders shall not be opened, but returned to the Participants. No tender withdrawal shall be considered unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal.

Next, submissions marked “Modification” shall be opened and read out with the corresponding tender. No tender modification shall be permitted unless the corresponding modification notice contains a valid authorisation to request the modification.

The Client shall open all other tenders one at a time and read out: the name of the Participants, alternatives, if any, or withdrawals, or modifications, including details of such modifications, as well as any other information, as the Client may consider necessary.

No tenders shall be rejected at the First Stage Tender Opening.

Clients, wishing to use e-tendering, shall provide a description of the electronic tender opening procedure.

The Client will apply the following procedure for the First Stage Tender Opening:

[describe the electronic tender opening procedure]
G. Preparation of Second Stage Tenders

ITP 25 Documents Comprising the Second Stage Tender

ITP 25.1 The Participant’s final technical proposal, as per the Annex to the Memorandum of clarification meeting, entitled “Changes Required Pursuant to First Stage Tenders Evaluation”.

It shall also include the following:

(i) the Base Programme, which shall include the order in which the Participant intends to carry out the works, including the anticipated timing of each stage of design (if any), procurement, manufacture of plant, delivery to the site, construction, erection and testing;

(ii) the Environmental, Social, Health and Safety plan for the Contract;

(iii) the procurement and logistics plan;

(iv) the list of the Contractor’s key personnel proposed for the Contract;

(v) the list of the major Contractor’s equipment;

(vi) the list of planned subcontractors;

(vii) the list of suppliers/vendors for major items materials and plans;

(viii) the list of the bank(s) proposed for issuing the securities under the Contract;

(ix) the list of insurance company(ies) proposed for provision of insurance policies under the Contract;

[List further additional information, as appropriate]

ITP 25.1 A Participant shall provide the Contract cash flow forecast based on [monthly] intervals, corresponding to the Base Programme.

ITP 27 Tender Prices and Discounts

Price adjustment is mandatory for contracts which provide for the Time of Completion exceeding 18 months.

ITP 27.1 The prices quoted by the Participant shall be: [insert either “fixed during the performance of the Contract”, or “subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract”]

The rates and prices and the total Tender Price shall all duties, taxes, and other levies payable by the Contractor under the Contract, as of the date 28 days prior to the deadline for submission of Tenders.

Modify the wording above if any taxes or duties, shall not be included in the Tender Price.

ITP 28 Currency(ies) of the Tender

ITP 28.1 The prices shall be quoted by the Participant entirely in [specify the currency of the tender].

Modify the wording above if the tender price may be quoted in any [specific] currencies.

ITP 30 Tender Security

ITP 30.1 Insert the amount deemed appropriate. The amount shall be expressed as a fixed amount. Tender security shall be normally in the range of 1-3 per cent of the estimated Contract price.

A tender security [insert “is” or “is not”] required.
If a tender security is required

The tender security shall be equivalent of [insert amount in figures and words and currency]. The issuing bank of the tender security shall have a minimum credit rating of: [insert details of minimum credit rating or delete this provision]

ITP 30.2 If a tender security is required

The tender security amount and currency shall be [insert amount in figures and words and currency], or its equivalent in a freely convertible currency.

[If a tender security is not required, state “N/A”]

ITP 30.3

The issuing bank of the tender security shall have a minimum credit rating of: [insert details of minimum credit rating]

[If a tender security is not required, state “N/A”]
H. Submission and Opening of Second Stage Tenders

ITP 31 Deadline for Submission of Second Stage Tenders

ITP 31.1 For Second Stage Tenders submission purposes the Client’s address is:

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]
Postal Code: [insert postal code]
Country: [insert name of country]

ITP 33 Second Stage Tender Opening

The date of the Second Stage Tender Opening shall be the same as for the deadline for tender submission specified in the Invitation to Submit Second Stage Tender.

The time specified for Second Stage Tender Opening should normally be the same as for the deadline for Second Stage Tender submission or promptly thereafter.

ITP 33.1 The Client shall conduct the Second Stage Tender Opening at

Date: [insert the date]
Time: [insert the time]

in the presence of Participants’ designated representatives, who chooses to attend, and at the address specified below:

The Tender 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]
Postal Code: [insert postal code]
Country: [insert name of country]

First, submissions marked “Withdrawal” shall be read out and the corresponding tenders shall not be opened, but returned to the Participants. No tender withdrawal shall be considered unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal.

Next, submissions marked “Modification” shall be opened and read out with the corresponding tender. No tender modification shall be permitted unless the corresponding modification notice contains a valid authorisation to request the modification.

The Client shall open all other tenders one at a time and read out: the name of the Participants, the tender prices, including discounts, if any, the presence (or absence) of tender security, if required pursuant to ITP 30, whether there are any reservations, or withdrawals, or modifications, including details of such modifications, as well as any other information, as the Client may consider necessary.

No tenders shall be rejected at the Tender Opening, except for late tenders, which shall be returned unopened to the Participant.

Clients, wishing to use e-tendering, shall provide a description of the electronic tender opening procedure.
The Client will apply the following procedure for the Second Stage Tender Opening:

[describe the electronic tender opening procedure]
Section III: Evaluation Methodology

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A. Tenders Evaluation Methodology

A.1 Evaluation of First Stage Tenders

1.1 Preliminary Examination

First Stage Tenders will be examined to check that all documents required by the Tender Document have been submitted and are included in the individual tenders.

Where appropriate, subject to the provisions of ITP 22, the Client may request a Participant to submit any necessary missing information or documentation, within a reasonable period of time.

First Stage Tenders that are not substantially responsive to the requirements of the Tender Document shall not be considered further and will be deemed to be rejected.

1.2 Verification of Qualification

The Client shall determine to its satisfaction whether the Participants submitting substantially responsive First Stage Tenders meets the eligibility and qualification requirements, specified in Section IV, Eligibility and Qualification Criteria, as per the methodology, defined in Part B Section III, Evaluation Methodology.

The determination shall be based upon an examination of the documentary evidence of the Participant’s qualifications submitted by the Participant pursuant to the requirements of ITP 10 and ITP 13.

The Client may waive any minor deviations from the qualification criteria, especially in respect of those ones, which can be corrected in future.

First Stage Tenders from Participants, who do not substantially meet the qualification criteria, shall be rejected.

1.3 Detailed Examination

First Stage Tenders accepted for further examination to verify that they are in order. Such verification shall include ensuring documents are correctly signed, validity period is correct, forms contain all the required information etc.

To assist in the examination, evaluation, and comparison of the Tenders and qualification of the participants, subject to the provisions of ITP 22, the Client may, at its discretion, ask any Participant for a clarification of its Tender, allowing a reasonable time for response.

Where appropriate, subject to the provisions of ITP 22, the Client may request a Participant to submit any necessary missing information or documentation, within a reasonable period of time.

The Client will also evaluate any alternatives offered by the Participant.

The Client shall also review and analyse the Participant’s comments to the requirements of the Tender Document.

Evaluation of the First Stage Tenders shall be carried out with focus on meeting the requirements of Section VI, Requirements, and Section VII, Contract Terms and Conditions.

1.4 Clarification Meetings

Further to the clarification process described above, the Client may conduct clarification meetings with each or any Participant to clarify any aspects of its First Stage Tender that require explanation and its comments, if any, to the Tender Document. During these meetings, the Client may also clarify to and discuss with the Participants any part of the Tender Document.

During the clarification meetings the Client shall not discuss with the Participant First Stage Tenders of other Participants.
Upon the discussions the Client shall bring to the attention of the Participant any amendments or changes to the First Stage Tender, which the Client may require.

The Client will also advise the Participant of any exceptions or deviations in the First Stage Tender that are unacceptable and that are to be withdrawn in the Second Stage tender, and of such exceptions or deviations that the Client finds acceptable.

The key conclusions of the clarification meeting shall be documented in the Memorandum of clarification meeting.

All amendments or changes to be made by the Participant shall be listed in an Annex to the Memorandum, entitled “Changes Required Pursuant to First Stage Tenders Evaluation” and will be formally notified to the Participant as part of the Invitation to submit a Second Stage Tender.

1.5 Finalisation of Evaluation of First Stage Tenders

All Participants, who submitted First Stage Tenders, which are found substantially responsive to the requirements of the Tender Document, or further the clarification meetings, can be modified to meet such requirements, shall be invited to submit Second Stage Tenders.

First Stage Tenders that are found after detailed examination not to be substantially responsive to the requirements of the Tender Document shall be rejected.

Upon conclusion of the clarification meetings and overall evaluation of First Stage Tenders, the Client may modify the Tender Document, as needed.

Notwithstanding the above, in exceptional cases, the Client may substantially revise the Tender Document and request all the Participants to resubmit their First Stage Tenders.
A.2 Evaluation of Second Stage Tenders

2.1 Preliminary Examination
Second Stage Tenders will be examined to check that all documents required by the Tender Document and the respective Invitation to submit Second Stage Tender, have been submitted and are included in the individual tenders.

Where appropriate, subject to the provisions of ITP 35, the Client may request a Participant to submit any necessary missing information or documentation, within a reasonable period of time.

Second Stage Tenders that are not substantially responsive to the requirements of the Tender Document or the respective Invitation to submit Second Stage Tender, shall not be considered further and will be deemed to be rejected.

2.2 Detailed Examination
Second Stage Tenders accepted for further examination to verify that they are in order. Such verification shall include ensuring documents are correctly signed, validity period is correct, the tender security is substantially responsive (is in an acceptable format and amount), forms contain all the required information etc.

To assist in the examination, evaluation, and comparison of the Second Stage Tenders and qualification of the Participants, subject to the provisions of ITP 35, the Client may, at its discretion, ask any Participant for a clarification of its Second Stage Tender, allowing a reasonable time for response.

Where appropriate, subject to the provisions of ITP 38, the Client may request a Participant to submit any necessary missing information or documentation, within a reasonable period of time.

Second Stage Tenders that are found after detailed examination not to be substantially responsive to the requirements of the Tender Document shall be rejected.

2.3 Correction of Arithmetical Errors
The Client shall check the arithmetic and correct any arithmetical errors of the Second Stage Tenders, which passed the detailed examination and shall correct any errors in accordance with the provision of ITP 30.

2.4 Adjustment for Provisional Sums
For the purposes of comparison and evaluation of tenders, the provisional sums and contingencies, if any, shall be excluded from the evaluated tender price.

2.5 Discounts
The Client will adjust the tender price, using the methodology prescribed by the Participant in his Letter of Tender - Second Stage.

In the event of any ambiguity in the Participant’s methodology, the benefit of the doubt shall be given to the Client. If a Participant does not accept the Client’s determination, its tender shall be declared non-responsive and its tender security may be forfeited.

2.6 Conversion to a Single Currency
For evaluation and comparison purposes, the Client shall convert the corrected tender prices to a single currency [state currency] at the selling rates established by the [state the bank, relevant to the currency] on the date of the Tender Opening [or 28 calendar days prior to the Tender Opening date].

2.7 Commercial and Technical Evaluation and Adjustments
The Client shall evaluate the legal, commercial and technical components of tenders in respect of the requirements of Section VI, Requirements, and Section VII, Contract Terms and Conditions, based on the information submitted pursuant to the requirements of ITP 25.

Tenders that are not substantially responsive to the requirements of the Tender Document or the Invitation to submit Second Stage Tender shall not be considered further and shall be rejected.
The Client’s estimated cost of all quantifiable nonmaterial deviations or omissions shall be added to the applicable tender price based on the corresponding tender prices of other responsive participants or other appropriate market prices.

Moreover, the Client shall apply further adjustments to calculate the evaluated tender price:

**EXAMPLE:**

The Client requires the Works covered under this Tender Document to be completed within the Time for Completion specified in the Contract.

*Participants offering completion beyond this time will be rejected as non-responsive. Equally, no benefits will be given for early completion*

or

*For evaluation purposes an adjustment will be calculated for each Participant offering completion of the Works beyond the Time for Completion (the base) stated in the Contract at (____) percent of the corrected tender price, exclusive of the provisional sums and contingencies, for each day of delay beyond the base and such adjustment will be added to the corrected tender price, up to a maximum of (____) per cent. Similarly, for early completion (____) percent of the corrected tender price, exclusive of the provisional sums and contingencies, will be deducted from the corrected tender price for each day of early completion prior to the base, up to a maximum of (___) per cent*

The above adjustment rate for the evaluation shall correlate with the rate of delay damages for later completion of the works specified in the Contract.

The adjustment can be made either as a percentage of the tender price or a fixed amount, denominated in the currency used for the comparison of tenders.

*EXAMPLE:*

**Performance and/or Productivity of the Works**

Participants shall state the guaranteed performance or efficiency in response to the Requirements.

For each drop in the performance or efficiency below the Requirement, an adjustment of (________) will be added to the tender price for evaluation purposes, similarly better performance of the Goods will lead to deduction of the tender price for evaluation purposes, using the following methodology: [specify methodology]

**EXAMPLE:**

**Operating and Maintenance Costs:**

Since the operating and maintenance costs of the Goods form a major part of the life cycle costs of the equipment, these costs will be evaluated in accordance with the following criteria:

(i) Operating Costs: energy cost (and/or other inputs) shall be based on (____) hours of operation per year for (____) years at an energy price of (________) [currency of the tenders evaluation];

(ii) Maintenance Costs: spare parts costs (and/or other inputs) shall be based on (____) hours of operation based on the guaranteed figures provided by the Participant in response to (________) of the Requirements;

(iii) the considered time period is (____) years;

(iv) all future costs will be discounted to present value at an annual discount factor of (___) percent.]

**2.8 Determination of the Evaluated Tender Price**

The Client will determine for each tender the evaluated tender price by adjusting the tender price as follows:

(i) Making any correction for arithmetical errors;

(ii) Adjusting for the provisional sums and contingencies;

(iii) Applying the discounts offered, if any, by the Participant;
Section III: Evaluation Methodology

(iv) Converting, if applicable, into the common evaluation currency;
(v) Adding the cost of quantifiable non-material deviations and omissions;
(vi) Adjusting for savings of alternative technical proposals, if permitted;
(vii) Adjusting for alternative time for completion, as appropriate if permitted;
(viii) Adjusting by applying further evaluation factors.

The most economically advantageous tender is the tender, which has the \textit{highest NPV based} evaluated tender price.

2.9 Unbalanced or Abnormally Low Tenders

If in the opinion of the Client, the Second Stage Tender which results in the most economically advantageous priced, is seriously unbalanced or front loaded or determined to be abnormally low, the Client may require the Participant to produce detailed price analyses for any or all items of the Price Schedules, and supplementary evidence, to demonstrate the internal consistency of those prices with the information provided in the Participant’s technical proposal.

After evaluation of the price analyses, and taking into consideration the Contract cash flow forecast, in the event that the Client still considers that the Second Stage Tender is seriously unbalanced or front loaded, he shall clarify his concerns with the Participant in writing.

In the event that the Participant subsequently unable to demonstrate beyond reasonable doubt its capability to perform the contract for the offered price, the Second Stage Tender shall be rejected as non-responsive.

2.10 Verification of Qualification

The Client shall determine to its satisfaction whether the Participant that is selected as having submitted the most economically advantageous and substantially responsive Second Stage Tender meets the eligibility and qualification criteria and requirements, specified in Section IV, Eligibility and Qualification Criteria, as per the methodology, defined in Part B of Section III, Evaluation Methodology.

The determination shall be based upon an examination of the statement and documentary evidence of the Participant’s qualifications submitted by the Participant pursuant to the requirements of ITP 25 and ITP 10 respectively.

An affirmative determination shall be a prerequisite for award of the Contract to the Participant. A negative determination shall result in disqualification of the Second Stage Tender, in which event the Client shall proceed to the next most economically advantageous and substantially responsive Tender to make a similar determination of that Participant’s qualifications to perform the Contract satisfactorily.

2.10 Award of Contract

The Client shall award the contract to the qualified Participant submitting the most economically advantageous tender, substantially responsive to the requirements of the Tender Document and the respective Invitation to submit Second Stage Tender.

\textit{This provision is to be used where tenders are invited for a number of contracts/lots and Participants have been invited to offer discounts for the award of more than one Contract.}

The Client will award the Contracts to the Participants, whose tenders have been determined to be substantially responsive and the combination of these evaluated tender prices provides for the most economically advantageous price cumulatively, provided further that the Participants are determined to be qualified to perform the Contracts satisfactorily.
Section III: Evaluation Methodology

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B. Qualification Requirements

To be qualified for the Contract award, a Participant must demonstrate to the Client that it substantially meets all eligibility criteria, defined in ITP 4, as well as the qualification criteria specified in Section IV, Eligibility and Qualification Criteria, and defined below:

**EXAMPLE:**

Financial Situation

The financial information shall be provided for the time periods stated in Section IV, Eligibility and Qualification Tables.

The monetary values in the respective Forms shall be expressed in equivalent of [specify the currency].

The values in other currencies than the defined currency should be recalculated into the above stated currency, based on the exchange rate as set by [state the bank, relevant to the currency] on the 1st of July of each year reported.

The values of the projected assets, unencumbered real assets, planned lines of credit, and other financial means, as well as liabilities and commitments for the period of the expected contract implementation, shall be recalculated into the above stated currency, using the exchange rates, set by the above mentioned bank, as of the date the Invitation for Tender.

The submitted annual financial statements for the required period must demonstrate the soundness of the Participant's financial position, showing long term profitability. Consistent losses or a risk of insolvency shown in the accounts may be cause for the disqualification of the Participant.

The Participant shall have the financial resources free of ongoing obligations and/or pending contract awards, for which the Participant shall provide information.

The Client may reject the tender if the level of the confirmed commitments to be carried out in parallel with the Contract exceeds the Participant’s annual turnover for the previous year by a factor of [insert the figure].

Where necessary, the Client may make inquiries with the Participant's banks.

Experience

The Participant shall meet the minimum criteria for general, management and specific experience for the time period stated in Section IV, Eligibility and Qualification Criteria.

Where necessary, the Client may make inquiries with the Participant's clients in respect of the reference projects/contracts.

**Environmental, Social, Health and Safety (ESHS)**

The Participant shall meet the criteria for ESHS records and experience for the time periods stated in Section IV, Eligibility and Qualification Criteria.

Historical Contract Non-Performance

The information in respect of litigation and/or arbitration shall be provided for the time period stated in Section IV, Eligibility and Qualification Criteria, including any pending litigations and/or arbitration.

A consistent history of litigation and/or arbitration awards against the Participant or any partner of a JVCA or their non-performance under the contracts may result in rejection of the tender.
Moreover, if a Participant, following the judicial proceedings provided for adequate due process, is formally debarred from contracting activities by the law or official regulation of the Client’s country or by the Bank, and the Client may not enter into a contract with such Participant, the Client may reject the tender.

This determination shall be based solely on fully settled disputes or litigations. A fully settled dispute or litigation is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract, and where all appeal instances available to the Participant have been exhausted.

**Specific Requirements with regard to JVCA**

JVCAs must satisfy the following minimum qualification requirements:

(a) the JVCA must satisfy collectively all the qualification criteria, for which purpose the relevant figures for each of the partners shall be added to arrive at the JVCA’s total capacity;

(b) each partner of JVCA shall fully satisfy the requirements with regard to the soundness of the financial position and non-performance history. They also shall individually meet the share/percentage of certain qualifying criteria, as stated in Section IV, Eligibility and Qualification Criteria.

**Subcontractors/Sub-suppliers**

In case, where the Participants plan to use specific suppliers and/or subcontractors for major and/or specialized items or services/works, the Participants shall specify the names and qualifications of such specialist subcontractors.

These services/works or supplies are those in excess of [insert percentage] percent of the estimated value of the Contract and/or any of the specific operations and services/works.

| The percentage shall normally be not less than 10 per cent. |

To be prequalified for tendering for the Contract, the Participants must demonstrate to the Client that the suppliers and subcontractors proposed by them for the above mentioned services/works substantially satisfy the following requirements:

- the Participant’s subcontractors shall have successful experience in the execution of at least [insert the number] contracts of a nature, complexity and magnitude comparable to the services/works/supply proposed for subcontracting within the last [insert the number] years;
- shall have sufficient capabilities with respect to personnel, equipment, and supply or construction;
- shall have sound financial position, showing long term profitability.

Should a subcontractor be determined to be unqualified or otherwise unacceptable, the tender shall not be rejected, but the Participant shall be required to substitute the proposed subcontractor with an acceptable one.

**Equipment Availability**

The Participant shall own, or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the key items of equipment, listed in Section IV, Eligibility and Qualification Criteria, being in full working order, and must demonstrate that they will be available for use in the contract.

If in his technical proposal the Participant has listed alternative equipment to use for the Contract, the Client shall review the explanation of the proposal to satisfy himself that the Contract may be completed on time.

Should the equipment proposed be not available for the time required for the Contract implementation, the tender may be rejected.

**Personnel Capabilities**

The Participant shall provide suitably qualified personnel to the positions listed in Section IV, Eligibility and Qualification Criteria.

For each position Participant shall supply information in the relevant form on a main candidate and an alternate, each of whom should meet the experience requirements specified in Section IV, Eligibility and Qualification Criteria.
Should a person be determined to be unqualified or otherwise unacceptable, the tender shall not be rejected, but the Participant shall be required to substitute the proposed person with an acceptable one.
## Section IV: Eligibility and Qualification Criteria

In order to demonstrate compliance with the qualification criteria, the Participant shall provide all the requested information in accordance with the forms provided in Section V, Forms.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Requirement</th>
<th>Single Entity</th>
<th>Joint Venture, Consortium or Association</th>
<th>Each Other Partner</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All partners combined</td>
<td>The Lead Partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Conflict of Interest</td>
<td>No conflicts of interests, as described in ITP 4.3</td>
<td>Must meet requirement</td>
<td>N/A</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>1.2 Bank Ineligibility</td>
<td>Compliance with conditions of ITP 4.5</td>
<td>Must meet requirement</td>
<td>N/A</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>1.3 Affiliation</td>
<td>Compliance with conditions of ITP 4.6</td>
<td>Must meet requirement</td>
<td>N/A</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>1.4 Ineligibility based on a conviction of an intentional crime, the national law prohibition UN SC decisions</td>
<td>Compliance with conditions of ITP 4.8</td>
<td>Must meet requirement</td>
<td>N/A</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
</tbody>
</table>

N/A denotes “NOT APPLICABLE”
## Section IV: Eligibility and Qualification Criteria

### Table 2. Financial Situation

<table>
<thead>
<tr>
<th>Sub-Factor</th>
<th>Requirement</th>
<th>Criteria</th>
<th>Participant</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 Historical Financial Performance</strong></td>
<td>Submission of audited balance sheets, or if not required by the law of the Participant’s country, other financial statements acceptable to the Client</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td><strong>2.2 Average Annual Turnover</strong></td>
<td>Minimum average annual turnover [insert amount and currency, as per Section III, Evaluation Methodology] (____) equivalent</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet minimum [insert number] percent of the requirement</td>
</tr>
<tr>
<td><strong>2.3 Financial Resources</strong></td>
<td>A Participant 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: (i) the overall cash flow requirements for this contract taking into account its current commitments and pending awards for the entire duration of the contract; and (ii) the estimated cash-flow requirements for [insert period] ______ months: [insert amount and currency, as per Section III, Evaluation Methodology] (____) equivalent</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet minimum [insert number] percent of the requirement</td>
</tr>
</tbody>
</table>

*The information shall be provided for the period of 20__ to 20__*
### Section IV: Eligibility and Qualification Criteria

#### Table 3. Experience

<table>
<thead>
<tr>
<th>Sub-Factor</th>
<th>Requirement</th>
<th>Criteria</th>
<th>Participant</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single Entity</td>
<td>Joint Venture, Consortium or Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                      |             |          |              |                        |                       |                  |                  |

The information shall be provided for the period of 20__ to 20__

### 3.1 General experience

Experience as a contractor (in any role), in the execution of at least [insert number] (___) contracts, each with a value of works, implemented by the Participant, at least [insert value and currency, as per Section III, Evaluation Methodology] (___) equivalent, that have been successfully and substantially completed and that are similar to the proposed contract.

The similarity shall be based on the nature, complexity, methods/technology used or other key characteristics of the Contract, as described in Section VI, Requirements.

<table>
<thead>
<tr>
<th></th>
<th>Must meet requirement</th>
<th>Must meet requirement</th>
<th>[Insert criterion for the Lead Partner]</th>
<th>[Insert criterion for each other partners]</th>
<th>Form EXP-1W</th>
</tr>
</thead>
</table>

### 3.2 Management Experience

For the above, or other contracts, experience as a main contractor (the lead partner in JVCA) in the execution at least [insert number] (___) contracts, each with a value of at least [insert value and currency, as per Section III, Evaluation Methodology] (___), that have been successfully and substantially completed.

<table>
<thead>
<tr>
<th></th>
<th>Must meet requirement</th>
<th>Must meet requirement for all characteristics</th>
<th>[Insert criterion for the Lead Partner]</th>
<th>[N/A]</th>
<th>Form EXP-2W</th>
</tr>
</thead>
</table>

### 3.3 Specific Experience

For the above, or other contracts, experience in execution the following specific activities and works: [list specific activities and respective volume or critical rates]

<table>
<thead>
<tr>
<th></th>
<th>Must meet requirement</th>
<th>Must meet requirement for all characteristics</th>
<th>[N/A]</th>
<th>[N/A]</th>
<th>Form EXP-3W</th>
</tr>
</thead>
</table>
## Section IV: Eligibility and Qualification Criteria

### Table 4. Historical Contract Non-Performance

<table>
<thead>
<tr>
<th>Sub-Factor</th>
<th>Criteria</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requirement</td>
<td>Participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single Entity</td>
</tr>
<tr>
<td>4.1 History of non-performance under the contracts</td>
<td>The Participant, or any partner in a JVCA, shall not have a consistent history of litigation and/or arbitration resulting in awards against the Participant, or any partner in a JVCA.</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>4.2 Pending Litigations</td>
<td>All pending litigation shall in total not represent more than [insert the number] percent of the Participant’s net worth and shall be treated as resolved against the Participant.</td>
<td>Must meet requirement</td>
</tr>
</tbody>
</table>
Table 5. Environmental, Social, Health and Safety (ESHS)

<table>
<thead>
<tr>
<th>Sub-Factor</th>
<th>Criteria</th>
<th>Participant</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Single Entity</td>
<td>Joint Venture, Consortium or Association</td>
<td></td>
</tr>
<tr>
<td>5.1 ESHS Certifications and Documents</td>
<td>Availability of a valid ISO certification or internationally recognized equivalent (equivalency to be demonstrated by Participant), such as Environmental management certificate ISO 14001; and Health and safety certificate OHSAS 18001.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In absence of the above certificates, availability of in-house policies and procedures for ESHS management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 ESHS Experience</td>
<td>Experience as a contractor (in any role), in the execution of at least [insert number] (__) contracts, where key ESHS measures were carried out, or are on progress, satisfactorily and in compliance with international standards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The similarity shall be based on the nature, complexity, methods/technology used or other key characteristics of the Contract, as described in Section VI, Requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The information shall be provided for the period of 20__ to 20__

Form ESHS-1W
Form ESHS-2W
Section IV: Eligibility and Qualification Criteria
Section IV: Eligibility and Qualification Criteria

Table 6. Equipment

The Participant shall own, or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means), the following key items of equipment in full working order, and must demonstrate that, based on known commitments, they will be available for use in the proposed Contract.

The Participant may also list alternative equipment which he would propose to use for the Contract, together with an explanation of the proposal.

<table>
<thead>
<tr>
<th>No.</th>
<th>Equipment Type and Characteristics</th>
<th>Minimum Number required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Documentation Required:

Form CON-1: Contractor’s Equipment

*Insert a list of the key equipment needs based on specific items or performance criteria, as appropriate. The items listed shall be limited to major items of equipment, which shall be critical for satisfactory performance of the Contract, and which may not readily be available for purchase, hire, or lease in the Client’s country within a reasonable timeframe.*
# Section IV: Eligibility and Qualification Criteria

## Table 7. Personnel

The Participant shall provide suitably qualified personnel to fill the following positions. For each position the Participant will supply information on a first choice candidate and an alternate, each of whom should meet the experience requirements specified below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Total Work Similar Experience (years)</th>
<th>In Similar Works Experience (years)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Documentation Required:**

Form CON-2: Contractor’s Personnel and  
Form CON-3: Resume of Proposed Personnel

*List only key management and specialist positions and their respective minimal experience requirements. Do not include all principals or head office personnel, who are not directly involved in the project implementation, and other non-specialist personnel. In the event if the proposed Contract provides for a part of the works to be designed by the contractor, particular criteria should be specified for the design personnel that may be proposed by the Participant.*
Section V: Forms

This Section contains Forms which must be completed and submitted by the Participant.

**Forms that are not required for the particular Tender shall be deleted and the Table of Forms amended accordingly.**

**TABLE OF FORMS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Check List for First Stage Tender submission</td>
<td>54</td>
</tr>
<tr>
<td>Letter of Tender - First Stage</td>
<td>55</td>
</tr>
<tr>
<td>Covenant of Integrity</td>
<td>57</td>
</tr>
<tr>
<td>Check List for Second Stage Tender submission</td>
<td>59</td>
</tr>
<tr>
<td>Letter of Tender - Second Stage</td>
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</tr>
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<td>Enclosures to the Letter of Tender:</td>
<td></td>
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<tr>
<td>Price Schedules</td>
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</tr>
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<td>Form of Tender Security</td>
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</tr>
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<td>Sample Parent Company Guarantee</td>
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<tr>
<td>Technical Proposal Form</td>
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<td>Form PS-1: List of Proposed Subcontractors</td>
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</tr>
<tr>
<td>Form MAN-1: Manufacturer’s Authorisation</td>
<td>82</td>
</tr>
<tr>
<td>Participant’s Eligibility and Qualification Forms:</td>
<td></td>
</tr>
<tr>
<td>Form ELI-1: Eligibility Participant Information Sheet</td>
<td>84</td>
</tr>
<tr>
<td>Form ELI-2: JVCA Information Sheet</td>
<td>85</td>
</tr>
<tr>
<td>Form FIN-1: Financial Situation</td>
<td>86</td>
</tr>
<tr>
<td>Form FIN-2: Average Annual Turnover</td>
<td>88</td>
</tr>
<tr>
<td>Form FIN-3: Financial Resources</td>
<td>89</td>
</tr>
<tr>
<td>Form FIN-4: Current Contract Commitments/Works in Progress</td>
<td>90</td>
</tr>
<tr>
<td>Form EXP-1W: General Experience</td>
<td>91</td>
</tr>
<tr>
<td>Form EXP-2W: Management Experience</td>
<td>93</td>
</tr>
<tr>
<td>Form EXP-3W: Specific Experience</td>
<td>94</td>
</tr>
<tr>
<td>Form HIS-1: Historical Contract Non-Performance</td>
<td>95</td>
</tr>
<tr>
<td>Form ESHS-1W: ESHS Certifications and Documents</td>
<td>97</td>
</tr>
<tr>
<td>Form ESHS-2W: ESHS Experience</td>
<td>100</td>
</tr>
<tr>
<td>Form CON-1: Contractor’s Equipment</td>
<td>101</td>
</tr>
<tr>
<td>Form CON-2: Contractor’s Personnel</td>
<td>102</td>
</tr>
<tr>
<td>Form CON-3: Resume of Proposed Personnel</td>
<td>103</td>
</tr>
<tr>
<td>Form IRC: Information Request Consent</td>
<td>105</td>
</tr>
<tr>
<td>Form BIRC: Bank Information Request Consent</td>
<td>106</td>
</tr>
</tbody>
</table>
Invitation to submit Second Stage Tender

[on letterhead paper of the Employer]

. . . . . . [insert date] day of [insert: month], [insert: year].

To: [name and address of the Participant] . . . . . .

Subject: [Invitation to submit Second Stage Tender for Contract No] . . . . . .

Dear Ladies and/or Gentlemen,

We hereby inform you that you are invited to submit a second stage tender for the execution and completion of the Contract mentioned above for which you submitted a first stage tender on [insert: date of submission of first stage tender], that was reviewed [if applicable, add “and discussed during the clarification meeting(s) held on [insert: date(s)]”] and has been found sufficiently technically responsive to the requirements of the Tender Document.

Your second stage tender should include an updated technical proposal [if appropriate, replace by: “accepted and updated alternative technical proposal”] reflecting

(a) any addenda to the Tender Document issued to all Participants invited to the second stage tendering together with the invitation or subsequently, as well as

(b) the memorandum, if any, and addendum to it, specific to your tender and titled “Changes Required Pursuant to First Stage Tenders Evaluation.” Addendum and/or memorandum, if applicable, are included to this invitation. The second stage tender should also include the commercial parts, as detailed in the Tender Document.

The second stage tender shall be submitted no later than [insert: time and date for second stage tender submission].

The second stage tender shall remain valid for [insert: number of days] after the date of second stage tender opening prescribed above. Accordingly, tenders shall be valid through [insert: the actual date of the expiration of the second stage tender validity period].

The tender must be accompanied by a tender security as per the requirements of the Tender Document.

Please confirm receipt of this letter immediately in writing by electronic mail or fax. If you do not intend to submit the second stage tender, we would appreciate being so notified in writing at your earliest opportunity.

Yours truly,

Authorised Signature:

Name and Title of Signatory:

Name of Agency:

Enclosure(s):

[if appropriate, insert:

*Addendum to the bidding documents,* and/or
*Memorandum for [name of the Participant as taken from the top of this invitation] and the Annex
*Changes Required Pursuant to First Stage Tenders Evaluation*
*or state: “There are no enclosures”*]
Checklist for Works Contracts Tenders
(First Stage Tender)

Letter of Tender – First Stage

Covenant of Integrity - Attachment 1 to Letter of Tender

Enclosures to Letter of Tender:

Charter(s)
Registration (incorporation) documents
Duly authorised power of attorney
[JVCA agreement or a letter of intent signed by all partners to the JVCA]
[JVCA form]
[The Parent Company Guarantee]

[Written confirmation authorising the signatory of the Parent Company Guarantee]

Technical Proposal Form

Form PS-1: List of Proposed Subcontractors
[Form MAN-1: Manufacturer’s Authorization]

Participant’s Qualification Forms:

Form ELI-1: Eligibility Participant Information Sheet
Form ELI-2: JVCA Information Sheet
Form FIN-1: Financial Situation
Form FIN-2: Average Annual Turnover
Form FIN-3: Financial Resources
Form FIN-4: Current Contract Commitments and Pending Awards
Form EXP-1W: General Experience
Form EXP-2W: Management Experience
Form EXP-3W: Specific Experience
Form HIS-1: Historical Contract Non-Performance and Pending Litigations
Form ESHS-1W: ESHS Certifications and Documents
Form ESHS-2W: ESHS Experience
Form CON-1: Contractor’s Equipment
Form CON-2: Contractor’s Personnel
Form CON-3: Resume of Proposed Personnel
Form IRC: Information Request Consent
Form BIRC: Bank Information Request Consent
Letter of Tender – First Stage

The Participant must prepare the Letter of Tender on stationery with its letterhead clearly showing the Participant’s complete name and address. All text within square brackets [ ] is for guidance in preparing this form and shall be deleted by the Participant from the final document.

The Form may need to be amended, taking into account the requirements and standard forms of the Contract, included in Section VII, Contract Terms and Conditions.

Regardless the standard forms used, the Covenant of Integrity must be attached to the Letter of Tender.

Date:

Tendering No:  [Insert the number]

Contract:  [Insert the title]

To:  [Insert the Client’s name]

We, the undersigned, declare that:

(a)  We have examined and have no reservations to the above referenced Tender Document, including Addenda issued in accordance with Instructions to Participants (ITP);

(b)  Our First Stage Tender shall be valid for a period of ________ [ insert validity period as specified in ITP] days from the date of the first stage tender submission deadline in accordance with the Tender Document, and it, together with the above written undertakings, shall remain binding upon us, provided that we are invited to attend a clarification meeting with you before the expiration of that period.

(c)  We acknowledge that Attachment 1 to the Letter of Tender – Covenant of Integrity, form part of this Letter of Tender – First Stage.

(d)  We further undertake, if invited to do so by you and at our own cost, to attend a clarification meeting at a place of your choice for the purposes of reviewing our First Stage Tender and duly noting all amendments and additions thereto, and omissions therefrom which you may require.

(e)  We further undertake, upon receiving your written instruction, to proceed with the preparation of our Second Stage Tender, to update our First Stage Tender in accordance with the requirements as will be contained in the Memorandum of the clarification meeting and to complete our commercial tender for the Works in accordance with our updated technical tender.

(f)  We, any subcontractors or suppliers and sub-suppliers for any part of the Contract, are eligible for award of the Bank’s financed contracts and receiving the payments from the Bank’s finance;

(g)  We, including any subcontractors or suppliers and sub-suppliers for any part of the contract do not have any conflict of interest in accordance with ITP;

(h)  We, including any of our subcontractors or suppliers and sub-suppliers for any part of the Contract, have not been declared ineligible by the Bank, due to conviction of an intentional crime (and any such criminal conviction is final in the relevant national jurisdiction, with no more than ten years having lapsed between the date on which the criminal conviction became final and the date of submission of tender); under relevant national law from entering into commercial relations with the Client, provided the prohibition relates to a Prohibited Practice, which had been determined through judicial or administrative proceedings with adequate due process; or by an act of compliance with a decision of the United Nations Security Council.

(i)  We are not participating as a Participant or as a partner in a JVCA in more than one Tender in this Tendering process;
(j) We are *[not]* a government owned entity *[but meet the requirements of ITP]*:

(k) We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract *[If none has been paid or is to be paid, state "N/A"]*:

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>Reason</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(l) We understand that you are not bound to accept any tender that you may receive.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In the capacity of:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td></td>
</tr>
<tr>
<td>Duly authorised to sign the Tender for and on behalf of:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
Covenant of Integrity

(Attachment 1 to Letter of Tender)

To: _________________________ [Insert name of Client]

We declare and covenant that neither we nor anyone, including any of our subsidiaries and affiliates, and all of our directors, employees, agents or joint venture partners, as well as any subcontractors, suppliers, sub-suppliers, concessionaires, consultants or sub-consultants, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Practice (as defined below) in connection with the procurement process or in the execution or supply of any works, goods or services for [Insert the name of the Contract] (the “Contract”) and covenant to so inform you if any instance of any such Prohibited Practice shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the procurement process or execution of the Contract:

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>Reason</th>
<th>Amount</th>
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</tr>
</tbody>
</table>

We declare that no affiliate of the Client is participating in our submission in any capacity whatsoever.

We shall, for the duration of the procurement process and, if we are successful in our tender, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We declare and covenant that, except for the matters disclosed in this Covenant of Integrity:

(i) we, our subsidiaries and affiliates, and all of our directors, employees, agents or joint venture partners, where these exist, have not been convicted in any court of any offence involving a Prohibited Practice in connection with any procurement process or provision of works, goods or services during the ten years immediately preceding the date of this Covenant;

(ii) none of our directors, employees, agents or a representatives of a joint venture partner, where these exist, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Practice;

(iii) we, our subsidiaries and affiliates and our directors, employees, agents or joint venture partners, where these exist, have not been excluded by any major Multilateral Development Bank or International Financial Institution (including World Bank Group, African Development Bank Group, Asian Development Bank, EBRD, European Investment Bank or Inter-American Development Bank) from participation in a procurement procedure or entering into a contract with any of such institutions on the grounds of engaging in a Prohibited Practice;

(iv) we, our directors, subsidiaries and affiliates, as well as any subcontractors, or suppliers or affiliates of the subcontracts or supplier are not subject to any sanction imposed by resolution of the United Nations Security Council; and

(v) we further undertake to immediately inform the Client and the Bank if this situation were to occur at a later stage.

If applicable, provide full disclosure of any convictions, dismissal, resignations, exclusions or other information relevant to Articles (i), (ii), (iii) or (iv) in the box below.
Section V: Forms

<table>
<thead>
<tr>
<th>Name of Entity Required to be Disclosed</th>
<th>Reason Disclosure is Required²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the purpose of this Covenant, the terms set forth below define Prohibited Practices as:

(i) a **Coercive Practice** which means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party to influence improperly the actions of a party;

(ii) a **Collusive Practice** which means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iii) a **Corrupt Practice** which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(iv) a **Fraudulent Practice** which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(v) a **Misuse of Bank’s Resources or Bank Assets** which means improper use of the Bank’s Resources or Bank Assets, committed either knowingly or recklessly;

(vi) an **Obstructive Practice** which means any of (1) destroying, falsifying, altering or concealing of evidence material to a Bank investigation, which impedes the Bank’s investigation; (2) making false statements to investigators in order to materially impede a Bank investigation into allegations of a Prohibited Practice; (3) failing to comply with requests to provide information, documents or records in connection with a Bank investigation; (4) threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to a Bank investigation or from pursuing the investigation; or (5) materially impeding the exercise of the Bank’s contractual rights of audit or inspection or access to information; and

(vii) a **Theft** which means the misappropriation of property belonging to another party.

Following the submission of our tender, we grant the Bank and/or persons appointed by them, the right of inspection of our, and any proposed subcontractors, suppliers, sub-suppliers, concessionaires, consultants and sub-consultants accounts and records and permission to have any such accounts and records audited by auditors appointed by the Bank, if required by the Bank. We accept to preserve these records generally in accordance with applicable law but in any case for at least six years from the date of substantial completion of the Contract.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tbody>
<tr>
<td>In the capacity of:</td>
<td></td>
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<tr>
<td>Signed:</td>
<td></td>
</tr>
<tr>
<td>Duly authorised to sign for and on behalf of:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

² For each matter disclosed, provide details of the measures that were taken, or shall be taken, to ensure that neither the disclosed entity nor any of its directors, employees or agents commits any Prohibited Conduct in connection with the procurement process for the Contract.
Checklist for Works Contracts Tenders
(Second Stage Tender)

Letter of Tender – Second Stage
Covenant of Integrity - Attachment 1 to Letter of Tender
Appendix to Tender
Enclosures to Letter of Tender:
Duly authorised power of attorney
[JVCA agreement or a letter of intent signed by all partners to the JVCA]
[The Parent Company Guarantee]
[Written confirmation authorising the signatory of the Parent Company Guarantee]
Price Schedules
Form of Tender Security
[Signed memorandum of the clarification meeting]
Technical Proposal Form
[Form PS-1: List of Proposed Subcontractors]
[Form MAN-1: Manufacturer’s Authorization]
Cash flow forecast
Participant’s Qualification Forms:
  Written Confirmation of the Participant’s qualification status (and/or the list of any changes to it that may have occurred between submission the First and Second Stage Tenders)
  [Form FIN-1: Financial Situation]
  [Form FIN-3: Financial Resources]
  [Form FIN-4: Current Contract Commitments and Pending Awards]
  [Form HIS-1: Historical Contract Non-Performance and Pending Litigations]
  [Form CON-1: Contractor’s Equipment]
  [Form CON-2: Contractor’s Personnel]
  [Form CON-3: Resume of Proposed Personnel]
Letter of Tender – Second Stage

The Participant must prepare the Letter of Tender on stationery with its letterhead clearly showing the Participant’s complete name and address. All text within square brackets [     ] is for guidance in preparing this form and shall be deleted by the Participant from the final document.

The Form may need to be amended, taking into account the requirements and standard forms of the Contract, included in Section VII, Contract Terms and Conditions.

Regardless the standard forms used, the Covenant of Integrity must be attached to the Letter of Tender.

The text below is designed for use with the FIDIC Conditions of Contract for Plant and Design-Build for electrical and mechanical plant, and for building and engineering works, designed by the Contractor, 1999.

Date:

Tendering No:  [insert the number]

Contract:  [insert the title]

To:  [insert the Client’s name]

We, the undersigned, declare that:

(a) We have examined and have no reservations to the above referenced Tender Document, including Addenda issued in accordance with Instructions to Participants (ITP);

(b) We offer to execute the works in conformity with the above referenced Tender Document for:
   ______________________________________________________________________;

(c) The total price of our Tender, excluding any discounts offered in item (d) below, exclusive of VAT, is:
   ______________________________________________________________________;

   Amend the wording as appropriate to reflect the VAT requirements

   and the total price of our Tender, excluding any discounts offered in item (d) below, inclusive of VAT, is:
   ______________________________________________________________________;

(d) The discounts offered and the methodology for their application are:
   ______________________________________________________________________;

(e) Our Tender shall be valid for a period of _______ [insert validity period as specified in ITP] days from the tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) We acknowledge that the Appendix to Tender and Attachment 1 to the Letter of Tender – Covenant of Integrity, form part of this Letter of Tender.

(g) If our Tender is accepted, we commit to obtain a performance security in accordance with the Contract;

(h) We, any subcontractors or suppliers and sub-suppliers for any part of the Contract, are eligible for award of the Bank’s financed contracts and receiving the payments from the Bank’s finance;

(i) We, including any subcontractors or suppliers and sub-suppliers for any part of the contract do not have any conflict of interest in accordance with ITP;

(j) We, including any of our subcontractors or suppliers and sub-suppliers for any part of the Contract, have not been declared ineligible by the Bank, due to conviction of an intentional crime (and any such criminal conviction is final in the relevant national jurisdiction, with no more than ten years having lapsed between
the date on which the criminal conviction became final and the date of submission of tender); under relevant national law from entering into commercial relations with the Client, provided the prohibition relates to a Prohibited Practice, which had been determined through judicial or administrative proceedings with adequate due process; or by an act of compliance with a decision of the United Nations Security Council.

(k) We are not participating as a Participant or as a partner in a JVCA in more than one Tender in this Tendering process;

(l) We are [not] a government owned entity [but meet the requirements of ITP];

(m) We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract [If none has been paid or is to be paid, state “N/A”]:

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>Reason</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(n) We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding Contract between us, until a formal Contract is prepared and executed;

(o) We understand that you are not bound to accept the most economically advantageous tender or any other Tender that you may receive; and

(p) If awarded the Contract, the person named below shall act as Contractor’s Representative:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the capacity of:</td>
</tr>
<tr>
<td>Signed:</td>
</tr>
<tr>
<td>Duly authorised to sign the Tender for and on behalf of:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
Covenant of Integrity
(Attachment 1 to Letter of Tender)

To: _________________________ [Insert name of Client]

We declare and covenant that neither we nor anyone, including any of our subsidiaries and affiliates, and all of our directors, employees, agents or joint venture partners, as well as any subcontractors, suppliers, sub-suppliers, concessionaires, consultants or sub-consultants, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Practice (as defined below) in connection with the procurement process or in the execution or supply of any works, goods or services for [insert the name of the Contract] (the “Contract”) and covenant to so inform you if any instance of any such Prohibited Practice shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the procurement process or execution of the Contract:

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>Reason</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We declare that no affiliate of the Client is participating in our submission in any capacity whatsoever.

We shall, for the duration of the procurement process and, if we are successful in our tender, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We declare and covenant that, except for the matters disclosed in this Covenant of Integrity:

(i) we, our subsidiaries and affiliates, and all of our directors, employees, agents or joint venture partners, where these exist, have not been convicted in any court of any offence involving a Prohibited Practice in connection with any procurement process or provision of works, goods or services during the ten years immediately preceding the date of this Covenant;

(ii) none of our directors, employees, agents or a representatives of a joint venture partner, where these exist, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Practice;

(iii) we, our subsidiaries and affiliates and our directors, employees, agents or joint venture partners, where these exist, have not been excluded by any major Multilateral Development Bank or International Financial Institution (including World Bank Group, African Development Bank Group, Asian Development Bank, EBRD, European Investment Bank or Inter-American Development Bank) from participation in a procurement procedure or entering into a contract with any of such institutions on the grounds of engaging in a Prohibited Practice;

(iv) we, our directors, subsidiaries and affiliates, as well as any subcontractors, or suppliers or affiliates of the subcontractors or supplier are not subject to any sanction imposed by resolution of the United Nations Security Council; and

(v) we further undertake to immediately inform the Client and the Bank if this situation were to occur at a later stage.

If applicable, provide full disclosure of any convictions, dismissal, resignations, exclusions or other information relevant to Articles (i), (ii), (iii) or (iv) in the box below.
For the purpose of this Covenant, the terms set forth below define Prohibited Practices as:

(i) a **Coercive Practice** which means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party to influence improperly the actions of a party;

(ii) a **Collusive Practice** which means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iii) a **Corrupt Practice** which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(iv) a **Fraudulent Practice** which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(v) a **Misuse of Bank’s Resources or Bank Assets** which means improper use of the Bank’s Resources or Bank Assets, committed either knowingly or recklessly;

(vi) an **Obstructive Practice** which means any of (1) destroying, falsifying, altering or concealing of evidence material to a Bank investigation, which impedes the Bank’s investigation; (2) making false statements to investigators in order to materially impede a Bank investigation into allegations of a Prohibited Practice; (3) failing to comply with requests to provide information, documents or records in connection with a Bank investigation; (4) threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to a Bank investigation or from pursuing the investigation; or (5) materially impeding the exercise of the Bank’s contractual rights of audit or inspection or access to information; and

(vii) a **Theft** which means the misappropriation of property belonging to another party.

Following the submission of our tender, we grant the Bank and/or persons appointed by them, the right of inspection of our, and any proposed subcontractors, suppliers, sub-suppliers, concessionaires, consultants and sub-consultants accounts and records and permission to have any such accounts and records audited by auditors appointed by the Bank, if required by the Bank. We accept to preserve these records generally in accordance with applicable law but in any case for at least six years from the date of substantial completion of the Contract.

<table>
<thead>
<tr>
<th>Name of Entity Required to be Disclosed</th>
<th>Reason Disclosure is Required³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

³ For each matter disclosed, provide details of the measures that were taken, or shall be taken, to ensure that neither the disclosed entity nor any of its directors, employees or agents commits any Prohibited Conduct in connection with the procurement process for the Contract.
Appendix to Tender

The text below is designed for use with the FIDIC Conditions of Contract for Plant and Design-Build for electrical and mechanical plant, and for building and engineering works, designed by the Contractor, 1999.

If different conditions of Contract are used, the Appendix and references shall be amended accordingly or deleted. With the exception of those requirements for which the Client’s requirements have been inserted, the following information must be completed and enclosed to the Letter of Tender.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>GCC Sub-Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s name and address</td>
<td>1.1.2.2 &amp; 1.3</td>
<td>Enter the name, address, phone number and email address of the Employer</td>
</tr>
<tr>
<td>Contractor’s name and address</td>
<td>1.1.2.3 &amp; 1.3</td>
<td></td>
</tr>
<tr>
<td>Engineer’s name and address</td>
<td>1.1.2.4 &amp; 1.3</td>
<td>Enter the name, address, phone number and email address of the Engineer</td>
</tr>
<tr>
<td>Bank’s name</td>
<td>1.1.2.11</td>
<td>European Bank for Reconstruction and Development</td>
</tr>
<tr>
<td>Borrower’s name</td>
<td>1.1.2.12</td>
<td>Enter the name of the Borrower</td>
</tr>
<tr>
<td>Time for Completion</td>
<td>1.1.3.3</td>
<td>___________ days</td>
</tr>
<tr>
<td>Defects Notification Period</td>
<td>1.1.3.7</td>
<td></td>
</tr>
<tr>
<td>Sections</td>
<td>1.1.5.6</td>
<td>If Sections of the Works are to be used, refer to Table: Summary of Sections below</td>
</tr>
<tr>
<td>Electronic transmission systems</td>
<td>1.3</td>
<td>State whether allowed and if so details</td>
</tr>
<tr>
<td>Governing Law</td>
<td>1.4</td>
<td>Enter the country of the Governing Law</td>
</tr>
<tr>
<td>Ruling language</td>
<td>1.4</td>
<td>Enter the ruling language</td>
</tr>
<tr>
<td>Language for communications</td>
<td>1.4</td>
<td>Enter the language for communications</td>
</tr>
<tr>
<td>Time for access to the Site</td>
<td>2.1</td>
<td>___________ days after [insert the event, such as, for example, the Commencement Date or signing the Contract]</td>
</tr>
</tbody>
</table>
**Section V: Forms**

**Engineer’s Duties and Authority**

3.1(b)(ii) Variations resulting in an increase of the Accepted Contract Amount in excess of \[\text{insert related figure}\]\% shall require approval of the Employer.

**Performance Security**

4.2 The performance security will be in the form of a demand guarantee in the amount(s) of \[\text{insert related figure(s)}\] percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.

**Period for notifying unforeseeable errors, faults and defects in the Employer’s Requirements**

5.1

**Normal working hours**

6.5

**Delay damages for the Works**

8.7 & 14.15(b) \[\text{insert related figure}\]\% of the Contract Price per day. If Sections of the Works are to be completed within different Time for Completion, refer to Table: Summary of Sections below

**Maximum amount of delay damages**

8.7 \(\text{__}\)\% of the final Contract Price.

**Currency(ies)**

If the Participant wishes to quote in more than one foreign currency, this table should be repeated for each currency.

Name of Currency: _______________

<table>
<thead>
<tr>
<th>Index Code</th>
<th>Index Description</th>
<th>Source of Index*</th>
<th>Base Value and Date</th>
<th>Participant’s Local Currency Amount</th>
<th>Participant’s Proposed Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nonadjustable</td>
<td>–</td>
<td>–</td>
<td>A: ____</td>
<td>B: ____</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C: ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>D: ____</td>
<td></td>
</tr>
</tbody>
</table>
Section V: Forms

<table>
<thead>
<tr>
<th>Conditions</th>
<th>GCC Sub-Clause</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total advance payment</td>
<td>14.2</td>
<td>___% Percentage of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number and timing of instalments</th>
<th>14.2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Currencies and proportions</td>
<td>14.2</td>
<td>The advance payment shall be paid in the currency or currencies and proportions in which the Accepted Contract Amount is payable to the Contractor according to Sub-clause 14.15. ___% in ________________</td>
</tr>
</tbody>
</table>

| Start repayment of Advance payment | 14.2 (a)     | When payments reach ___% of the Accepted Contract Amount less Provisional Sums |
| Repayment amortization rate of advance payment | 14.2(b) | ___% |
| Percentage of Retention           | 14.3         | ___% |
| Limit of Retention Money          | 14.3         | ___% of the Accepted Contract Amount |

If Sub-Clause 14.5 applies:

- Plant and Materials for payment when shipped en route to the Site ______________ [list]. 14.5(b)
- Plant and Materials for payment when delivered to the Site ______________ [list]. 14.5(c)

Minimum Amount of Interim Payment Certificates 14.6 [insert fixed amount or percentage of the Accepted Contract Amount which shall be consistent with the minimum amount of loan drawdown specified in the Loan agreement]

Currency/Currencies of Payment 14.15 The Contract Price shall be paid in [specify the currency of payment]

Periods for submission of insurance: 18.1 [Insert period for submission of evidence of insurance and policy. Period may be from 14 days to 28 days]

- (a) evidence of insurance. _____days
- (b) relevant policies _____days

Maximum amount of deductibles for insurance of the Employer's risks 18.2(d) [Insert maximum amount of deductibles]

Minimum amount of third party insurance 18.3 [Insert amount of third party insurance]
The DAB shall be comprised of

20.2 Either: One sole Member
Or: Three Members

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]

Rules of arbitration

20.6(b) [Insert the place of arbitration]

If there are Sections of the Works

<table>
<thead>
<tr>
<th>Description (Sub-clause 1.1.5.6)</th>
<th>Time for Completion (Sub-clause 1.1.3.3)</th>
<th>Delay Damages (Sub-clause 8.7)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Price Schedules

The Price Schedules shall be structured to reflect the Works to be carried out under the contract and provide a clear basis for evaluation of tenders as well as easy resulting contract administration.

These notes for preparing Price Schedules are intended only as information for the Client or the person drafting the Tender Document. They should not be included in the final documents.

Objectives

The objectives of the Price Schedules are:

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

(b) when a Contract has been entered into, to provide priced Price Schedules for use in the periodic valuation of works executed.

In order to attain these objectives, works should be itemised in the Price Schedules in sufficient detail to distinguish between the different classes of works and plant to be supplied, 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 Price Schedules should be as simple and brief as possible.

Content

The Price Schedules should normally be divided into the following sections:

(a) Preamble;

(b) Works Items (grouped into parts);

(c) Plant and equipment to be supplied (grouped into parts);

(d) Provisional sums; and

(e) Summary

Preamble - The preamble should indicate the inclusiveness of the unit prices and should state the methods of measurement which have been adopted in the preparation of the Price Schedules and which are to be used for the measurement of any part of the works. The Price Schedules do not generally give a full description of the works and plant to be supplied under each item. Participants shall be deemed to have read the Requirements and parts of the Tender Document and to have reviewed the drawings to ascertain the full scope of the requirements included in each item prior to filling in the rates and prices. The entered rates and prices shall be deemed to include for the full scope as aforesaid, including overheads and profit. If Participants are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the ITP prior to submitting their tender. Many national standard reference guides have been prepared on the subject.

Work items - The items in the Price Schedules should be grouped into sections to distinguish between those parts of the works which by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, or 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 Price Schedules. When a combination of price adjustment formulae is used, they should relate to appropriate sections in the Price Schedules.

Plant items - The items in the Price Schedules should be grouped into sections to distinguish between those groups of the major plant and equipment which by nature, location, access, timing, or any other special characteristics may give rise to different phasing of the works, or considerations of cost. General and otherwise common items, such as minor equipment or materials, shall normally be in included in scope of the respective works and not priced separately. When a combination of price adjustment formulae is used, they should relate to appropriate sections in the Price Schedules.
**Pricing** - The pricing of the Price Schedules must be consistent with the pricing and currency provisions in the rest of the document (e.g. Instructions to Participants, Data Sheet, and Conditions of Contract). Usually, rates and prices are entered in the common currency of the tender (specified in the Data Sheet) only, or in several currencies, if provided so in the Data Sheet.

Tender prices shall be quoted in the manner indicated and in the currencies specified in the Instructions to Participants. For each item, Participants shall complete each appropriate column in the respective Schedules, giving the price breakdown, as required. Prices given in the Schedules for each item shall be for the scope covered by that item as detailed in the Requirements or elsewhere in the Tender Document.

Where there are discrepancies between the total of the amounts in the column for the price breakdown and the amount in the column for the total price, the former shall prevail and the latter will be corrected accordingly. Where there are discrepancies between the total of the amounts of Schedules the amount given in the Grand Summary, the former shall prevail and the latter will be corrected accordingly. Where there are discrepancies between amounts stated in figures and amounts stated in words, the amounts stated in words shall prevail.

Items left blank will be deemed to have been included in prices for other items. The total for each schedule and the total of the Grand Summary shall be deemed to be the total price for executing the Works and sections thereof in complete accordance with the Contract, whether or not each individual item has been priced.

When requested by the Employer for the purposes of making payments or part payments, calculating variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules.

**Quantities** - Quantities should only be provided if the quantities are certain, or be used as indicative (or omitted and left for Participants to compute from their drawings), unless directed otherwise in the Contract.

**Units of measurement** - The metric system is recommended for use, unless other national units are mandatory in the country of the Client.

**Provisional Sums** - Provision for contingencies in any particular item or class of work with a high level of uncertainty as well as for unforeseen works should be made by entering specific “Provisional Sums” in the Price Schedules. The amount assigned to such Provisional Sums should be based on a practical estimate. The use of these Provisional Sums should be monitored very closely, and where the total value of such Provisional Sums exceeds five (5) per cent of the estimated Contract price.

The estimated cost of specialised work to be carried out, or of special goods to be supplied, by a nominated subcontractor should be indicated in the relevant part of the Price Schedules as a particular Provisional Sum with an appropriate brief description. A separate tender procedure is normally carried out by the Client to select the specialists, who are then nominated as subcontractors to the contractor. To provide an element of competition among the main Participants (or prime contractors) in respect of any facilities, amenities, attendance, etc., to be provided by the successful Participant as the contractor for use and convenience of the specialist or nominated subcontractor, each related Provisional Sum should be followed by an item in the Price Schedules inviting a percentage (to be quoted by the main Participant) payable on the actual expenditure of the provisional sum.

**Summary** - The Summary should contain a tabulation of the separate parts of the Price Schedules carried forward, with the provisional sums and contingencies, where applicable.
EXAMPLE:

Price Schedules

Participant’s Legal Name: ____________________________

Date: ______________________

Tender No.: ___________________

Page _____ of _____ pages

SECTION 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty.</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Currency*</td>
<td>Currency* 1x2</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL (TO GRAND SUMMARY)

Signature of the Participant ________________________________

[* Specify currency in accordance with ITP 28.
If more than one currency is allowed and used, please fill in a separate table for each currency]
## Price Schedules

Participant’s Legal Name: ___________________________

Date: ______________________

Tender No.: ___________________

Page ______ of ______ pages

### GRAND SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>TOTAL PRICE Currency A*</th>
<th>TOTAL PRICE Currency B*</th>
<th>TOTAL PRICE Currency ...*</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SECTION 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SECTION 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SECTION 3...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>(TO LETTER OF TENDER)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Participant _______________________________

[* Specify currency(ies) in accordance with ITP 28]
Form of Tender Security

(Under Uniform Rules for Demand Guarantee, ICC Publication 758)

Note for the Participant - All italicised text is for use in preparing this form and shall be deleted from the final document.

[Guarantor Letterhead and SWIFT identifier code]

To: [Insert name and address of Beneficiary (the Client)]

Date: [Insert date of issue]

Type of Guarantee: Tender Security

Guarantee No.: [Insert guarantee reference number]

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

The Participant: [Insert name and address of the Participant]

The Beneficiary: [Insert name and address of the Client]

The Underlying Relationship: The Participant’s obligation in respect of [insert reference number and details of the Invitation to Tender]

Guarantee Amount and currency: [Insert in figures and words the maximum amount(s) payable and the currency(ies) in which it is payable]

Any document required in support of the demand for payment, apart from the supporting statement that is explicitly required in the text below:

A written statement stating that the Participant is in breach of its obligation(s) under the Tender conditions, because the Participant:

(a) has withdrawn its Tender during the period of Tender validity specified by the Participant in the Letter of Tender; or

(b) does not accept the correction of arithmetic errors, in accordance with the Tender Document; or

(c) having been notified of the acceptance of its Tender by the Beneficiary during the period of Tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Tender Document.

Language of any required documents: [Insert the language as per the Tender Document]

Form of Presentation: [Insert paper or electronic form. If paper indicate mode or delivery. If electronic indicate the format, system for data delivery and the electronic address for presentation]

Time as from which a demand can be presented if different from the date of issue:

A demand under this guarantee may be presented as from the due date for the submission of tenders
Guarantee Expiry: The Guarantee shall expire:
(a) if the Participant is the successful Participant, upon our receipt of copies of the Contract signed by the Participant and the performance security issued to you upon the instruction of the Participant; and
(b) if the Participant is not the successful Participant, upon the earlier of (i) our receipt of a copy of your notification to the Participant of the name of the successful Participant; or (ii) twenty-eight days after the expiration of the Participant’s Tender.

Any demand for payment under this guarantee must be received by the Guarantor on or before the expiry date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758 except that article 15(a) is hereby excluded.

........................ [Seal of Bank and Signature(s) of authorised representatives of the bank]. . . .
Sample Parent Company Guarantee

If the Tender, for the purposes of meeting the qualification requirements of the Tender Document, wants to use the references of his parent company, he shall support his tender with the parent company’s unconditional guarantee of due performance of all the Contractor’s obligations and liabilities under the Contract.

[Letterhead of the Participant’s Parent Company]

Date: [insert the date]

To: [name and address of the Client]

Sirs,

Re: [specify the Contract]

We have been informed that [insert the Participant’s name] (hereinafter called the “Participant” or the “Contractor”, as appropriate) is submitting a tender for the above Contract in response to your invitation, and that the conditions of your invitation require his tender to be supported by a parent company guarantee.

In consideration of you, the Client (hereinafter called the “Employer”), awarding the Contract to the Participant, we [name of the Parent Company] irrevocably and unconditionally guarantee to you, as a primary obligation, the due performance of all the Contractor’s obligations and liabilities under the Contract, including the Contractor’s compliance with all its terms and conditions according to their true intent and meaning.

If the Contractor fails to so perform his obligations and liabilities and comply with the Contract, we will indemnify the Employer against and from all damages, losses and expenses (including legal fees and expenses) which arise from any such failure for which the Contractor is liable to the Employer under the Contract.

This guarantee shall come into full force and effect when the Contract comes into full force and effect. If the Contract does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Contract with the Contractor, this guarantee shall be void and ineffective. This guarantee shall continue to be in full force and effect until all the Contractor’s obligations and liabilities under the Contract have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.

This guarantee shall apply and be supplemental to the Contract as amended or varied by the Employer and the Contractor from time to time. We hereby authorise them to agree any such amendment or variation, the due performance of which and compliance with which by the Contractor are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by the Employer to the Contractor, or by any variation or suspension of the works to be executed under the Contract, or by any amendments to the Contract or to the constitution of the Contractor or the Employer, or by any other matters, whether with or without our knowledge or consent.

This guarantee shall be governed by the law of the same country (or other jurisdiction) as that which governs the Contract and any dispute under this guarantee shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with such Rules. We confirm that the benefit of this guarantee may be assigned subject only to the provisions for assignment of the Contract.

Signed __________________

Name __________________

For and on behalf of

[Name of the Participant’s Parent Company]
Technical Proposal Form

The Form need to be drafted to provide a clear guidance to participants about the information required to be submitted in response to the requirements of the Tender Document, and especially Section VI, Requirements, and Section VII, Contract Terms and Conditions. It shall be supplemented with forms, if deemed necessary.

The key areas to be covered are

- the Base Programme;
- the Environmental, Social, Health and Safety plan for the Contract;
- the procurement and logistics plan;
- the list of the Contractor’s key personnel proposed for the Contract;
- the list of the major Contractor’s equipment;
- the list of planned subcontractors;
- the list of suppliers/vendors for major items materials and plans;
- the list of the bank(s) proposed for issuing the securities under the Contract;
- the list of insurance company(ies) proposed for provision of insurance policies under the Contract

Participant’ Legal Name: ________________________________

JVCA Partner’s Legal Name: ________________________________ [delete if not applicable]

Date: ________________________________

Tender No.: ________________________________

Page ___________ of ___________ pages
Base Programme Information

Participant’s Legal Name: ______________________________

JVCA Partner’s Legal Name: ______________________________ [delete if not applicable]

Date: _______________________________________

Tender No.: ____________________________________

Page __________ of ___________ pages

We acknowledge that the Base Programme Information accompanies, but not forms part, of our Tender. Any information provided herein shall be subject to adjustment in accordance with the Contract.

The Base Programme Information consists of the following information:

1. Site Organisation and Method statement; and
2. Mobilisation and Construction Schedules
Site Organization and Method Statement

Participant’s Legal Name: ______________________________________

JVCA Partner’s Legal Name: _______________________________ [delete if not applicable]

Date: _______________________________________

Tender No.: _______________________________

Page ___________ of ____________ pages

The Participant shall provide general description of the arrangements and method statement which the Participant intends to adopt for the execution of the Works. The Participant’s arrangements and method statement should demonstrate their adequacy for satisfactory execution of the Works in conformity with the Tender Document.
Mobilisation and Construction Schedules

Participant’s Legal Name: ________________________________

JVCA Partner’s Legal Name: ________________________________ [delete if not applicable]

Date: _______________________________________

Tender No.: _______________________________________

Page ___________ of _____________ pages

The Participant shall provide information and/or schedule showing the order in which the Participant intends to carry out the Works including the anticipated timing of each stage of the performance of the Contract including but not limited to:

(a) mobilisation of the Contractor’s Plant and Equipment;

(b) execution of each key construction activity including anticipated construction rates and estimated timing for commencement and completion;

(c) details relating to the sources of the key materials, estimated transportation distances for the materials;

(d) other information as the Participant deems relevant or appropriate.
Schedule of Supplementary Information

Participant’ Legal Name: ___________________________________

JVCA Partner’s Legal Name: _______________________________ [delete if not applicable]

Date: _______________________________________

Tender No.:__________________________________

Page ___________ of ______________ pages

We acknowledge that this Schedule of Supplementary Information accompanies, but not forms part, of our Tender. Any information provided herein shall be subject to adjustment in accordance with the Contract. The Schedule of Supplementary Information consists of the following information:

(i) Details of Proposed Insurer(s); and
(ii) Details of Proposed Bank Issuing Performance and Advance Payment Securities.

**Details of proposed Insurer(s)**

The Participant shall provide name (s) and address (s) the insurer (s) and its/their principal terms for the insurances required under the Contract.

**Details of Proposed Bank Issuing Performance and Advance Payment Securities**

The Participant shall provide the name and the address of the issuing bank, which will provide the Performance and Advance Payment Securities. The Participant shall also provide information about the current credit rating of the issuing bank by Moody’s or Standard & Poor’s or other rating agencies.
Form PS-1: List of Proposed Subcontractors

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________ [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _____ of _______ pages

<table>
<thead>
<tr>
<th>Subcontractor/Sub-supplier</th>
<th>Brief Description of the Services/Works/Supplies, including expected share of the contract scope</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where the Participant proposes to use a named subcontractor/sub-supplier for the execution of any part of the contracts, the Participant shall provide the following information for each proposed subcontractor:

- name, head office address;
- place of incorporation/registration;
- year of incorporation/registration and contact details;
- brief description and the estimated value of the part of the contract, which is intended to be subcontracted;
- description of the capability and resources of the named subcontractor(s) to perform the proposed part of the contract including:
  - experience and past performance on the execution of similar works/provision of services/supply of goods;
  - capabilities with respect to personnel, equipment, and construction; and
  - financial position
- appropriate justification of the need for the use of the proposed subcontractor for the execution of the contract

[The data on subcontractors/sub-suppliers should be supplied using the respective Forms (to be marked with *) for each subcontractor/sub-supplier]
The use of this form is only required where the contract(s) require the supply and installation of specialized plant or major equipment.

Form MAN-1: Manufacturer’s Authorisation

The Participant shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorisation should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. All text within square brackets [ ] is for use in preparing this form and shall be deleted from the final document.

Date: [insert date (as day, month and year) of Tender Submission]
Tender No.: [insert number of Tendering process]

To: [insert complete name of Client]

WHEREAS
We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer’s factories], do hereby authorise [insert complete name of Participant] to submit a Tender the purpose of which is to provide the following goods, [insert name and or brief description of the goods], manufactured by us and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty with respect to the goods offered by the above firm.

Signed: [insert signature(s) of authorised representative(s) of the Manufacturer]
Name: [insert complete name(s) of authorised representative(s) of the Manufacturer]
Title: [insert title]

Duly authorised to sign this Authorisation on behalf of: [insert complete name of Manufacturer]

Dated on ____________ day of __________________, _______ [insert date of signing]
Participant’s Eligibility and Qualification Forms

To establish its qualifications to perform the Contract in accordance with Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria, the Participant shall provide the information requested in the corresponding Information Sheets included hereunder.
**Form ELI-1: Participant Eligibility Information Sheet**

Participant’s Legal Name: ___________________________

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

<table>
<thead>
<tr>
<th>Participant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant’s legal name</td>
</tr>
<tr>
<td>In case of JVCA, legal name of each partner</td>
</tr>
<tr>
<td>Participant’s actual or intended country of constitution, Incorporation, or Registration</td>
</tr>
<tr>
<td>Participant’s year of constitution, Incorporation, or Registration</td>
</tr>
<tr>
<td>Participant’s legal address in country of constitution</td>
</tr>
<tr>
<td>Participant’s authorized representative</td>
</tr>
<tr>
<td>(name, address, telephone numbers, email address)</td>
</tr>
</tbody>
</table>

Attached are copies of the following original documents.

1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITP 4.

2. Authorization to represent the firm or JVCA named in above, in accordance with ITP 18.

3. In case of JVCA, JVCA agreement, in accordance with ITP 10.

4. In case of a government-owned entity, any additional documents required to comply with ITP 4.
### Form ELI-2: JVCA Information Sheet

Participant’s Legal Name: __________________________

JVCA Partner’s Legal Name: __________________________

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

Each member of a JVCA must complete this form

<table>
<thead>
<tr>
<th>JVCA Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant’s legal name</td>
</tr>
<tr>
<td>JVCA Partner’s legal name</td>
</tr>
<tr>
<td>JVCA Partner’s country of constitution</td>
</tr>
<tr>
<td>JVCA Partner’s year of constitution</td>
</tr>
<tr>
<td>JVCA Partner’s legal address in country of constitution</td>
</tr>
<tr>
<td>JVCA Partner’s authorized representative information (name, address, telephone numbers, fax numbers, email address)</td>
</tr>
</tbody>
</table>

Attached are copies of the following original documents.

1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITP 4.

2. Authorization to represent the firm named above, in accordance with ITP 4.

3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITP 4.
Form FIN-1: Financial Situation

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________  [delete if not applicable]

Date: ______________________

Tender No.: __________________

Page _____ of _______ pages

Each Participant or member of a JVCA must complete this form with the Financial Data for the required period.

Information from Balance Sheet ([state currency, as per Section III, Evaluation Methodology] equivalent)

<table>
<thead>
<tr>
<th>Year 1: (Enter year)</th>
<th>Year 2: (Enter year)</th>
<th>Year ...: (Enter year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Worth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information from Income Statement ([state currency], as per Section III, Evaluation Methodology equivalent)

<table>
<thead>
<tr>
<th>Year 1: (Enter year)</th>
<th>Year 2: (Enter year)</th>
<th>Year ...: (Enter year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profits Before Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profits After Taxes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

All such documents reflect the financial situation of the Participant or partner to a JVCA.

Historic financial statements must be audited by a certified accountant.

Historic financial statements must be complete, including all notes to the financial statements.
Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
Form FIN-2: Average Annual Turnover

Participant’s Legal Name: __________________________

JVCA Partner’s Legal Name: __________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

Each Participant or member of a JVCA must fill in this form

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Currency</th>
<th>Exchange Rate</th>
<th>[State currency, as per Section III, Evaluation Methodology] equivalent</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Average Annual Turnover

The information supplied should be the Annual Turnover of the Participant or each member of a JVCA.
Form FIN-3: Financial Resources

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________  [delete if not applicable]

Date: ______________________

Tender No.: _____________________

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 indicated in Section IV, Eligibility and Qualification Criteria.

<table>
<thead>
<tr>
<th>No.</th>
<th>Source of financing</th>
<th>Amount ([state currency as per Section III, Evaluation Methodology] equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form FIN-4: Current Contract Commitments and Pending Awards

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

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

<table>
<thead>
<tr>
<th>Name of Contract</th>
<th>Client Contact address/tele/email</th>
<th>Value of outstanding work ([state currency, as per Section III, Evaluation Methodology] equivalent)</th>
<th>Estimated completion date</th>
<th>Average monthly invoicing over last twelve months ([state currency, as per Section III, Evaluation Methodology] equivalent/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Form EXP-1W: General Experience

Participant’s Legal Name: ____________________________

JVCA Partner’s Legal Name: ____________________________ [delete if not applicable]

Date: ______________________

Tender No.: __________________

Page _____ of _______ pages

Each Participant or member of a JVCA must complete this form.

<table>
<thead>
<tr>
<th>General Experience</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Starting Month/Year</strong></td>
<td><strong>Ending Month/Year</strong></td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

Complete one (1) form per Contract.

<table>
<thead>
<tr>
<th>Contract of Similar Size and Nature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No . . . . of . . . .</td>
</tr>
<tr>
<td>Award Date</td>
</tr>
<tr>
<td>Role in Contract</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total Contract Amount</td>
</tr>
<tr>
<td>If partner in a JVCA or subcontractor, specify participation of total Contract amount</td>
</tr>
<tr>
<td>Client’s Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone/Fax Number</td>
</tr>
<tr>
<td>email</td>
</tr>
</tbody>
</table>

Description of the contract (reflecting similarity in accordance with the respective criteria, specified in Section III, Evaluation Methodology)
Form EXP-2W: Management Experience

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________ [delete if not applicable]

Date: ______________________

Tender No.: ______________________

Page ______ of ______ pages

Complete one (1) form per Contract.

<table>
<thead>
<tr>
<th>Contract of Similar Size and Nature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No . . . . of . . . .</td>
</tr>
<tr>
<td>Award Date</td>
</tr>
<tr>
<td>Completion Date</td>
</tr>
<tr>
<td>Role in Contract</td>
</tr>
<tr>
<td>☐ Contractor</td>
</tr>
<tr>
<td>☐ Management Contractor</td>
</tr>
<tr>
<td>☐ Lead partner in JVCA</td>
</tr>
<tr>
<td>Total Contract Amount</td>
</tr>
</tbody>
</table>

[state the currency, as per Section III, Evaluation Methodology, equivalent]

Client’s Name
Address
Telephone/Fax Number
email

Description of the contract
Form EXP-3W: Specific Experience

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________ [delete if not applicable]

Date: ______________________

Tender No.: __________________

Page _______ of _______ pages

**Complete one (1) form per Contract**

<table>
<thead>
<tr>
<th>Contract with Similar Key Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No . . . . of . . . .</td>
</tr>
<tr>
<td>Award Date</td>
</tr>
<tr>
<td>Role in Contract</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total Contract Amount</td>
</tr>
<tr>
<td>If partner in a JVCA or subcontractor, specify participation of total Contract amount</td>
</tr>
</tbody>
</table>

Client’s Name
Address
Telephone Number
Fax Number
email

Description of the key activities in accordance with the respective criteria, specified in Section III, Evaluation Methodology
Form HIS-1: Historical Contract Non-Performance and Pending Litigations

[The following table shall be filled in for the Participant and for each partner of a JVCA]

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________  [delete if not applicable]

Date: ___________________

Tender No.: ___________________

Page _______ of _______ pages

### Non-Performing Contracts in accordance with Section III, Evaluation Methodology

Participants, including each partner of a JVCA, shall detail below any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the Participant, including each partner of a JVCA, during the number of years specified in Section III, Evaluation Methodology.

<table>
<thead>
<tr>
<th>Year</th>
<th>Contract</th>
<th>Parties involved</th>
<th>Cause of litigation or matter in dispute</th>
<th>Disputed amount [state currency equivalent]</th>
<th>Outcome of the dispute/litigation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The following abbreviations shall be used: F - dispute/litigation was resolved in favour of the Participant (or partner of a JVCA), A – the decision on dispute/litigation was against the Participant, or P – dispute/litigation is still in progress.

### Pending Litigation, in accordance with Section III, Evaluation Methodology

- [ ] No pending litigation in accordance with Section III, Evaluation Methodology
- [ ] Pending litigation in accordance with Section III, Evaluation Methodology.
### Section V: Forms

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome Percentage as of Total Assets</th>
<th>Contract Identification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Client:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Client:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matter in dispute:</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome Percentage as of Total Assets</th>
<th>Contract Identification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Contract Amount (current value, state currency)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form ESHS-1W: ESHS Certifications and Documents

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________  [delete if not applicable]

Date: ______________________

Tender No.: __________________

Page _____ of _______ pages

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of the certificate</td>
<td>______________________ [insert full name of the certificate]</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>______________________ [insert day, month, year of the certificate]</td>
</tr>
<tr>
<td>Areas covered by the certificate</td>
<td>______________________ [activities and locations]</td>
</tr>
<tr>
<td>Expiry date</td>
<td>______________________ [insert day, month, year]</td>
</tr>
<tr>
<td>Issuers Name</td>
<td>______________________ [insert full name]</td>
</tr>
<tr>
<td>Address</td>
<td>______________________ [insert street/number/town or city/country]</td>
</tr>
<tr>
<td>Telephone/fax number</td>
<td>______________________ [insert phone/fax no., incl. country &amp; city area codes]</td>
</tr>
<tr>
<td>E-mail</td>
<td>______________________ [insert e-mail address, if available]</td>
</tr>
<tr>
<td>Compliance with international standards</td>
<td>The certificate is</td>
</tr>
<tr>
<td>ISO 14001</td>
<td>□ Yes/□ No</td>
</tr>
<tr>
<td>OHSAS 18001</td>
<td>□ Yes/□ No</td>
</tr>
</tbody>
</table>
Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

In the absence of ISO certificates or proof of conformity with ISO standards, the Participant shall provide the following information:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SUPPORTING DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Health &amp; Safety Policy</td>
<td>Policy document or the index of the health &amp; safety manual or other relevant documents.</td>
</tr>
<tr>
<td>2 Environmental Management Policy</td>
<td>Policy document or the index of the Environmental Management manual or other relevant documents.</td>
</tr>
<tr>
<td>3 Declaration of compliance with ILO core labour standards in operations</td>
<td>The Participant certifies (by ticking explicitly) complying with the following core labour standards:</td>
</tr>
<tr>
<td></td>
<td>- Freedom of Association;</td>
</tr>
<tr>
<td></td>
<td>- Forced Labour;</td>
</tr>
<tr>
<td></td>
<td>- Discrimination;</td>
</tr>
<tr>
<td></td>
<td>- Child Labour.</td>
</tr>
<tr>
<td>4 Reviews, inspections and audits related to ESHS issues within the company</td>
<td>Provide list of such reviews or audits which were carried out during the [state the period, as per Section III, Evaluation Methodology]</td>
</tr>
<tr>
<td>and especially on construction sites</td>
<td></td>
</tr>
<tr>
<td>5 Internal and external integration and enforcement policy</td>
<td>Provide information on:</td>
</tr>
<tr>
<td></td>
<td>(a) How the Participant ensures that all members of a JVCA, suppliers or temporary workforce are aware of and comply with ESHS requirements;</td>
</tr>
<tr>
<td></td>
<td>(b) Nature and content of the ESHS trainings provided to employees.</td>
</tr>
<tr>
<td>6 Procedures on main ESHS issues</td>
<td>Unless information is already provided in policy documents submitted under the requirements of Articles 1 and 2 above, the brief description of the in-house policies and procedures shall be provided, covering the following issues, as appropriate for the Contract:</td>
</tr>
<tr>
<td></td>
<td>a) ESHS resources and facilities and ESHS monitoring organization;</td>
</tr>
<tr>
<td></td>
<td>b) Project areas management (base camps, quarries, borrow pits, storage areas);</td>
</tr>
<tr>
<td></td>
<td>c) Health &amp; Safety on project Areas;</td>
</tr>
<tr>
<td></td>
<td>d) Local recruitment and ESHS trainings of local staff, ESHS trainings of subcontractors and local partners, if any;</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>e)</td>
<td>Relations with stakeholders, information and consultation of local communities and authorities;</td>
</tr>
<tr>
<td>f)</td>
<td>Traffic management;</td>
</tr>
<tr>
<td>g)</td>
<td>Hazardous products;</td>
</tr>
<tr>
<td>h)</td>
<td>Wastewater (effluents);</td>
</tr>
<tr>
<td>i)</td>
<td>Protection of water resources;</td>
</tr>
<tr>
<td>j)</td>
<td>Atmospheric emissions, noise and vibrations;</td>
</tr>
<tr>
<td>k)</td>
<td>Waste management;</td>
</tr>
<tr>
<td>l)</td>
<td>Biodiversity: protection of fauna and flora;</td>
</tr>
<tr>
<td>m)</td>
<td>Site rehabilitation and re-vegetation;</td>
</tr>
<tr>
<td>n)</td>
<td>Erosion and sedimentation;</td>
</tr>
<tr>
<td>o)</td>
<td>Control of infectious diseases.</td>
</tr>
</tbody>
</table>
Form ESHS-2W: ESHS Experience

Participant’s Legal Name: ____________________________

JVCA Partner’s Legal Name: ____________________________ [delete if not applicable]

Date: ______________________

Tender No.: __________________

Page _____ of _____ pages

Complete one (1) form per Contract.

<table>
<thead>
<tr>
<th>Contract of Similar Size and Nature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No . . . . of . . . .</td>
</tr>
<tr>
<td>Award Date</td>
</tr>
<tr>
<td>Role in Contract</td>
</tr>
<tr>
<td>□ Contractor</td>
</tr>
<tr>
<td>□ Lead partner in JVCA</td>
</tr>
</tbody>
</table>

Total Contract Amount: [state the currency, as per Section III, Evaluation Methodology, equivalent]

Client’s Name
Address
Telephone/Fax Number
email

Description of the contract:

Description of the ESHS challenges and measures implemented under the contract:

- ESHS Challenge;
- ESHS Risk Assessment Level;
- ESHS implemented measures;
- ESHS Knowhow Transfer or ESHS Local Staff Capacity Building, if any.
Form CON-1: Contractor’s Equipment

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: ___________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page _______ of _______ pages

The Participant 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 Methodology, and Section IV, Eligibility and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Participant. The Participant shall provide all the information requested below, to the extent possible.

<table>
<thead>
<tr>
<th>Type of Equipment*</th>
<th>Equipment Information</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of manufacturer</td>
<td>Model and power rating</td>
<td>Indicate source of the equipment</td>
</tr>
<tr>
<td>Capacity</td>
<td>Year of manufacture</td>
<td>o Owned</td>
</tr>
<tr>
<td>Current Status</td>
<td>Current location</td>
<td>o Rented</td>
</tr>
<tr>
<td>Details of current commitments</td>
<td></td>
<td>o Leased</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Specially manufactured</td>
</tr>
</tbody>
</table>

The following information shall be provided only for equipment not owned by the Participant.

<table>
<thead>
<tr>
<th>Owner</th>
<th>Name of owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of owner</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Contact name and title</td>
</tr>
<tr>
<td>Fax</td>
<td>email address:</td>
</tr>
<tr>
<td>Agreements</td>
<td>Details of rental/ lease/ manufacture agreements specific to the project</td>
</tr>
</tbody>
</table>
Form CON-2: Contractor's Personnel

Participant’s Legal Name: ___________________________

JVCA Partner’s Legal Name: _________________________  [delete if not applicable]

Date: ______________________

Tender No.: ___________________

Page ______ of ______ pages

Proposed Personnel

Participants should provide the names of suitably qualified personnel to meet the specified requirements for each of the positions listed in Section III, Evaluation Methodology, and Section IV, Eligibility and Qualification Criteria. The data on their experience should be supplied using the Form below for each candidate.

<table>
<thead>
<tr>
<th>1.</th>
<th>Title of position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>Title of position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.</th>
<th>Title of position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.</th>
<th>Title of position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>etc.</th>
<th>Title of position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
</tr>
</tbody>
</table>
Form CON-3: Resume of Proposed Personnel

Participant’s Legal Name: ___________________________
JVCA Partner’s Legal Name: ____________________________ [delete if not applicable]
Date: ______________________
Tender No.: ___________________
Page _______ of _______ pages

The Participant shall provide all the information requested below for each of the personnel listed the schedule of the Contractor’s Personnel.

<table>
<thead>
<tr>
<th>Position</th>
<th>Personnel information</th>
<th>Name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present employment</td>
<td>Name of Client</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address of Client</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td>Contact (manager/personnel officer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td>email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job title</td>
<td>Years with present Client</td>
<td></td>
</tr>
</tbody>
</table>

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.
<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Company, Project, Position, and Relevant Technical and Management Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form IRC: Information Request Consent

[Letterhead of the Participant, or a JVCA partner, including full postal address, telephone and fax numbers and e-mail address]

Date: [insert the date]

To: [name and address of the client on reference projects]

Sirs,

Being duly authorised to represent and act on behalf of [insert the Participant’s or a JVCA partner’s name] (hereinafter “the Participant”) the undersigned hereby participate as a tenderer for the Contract [insert Contract title] with [insert the Client’s name] (hereinafter “the Client”) under the [insert name] project.

Hereby we authorise the Client and the Client’s authorised representatives to conduct any inquiries to verify the statements and information submitted in connection with our tender, and to seek clarification regarding any technical aspects of our tender.

Please consider this letter as authorisation for you to provide such information deemed necessary and as requested by the Client to verify statements and information provided in our tender, such as our resources, experience, and competence.

Signed __________________

Name __________________

For and on behalf of

[name of the Participant or a JVCA partner]
Form BIRC: Bank Information Request Consent

[Letterhead of the Participant, or a JVCA partner, including full postal address, telephone and fax numbers and e-mail address]

Date:  [insert the date]

To:  [name and address of the bank]

Sirs,

Being duly authorised to represent and act on behalf of [insert the Participant’s or a JVCA partner’s name] (hereinafter “the Participant”) the undersigned hereby participate as a tenderer for the Contract [insert Contract title] with [insert the Client’s name] (hereinafter “the Client”) under the [insert name] project.

Hereby we authorise the Client and the Client’s authorised representatives to conduct any inquiries to verify with you the statements, documents and information submitted in connection with our tender, and to seek clarification from you regarding our financial position.

Please consider this letter as authorisation for you to provide such information deemed necessary and as requested by the Client to verify statements and information provided in our tender.

Signed  ____________________

Name  ____________________

For and on behalf of  
[insert the Participant’s or a JVCA partner’s name]
Section VI: Requirements

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2. Specifications.................................................................................................................................107
3. Drawings.........................................................................................................................................109
1. Scope of Works

A brief description of the Project and the Contract works to be executed shall be inserted here. Particular requirements and working conditions should also be stated.
2. Specifications

These notes for preparing specifications are intended only as information for the Client or the person drafting the Tender Document. They should not be included in the final documents.

Precise and clear specifications are a prerequisite for Participants to respond realistically and competitive to the requirements of the Client without qualifying or conditioning their tenders. In the context of open tendering, 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 realised, responsiveness of tenders be ensured, and the subsequent task of tenders 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. The specifications should set out any specific requirements for the works as set out in legal permits or legal documentation with the Bank, where the Client's compliance with applicable laws and/or legal agreements with the Bank are dependent upon the performance of third parties and, in particular, the Contractor and its sub-contractors. Such specific requirements include, but are not limited to, environmental and social management and mitigation provisions directly associated with the works as set out in the Bank's Performance Requirements as well as in the Environmental and Social Action Plan agreed between the Client and the Bank as part of the legal agreements. The fitness for purpose of the Works, when completed, shall be clearly defined at the beginning of the Specifications, followed by a clause setting out the scope of the works. 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.

Samples of specifications from previous similar projects in the same country are useful in this respect. The use of metric units is encouraged by the Bank. Most specifications are normally written specially by the Client or the Engineer/the Project Manager to suit the Contract works in hand.

There are considerable advantages in standardising general specifications for repetitive works in recognised public sectors, such as highways, ports, railways, buildings, 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, recognised international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Client’s country or other standards, the specifications should state those materials, plant, other supplies, and workmanship meeting other authoritative standards, and which ensure substantially equal performance to the standards mentioned, will also be acceptable. The following clause may be inserted in the Contract Terms and Conditions or the Specifications.

Sample clause: Equivalency of standards and codes

Wherever reference is made in the Contract to specific standards and codes to be met by the 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 these documents. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards which ensure a substantially equal or higher performance than the standards and codes specified will be accepted subject to the Engineer's/the Project Manager’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 twenty-eight (28) days prior to the date when the contractor desires the Engineer's/the Project Manager’s approval. In the event the Engineer/the Project Manager determines that such proposed deviations do not ensure substantially equal performance, the contractor shall comply with the standards specified in the documents.

It is customary to bind the drawings in a separate volume, which is often larger than the other volumes of 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 map showing the location of the Site in relation to the local geography, including major roads, ports, airports, and railroads, is helpful.
3. Drawings

The construction drawings, even if not fully developed, must show sufficient details to enable Participants to understand the type and complexity of the work involved, and to price the Price Schedules.
Section VII: Contract Terms and Conditions

This Section shall specify the internationally recognised standard terms and conditions to be used for the Contract, which shall take into account the nature of the Works and specifics of the Project.

Acceptable forms of such contracts are:

- FIDIC Conditions of Contract for Plant and Design-Build for electrical and mechanical plant, and for building and engineering works, designed by the Contractor, 1999;
- FIDIC Conditions of Contract for EPC/Turnkey Contracts, 1999;
- FIDIC Conditions of Contract for DBO Contracts, 2008;
- World Bank, Supply and Installation of Plant and Equipment;
- NEC3 (UK) Engineering and Construction Contract (ECC);
- ICC Model Major Project Turnkey Contract;
- ICC Model Turnkey Supply of an Industrial Plant Contract;
- IChemE/IEE (UK) General Conditions of Contract, Home or Overseas Contracts with Erection;
- IChemE (UK) Lump Sum Contracts;
- ENNA Model Form of International Contract for Process Plant Construction;
- JCT Construction Excellence 2007; etc

Special attention shall be paid to the copyright of the contract terms. Appropriate licences may need to be obtained and fees paid before using the standard terms and conditions for the Contract.

The Particular Conditions of Contract, the Contract Forms, as well as other Parts of the Tender Document, especially the text of the Tender Form and the Appendix to tender, if any, the Price Schedules shall be amended, as necessary, to ensure consistency and coherence of the entire Tender Document.

The contract conditions shall be drafted to provide for fair and balanced risk allocation between the parties following the key principles:

- The duties, rights, obligations, roles and responsibilities of the parties must be generally as implied in the Contract conditions, and appropriate to the requirements of the Project;
- The Particular Conditions must be drafted clearly and unambiguously;
- All time periods specified in the Contract for the parties to perform their obligations must be of reasonable duration.
- The Contract shall provide an adequate dispute resolution mechanism.

Parties are advised to seek their own legal counsel for drafting conditions of Contract which would reflect the specifics of the particular Project.
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Section VII: Contract Terms and Conditions

General Conditions of Contract (GCC)

The example below is for use with FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant and for Building and Engineering Works Designed by the Contractor, First Edition, 1999.

While this tender document has been prepared with great care, taking into account international procurement and contracting experience, the Bank does not assume any responsibility that the Contract forms, including example provisions and guidance notes, contained in this Tender Document, are suitable, adequate and complete in respect of any particular project.

The General Conditions of Contract comprise the “General Conditions” which form part of “Conditions of Contract for Plant and Design-Build” for Electrical and Mechanical Plant and for Building and Engineering Works Designed by the Contractor, First Edition 1999 prepared by the Fédération Internationale des Ingénieurs-Conseils (FIDIC).

These Conditions are subject to the variations and additions set out in Section “Particular Conditions of Contract” (PCC)

Use of FIDIC documents are subject to copyright laws.
Add the following text if the Tender Document, as issued, do not include a copy:

Copies of the FIDIC Conditions of Contract can be obtained from:

International Federation of Consulting Engineers
World Trade Centre II
P.O. Box 311
CH-1215 Geneva 15
Switzerland

Phone: +41 22 799 49 00
Fax: +41 22 799 49 01
email: fidic@fidic.org
www: http://www.fidic.org
Particular Conditions of Contract (PCC)

The following Particular Conditions of Contract (PCC) shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Boxed guidance notes, as well as optional and mandatory editorial notes and other provisions in italic fonts contain instructions and guidance which the drafter should follow. They are not part of the text, and should not be included in the final document.

The references to Clauses and Sub-clauses provided in the Particular Conditions of Contract given below are applicable to The Conditions of Contract, Part A: General Conditions of the “Conditions of Contract for Plant and Design-Build,” 1st edition 1999 prepared by the Fédération Internationale des Ingénieurs-Conseils (FIDIC).

References to Clauses and Sub-clauses of other General Conditions of Contract, if used, shall be provided accordingly.

GCC 1 General Provisions
GCC 1.1 Definitions
GCC 1.1.2 Parties and Persons

1.1.12 “Bank” means the financing institution (if any) named in the Appendix To Tender
1.1.12 “Borrower” means the person (if any) named as the borrower in the Appendix To Tender
1.1.6.10 “Notice of Dissatisfaction” means the notice given by either Party to the other under Sub-Clause 20.4 [Obtaining Dispute Adjudication Board’s Decision] indicating its dissatisfaction and intention to commence arbitration.
1.1.6.11 Enforcement Policy and Procedures means the EBRD’s Enforcement Policy and Procedures, as amended from time to time, and any policy or procedures adopted by EBRD, as a successor to or replacement of such policy and procedures”.
1.1.6.12 “Prohibited Practices” has the meaning as defined in the Enforcement Policy and Procedures [insert the edition of the applicable EPP].
1.1.6.13 “Enforcement Actions” means such action as defined in the Bank’s Enforcement Policy and Procedures.
1.1.6.14 “Disclosure Actions” means such action as defined in the Bank’s Enforcement Policy and Procedures.
1.1.6.15 “Third Party Finding” means a final judgment of a judicial process in a member country of the Bank or a finding by the enforcement (or similar) mechanism of an international organisation, which is not a Mutual Enforcement Institution, that an individual or entity has engaged in a Prohibited Practice or equivalent act of that member country or international organisation.
1.1.6.16 “Project Complaint Mechanism” means the accountability mechanism of the Bank as set forth under the Project Complaint Mechanism (PCM) Rules of Procedure dated May 2014, as such rules may be amended, supplemented or replaced from time to time.
1.1.6.17 “Mutual Enforcement Institution” means an international organisation that has entered into an agreement with the Bank, pursuant to which such institution and the Bank agree to the mutual enforcement of debarment decisions made by each other, provided that such other institution has given notice to the Bank that it has fulfilled all requirements for the implementation of such agreement and has not subsequently withdrawn from such agreement.
Section VII: Contract Terms and Conditions

GCC 1.2 Interpretation

*Add the words (optional):*

In these Conditions, provisions including the expression "Cost plus profit" require this profit to be one-twentieth (5%) of this Cost.

GCC 1.12 Confidential Details

*Replace Sub-clause (optional):*

The Contractor’s and the Employer’s Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify the Contractor’s compliance with the Contract and allow its proper implementation.

Each of them shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Works prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.

*According to the Bank’s Procurement Policies and Rules, the Bank will have the right to require that, in contracts financed by the Bank, a provision be included requiring suppliers, sub-suppliers, contractors, subcontractors, concessionaires, and sub-consultants to permit the Bank to inspect their accounts and records relating to the performance of the Contract and to have them audited by auditors appointed by the Bank.***

*Add the following Sub-clause (Mandatory):*

GCC 1.15 Inspections and Audit by the Bank

The Contractor shall permit the Bank and/or persons appointed by the Bank to inspect the Site and/or the Contractor’s assets, books, accounts and records relating to the performance of the Contract and to have such assets, books, accounts and records audited by auditors appointed by the Bank if required by the Bank.

The Contractor shall require its officers, directors, employees or agents with knowledge of the Contract to respond to questions from the Bank and to provide to the Bank any information or documents necessary for (i) the investigation of allegations of Prohibited Practices, or (ii) the Bank’s monitoring and evaluation of the Contract and to enable the Bank to examine and address any project-related complaints made under the Bank’s Project Complaint Mechanism.

The Contractor shall maintain all books, documents and records related to the Contract in accordance with applicable law but in any case for at least six years from the date of substantial performance of the Contract.

The Contractor shall ensure that in any agreements with suppliers, sub-suppliers, subcontractors, concessionaires, consultants, or sub-consultants concerning the execution of the Contract provisions to the effect of this Sub-clause are included.

GCC 2 The Employer

GCC 2.4 Employer’s Financial Arrangements
Add the words (Mandatory):

In addition, if the Bank has notified to the Borrower that the Bank has suspended disbursements under its loan, which finances in whole or in part the execution of the Works, the Employer shall give notice of such suspension to the Contractor with detailed particulars, including the date of such notification, with a copy to the Engineer, within 7 days of the Borrower having received the suspension notification from the Bank. If alternative funds will be available in appropriate currencies to the Employer to continue making payments to the Contractor beyond a date 60 days after the date of Bank notification of the suspension, the Employer shall provide reasonable evidence in his notice of the extent to which such funds will be available.

GCC 3 The Engineer

GCC 3.1 Engineer’s Duties and Authority

Add the words (Mandatory):

any act by the Engineer in response to a Contractor’s request except as otherwise expressly specified shall be notified in writing to the Contractor within 28 days of receipt.

The following provisions shall apply:

The Engineer shall obtain the specific approval of the Employer before taking action under the following Sub-Clauses of these Conditions:

(a) Sub-Clause 4.12: Agreeing or determining an extension of time and/or additional cost.

(b) Sub-Clause 13.1: Instructing a Variation, except;

   (i) in an emergency situation as determined by the Engineer, or
   (ii) if such a Variation would increase the Accepted Contract Amount by not more than any percentage specified in the Appendix To Tender.

(c) Sub-Clause 13.3: Approving a proposal for Variation submitted by the Contractor in accordance with Sub Clause 13.1 or 13.2.

(d) Sub-Clause 13.4: Specifying the amount payable in each of the applicable currencies.

Notwithstanding the obligation, as set out above, to obtain approval, if, in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the Works or of adjoining property, he may, without relieving the Contractor of any of his duties and responsibility under the Contract, instruct the Contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The Contractor shall forthwith comply, despite the absence of approval of the Employer, with any such instruction, in accordance with Clause 13 and shall notify the Contractor accordingly, with a copy to the Employer.

GCC 3.4 Replacement of the Engineer

Replace Sub-clause (optional):

If the Employer intends to replace the Engineer, the Employer shall, not less than 21 days before the intended date of replacement, give notice to the Contractor of the name, address and relevant experience of the intended replacement Engineer. If the Contractor considers the intended replacement Engineer to be unsuitable, he has the right to raise objection.
against him by notice to the Employer, with supporting particulars, and the Employer shall give full and fair consideration to this objection.

GCC 4 The Contractor

GCC 4.2 Performance Security

*Add the words (mandatory):*

The Performance Security shall be issued by a reputable bank selected by the Contractor, and be acceptable to the Employer, and shall be in the form annexed to the Particular Conditions, as stipulated by the Employer in the Appendix to Tender, or in another form approved by the Employer.

*Add the words (optional):*

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 in that currency by an equal percentage.

GCC 4.3 Contractor’s Representative

*Add the words (optional):*

If the Contractor’s Representative’s delegates are not fluent in the said language, the Contractor shall make competent interpreters available during all working hours in a number deemed sufficient by the Engineer.

GCC 4.4 Subcontractors

*Add the words (optional):*

The Contractor shall ensure that the requirements imposed on the Contractor by Sub-Clause 1.12 [Confidential Details] apply equally to each Subcontractor. Where practicable, the Contractor shall give fair and reasonable opportunity for contractors from the Country to be appointed as Subcontractors.

GCC 4.25 Prevention of Prohibited Practices

*Add the words (mandatory):*

The Contractor shall not, and shall not authorise or permit any of its officers, directors, authorised employees, affiliates, agents or representatives to, engage in Prohibited Practices with respect to the procurement, award, or execution of the Contract.

The Bank may declare the Contract to be ineligible for financing, and the Bank may take any of the Enforcement Actions and Disclosure Actions set out in the Enforcement Policy and Procedures, if in accordance with the Enforcement Policy and Procedures the Bank determines that:

(a) the Contractor, including its suppliers, sub-suppliers, sub-contractors, concessionaires, consultants, or sub-consultants have engaged in Prohibited Practices with respect to the procurement, award, or execution of the Contract.
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(b) a Third Party Finding has sufficient relevance and seriousness for the Bank to warrant Enforcement Actions and Disclosure Actions against entities or individuals;

GCC 4.25 Agreements with third parties

*Add the words (mandatory):*

The Contractor shall ensure that in any agreements with suppliers, sub-suppliers, subcontractors, concessionaires, consultants, or sub-consultants concerning the execution of the Contract provision are included:

(a) stating that the suppliers, sub-suppliers, sub-contractors, concessionaires, consultants, or sub-consultants, shall not, and shall not authorise or permit any of their officers, directors, authorised employees, affiliates, agents or representatives to, engage in Prohibited Practices with respect to such agreements and the execution of the Contract; and

(b) notifying the suppliers, sub-suppliers, sub-contractors, concessionaires, consultants, or sub-consultants, that the Bank has the right to invoke the Enforcement Policy and Procedures, including any Enforcement Action and Disclosure Action set out therein, in respect of allegations of Prohibited Practices with respect to the procurement, award, or execution of the Contract.

GCC 6 Staff and Labour

*The legal agreements between the Employer and the Bank covenant the Employer to comply with and implement the Bank's Environmental and Social Performance Requirements as well as any specific requirements set out in the Environmental and Social Action Plan included in the legal agreements related to Labour and Working Conditions. It is the Employer's responsibility to ensure that third parties and non-employee workers engaged by the Employer either directly or through contractors or other intermediaries to perform the works meet these requirements. The specific provisions for the PCCs below are provided as guidance to the Employer to ensure that the Contract will require the Contractor to perform the Contract Works in compliance with these Bank-specific requirements and good international practice. The additional provisions below that are "mandatory", are required to supplement national law and the GCC so as to meet Bank-specific requirements and good international practice. The additional provisions below that are "optional" are requirements that are presumed to be covered by national law and GCC, but which are recommended to be included in the Contract, if relevant, so as to facilitate the Employer's monitoring and supervision of the Contractor's compliance with the Bank-specific requirements and good international practice, and thereby, the Employer's reporting to the Bank to demonstrate its compliance with the Bank-specific requirements and legal covenants and good international practice.*

GCC 6.1 Engagement of Staff and Labour

*Add the words (mandatory):*

The Contractor shall establish Human Resource policies in accordance with the governing Law. The Contractor shall document and communicate to all workers their working conditions and terms of employment, including their entitlement to wages, hours of work, overtime arrangements and overtime compensation, and any benefits (such as leave for illness, maternity/paternity or holiday).

The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labour with appropriate qualifications and experience from sources within the Borrower’s Country.
GCC 6.2 Rates of Wages and Conditions of Labour

Add the words (mandatory):

Where the Contractor is party to a collective agreement or is otherwise bound by it, the Contractor shall comply with its terms and conditions.

Deductions from wages for disciplinary measures shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. Deductions must never lead to an employee receiving less than the applicable minimum wage.

All workers shall be provided with clearly understandable verbal and written information about the conditions in respect of wages before they enter employment and of the particulars of their wages for the pay period concerned each time they are paid. Wages shall be paid in legal tender in full, on time and directly to the workers concerned. The Contractor shall maintain records of all payments and deductions made.

Add the words: (optional)

The Contractor shall inform the Contractor’s Personnel about their liability to pay personal income taxes in the Country in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the Laws of the Country for the time being in force, and the Contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such Laws.

GCC 6.4 Labour Laws

Add the words: (mandatory)

The Contractor shall ensure that obligations to staff and labour under labour, health and safety and social security laws and regulations arising from the employment relationship shall not be avoided through the use of labour-only contracting arrangements.

GCC 6.5 Working Hours

Add the words: (optional)

Hours of work shall comply with applicable laws, collective agreements, and industry standards. Overtime shall be voluntary wherever possible, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

GCC 6.6 Facilities for Staff and Labour

Add the words: (mandatory)
Where the Contractor provides living accommodation for workers, the accommodation shall be appropriate for its location and be clean, safe and, at a minimum, meet the basic needs of workers. The accommodation shall comply with national legislation and, where possible, follow international good practice as set out in the IFC/The Bank’s Public Guidance. The Contractor shall ensure that workers’ freedom of movement to and from the accommodation is not unduly restricted.

GCC 6.7 Health and Safety

_add the words: (mandatory)_

The Contractor shall provide the Employer with a written Health and Safety Policy and a project-specific Health and Safety Plan (the Plan) before the commencement of work. The Plan shall identify all risks specific and relevant to the project and shall provide information explaining how the identified risks will be managed by the Contractor. The Plan shall include details of the Contractor’s OHS management system, including the Contractor’s plans to manage and monitor the health and safety risks associated with all construction work under its control. The Plan shall be made available to the Bank(s) prior to the start of Construction.

Every Contractor shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety. In instances where the Contractor is a joint venture, consortium or a similar entity, the Contractor shall coordinate its planning, management and monitoring activities in a manner that will ensure that any overlap does not create any potential risks to third parties.

All work-related tasks shall be risk assessed before any work is undertaken. All significant hazards shall be identified and control measures introduced to reduce foreseeable risks of injury and ill health, so far as is reasonable practicable. High regard shall be given in particular to assess and control the following specific activities and these shall be documented in the Health and Safety Plan:

- Working at Heights;
- Lifting Operations;
- Movement of vehicles and mobile work equipment;
- Ground disturbance and excavations; and,
- Working with and around live electrical conductors.

The Contractor shall ensure that a safe and healthy working environment is provided and that good international occupational health and safety practice is promoted. The Contractor shall take steps to prevent accidents, injury and disease arising in the course of work by identifying and controlling risks to workers, third parties and affected communities, so as far as is reasonably practicable. The Contractor shall ensure that all staff, labourers and persons entitled to be on site receive the necessary supervision, information, instruction and training to do their jobs in a manner that does not place themselves or third parties at risk. With regard to any unauthorised site visitors, the Contractor shall familiarise itself with, and comply with, any relevant provisions of the Applicable Law. Where appropriate, the Contractor shall provide equipment to minimise health and safety risks and enforce its use. The Contractor shall carry out a risk assessment to ensure the correct selection of equipment is made for every task. The work equipment shall be in good working condition, designed for the specific task and not improvised in any way. The Contractor shall put in place arrangements for emergency prevention, preparedness and response.

_add the following provisions 6.7.1 to 6.7.10 (mandatory):_

GCC 6.7.1 Personal Protective Equipment

The Contractor shall provide, at no cost to its workers, Personal Protective Equipment (PPE) to control residual risks. The PPE shall be suitable for the relevant hazards workers are exposed to and replaced at no cost to the worker, when it becomes damaged or worn. As a minimum,
PPE shall be protective toe cap safety footwear, head protection and an item of high visibility clothing.

**Workers Welfare Accommodation**

The Contractor shall provide a suitable seating area for workers to use during breaks. This area shall be clean, located where food will not become contaminated and provide reasonable thermal comfort during high and low temperatures. The Contractor shall also provide adequate access to toilets and wash basins for their workers.

**Contractor’s Personnel**

The Contractor shall ensure that all personnel employed to carry out work are competent and fit to carry out the work they are employed to do. All Contractor personnel shall receive a site safety induction before they start work which should identify the hazards, the risk to their health and safety and the control measures that shall be implemented. Any worker who fails to cooperate with the Contractor or fails to take reasonably care of themselves or others and placing them at risk of injury or ill health, shall be removed from the Site.

**First Aid**

Prior to the start of work the Contractor shall carry out a first aid needs assessment to determine the provisions necessary to preserve life and provide immediate first aid to a casualty. The assessment shall consider the degree of hazards, potential risks and the number of employees at the Site. In addition consideration shall be made to risks created in the course of work in particular hot works causing burns and hazardous liquids splashing into the face. The Contractor shall ensure competent first aid trained personnel are available in convenient locations on site to ensure prompt response to administer immediate first aid.

**Working at Heights**

The Contractor shall introduce a procedure that requires all working at heights to be avoided where possible. Where working at heights cannot be avoided, the Contractor shall assess all working at heights to satisfy themselves that suitable fall prevention measures are in place before any work activity commences. Where the risk of a fall may still exist, the Contractor shall introduce measures to mitigate a fall, in the event of one occurring. The Contractor shall undertake periodical monitoring of the working platforms and fall prevention measures to ensure they remain adequate and in a good working order.

**Ground Disturbance and Excavations**

The Contractor shall ensure all ground disturbance and excavation activities are to be carried out under a safe system of work which includes a comprehensive assessment of the risks by a competent person, regardless of depth, to ensure it is safe and adequately supported. Entry into any excavation by any person is to be avoided where possible. Where entry cannot be avoided, robust engineering methods shall be used to support excavations to prevent any worker being trapped or suffering injury or ill health. At no point shall any worker enter an unsupported excavation.

**Live Electrical Services**

The Contractor is to familiarise themselves with all electrical services within the designated Site, this shall include all above and below ground services. All live conductors are to be securely covered and be inaccessible to unauthorised personnel. Where there is a risk of contact, either by a worker or any operated equipment, the Contractor shall arrange for the
service to be temporary isolated or rerouted prior to the start of work. At any time no worker or third party shall be exposed to any live conductors unless they are authorised and competent to work on or around these services.

**GCC 6.7.8 Movement of Vehicles and Mobile Work Equipment**

The Contractor shall minimise the movement of traffic and mobile work equipment and continually assess the on and off site effects. Where possible, one way systems shall be introduced to avoid vehicles coming into contact with each other. Reversing of vehicles and mobile work equipment shall be avoided on site, where this is not possible an effective system must be in place to control reversing so there is no risk of injury or damage to property. All moving vehicles and mobile work equipment on the Site shall have a fitted flashing amber warning beacon which must be in use while in operation. The Contractor shall ensure any vehicles or mobile work equipment entering the Site shall be checked and confirmed suitable for site conditions with specialist consideration to lights, brakes, steering, mirrors and restraints/seatbelts. Fitted restraints/seatbelts shall be worn at all time when the vehicles or mobile plant is in operation.

**GCC 6.7.9 Confined Space Working**

The Contractor shall identify all areas which are, or could become a confined space, and prevent entry into these areas. If no method of working is possible without entry, the Contractor shall carry out a risk assessment and introduce a system of work to eliminate or control hazards and foreseeable risks and prevent a risk of injury or ill health to workers. At all times the Contractor shall ensure that the worker entering the confined space is provided with, as a minimum, uncontaminated breathable air, a method to detect unhealthy and flammable atmospheres, clear access to and egress from the confined space and emergency arrangements to remove the worker if self-rescue is not possible.

**GCC 6.7.10 Preventative Measures**

The Contractor shall develop and maintain throughout the execution of the Contract preventative measures relating to worker health concerns, including providing inoculations or other preventative treatments for disease that are either global in nature or endemic in the project area. The Contractor shall undertake appropriate measures to reduce the risk of transfer of STDs and HIV/AIDS among the Contractor’s Personnel and the local community including providing condoms and information for raising awareness among employees of sexually transmitted disease and HIV/AIDS.

**GCC 6.8 Contractor’s Superintendence**

*Add the words: (mandatory):*

The Contractor shall ensure that a grievance mechanism is available to all workers and their organisations to use without fear of intimidation or retaliation. The Contractor will ensure that employees are informed about the grievance mechanism and that this is part of the training for new employees and information is posted in relevant areas on Site.

The Contractor shall ensure that the grievance mechanism involves an appropriate level of management and addresses concerns promptly, using an understandable and transparent process that provides feedback to those concerned without any retribution.

*Replace the provision of 6.9 (mandatory):*

**GCC 6.9 Contractor’s Personnel**

The Contractor’s Personnel shall be appropriately qualified, skilled and experienced in their respective trades or occupations. The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor’s Representative if applicable, who:

(a) persists in any misconduct or lack of care,
(b) carries out duties incompetently or negligently,
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(c) fails to conform with any provisions of the Contract,
(d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment, or
(e) based on reasonable evidence, has engaged in a Prohibited Practice during the execution of the works.

If appropriate, the Contractor shall then appoint (or cause to be appointed) a suitable replacement person.

**Add the following provisions 6.12 through to 6.25 (optional):**

**GCC 6.12 Foreign Personnel**

The Contractor may bring in to the Country any foreign personnel who are necessary for the execution of the Works to the extent allowed by the applicable Laws. The Contractor shall ensure that these personnel are provided with the required residence visas and work permits. The Employer will, if requested by the Contractor, use his best endeavours in a timely and expeditious manner to assist the Contractor in obtaining any local, state, and national or government permission required for bringing in the Contractor’s personnel.

The Contractor shall be responsible for the return of these personnel to the place where they were recruited or to their domicile. In the event of the death in the Country of any of these personnel or members of their families, the Contractor shall similarly be responsible for making the appropriate arrangements for their return or burial.

Where the Contractor requires repayment of travel costs of foreign personnel initially borne by the Contractor, the terms of repayment shall be reasonable, made clear to the worker, and documented, prior to the worker leaving their country of origin. The worker shall signify agreement with the terms of the loan and its repayment, and shall be entitled to resign under the terms of national labour legislation and elect to repay the outstanding debt.

**GCC 6.13 Supply of Foodstuffs**

The Contractor shall arrange for the provision of a sufficient supply of suitable, culturally appropriate food as may be stated in the Specification at reasonable prices for the Contractor's Personnel for the purposes of or in connection with the Contract.

**GCC 6.14 Supply of Water**

The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of potable drinking and other water for the use of the Contractor's Personnel. The Contractor shall not levy, or permit to be levied on any of their personnel, a charge for the access to potable drinking water.

**GCC 6.15 Measures against Insect and Pest Nuisance**

The Contractor shall at all times take the necessary precautions to protect the Contractor’s Personnel employed on the Site from insect and pest nuisance, and to reduce the danger to their health. The Contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide.

**GCC 6.16 Alcoholic Liquor or Drugs**

The Contractor shall not, otherwise than in accordance with the Laws of the Country, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift, barter or disposal thereof by Contractor's Personnel. The Contractor shall make all reasonable efforts to ensure no worker on the site under his control brings or consumes any alcohol or illicit drugs onto the site. The Contractor shall also immediately remove any Contractor's Personnel that it suspects or has confirmed is under any influence of alcohol or illicit drugs, from site.

**GCC 6.17 Arms and Ammunition**

The Contractor shall not give, barter, or otherwise dispose of, to any person, any arms or ammunition of any kind, or allow Contractor's Personnel to do so.
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GCC 6.18 Festivals and Religious Customs

The Contractor shall respect the Country’s recognized festivals, days of rest and religious or other customs.

GCC 6.19 Funeral Arrangements

The Contractor shall be responsible, to the extent required by local regulations, for making any funeral arrangements for any of his local employees who may die while engaged upon the Works.

GCC 6.20 Forced Labour

The Contractor shall not employ forced labour, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as involuntary prison labour, indentured labour, bonded labour or similar labour contracting arrangements.

GCC 6.21 Child Labour

The Contractor shall not employ children in a manner that is economically exploitative, or is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development. Where the relevant labour laws of the Country have provisions for employment of minors, the Contractor shall follow those laws applicable to the Contractor. The Contractor shall put in place a procedure to verify the ages of young workers. Children below the age of 18 years shall not be employed in dangerous work.

GCC 6.22 Employment Records of Workers

The Contractor shall keep complete and accurate records of the employment of labour at the Site. The records shall include the names, ages, genders, hours worked and wages paid to all workers. These records shall be summarized on a monthly basis and submitted to the Engineer, and these records shall be available for inspection by the Bank’s auditors during normal working hours. These records shall be included in the details to be submitted by the Contractor under Sub-Clause 6.10 [Records of Contractor’s Personnel and Equipment].

GCC 6.23 Workers’ Organisations

In countries where the relevant labour laws recognize workers’ rights to form and to join workers’ organisations of their choosing without interference and to bargain collectively, the Contractor shall comply with such laws. Where the relevant labour laws substantially restrict workers’ organisations, the Contractor shall enable alternative means for the Contractor’s Personnel to express their grievances and protect their rights regarding working conditions and terms of employment. In either case described above, and where the relevant labour laws are silent, the Contractor shall not discourage the Contractor’s Personnel from forming or joining workers’ organisations of their choosing or from bargaining collectively, and shall not discriminate or retaliate against the Contractor’s Personnel who participate, or seek to participate, in such organisations and bargain collectively. The Contractor shall engage with such workers’ representatives. Workers’ organisations are expected to fairly represent the workers in the workforce. The Contractor shall ensure that workers’ representatives have access to all workplaces necessary to enable them to carry out their representative functions.

GCC 6.24 Non-Discrimination and Equal Opportunity

The Contractor shall not make employment decisions on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment relationship on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline. The Contractor shall ensure equal remuneration for men and women for work of equal value. In countries where the relevant labour laws provide for non-discrimination in employment, the Contractor shall comply with such laws. When the relevant labour laws are silent on non-
discrimination in employment, the Contractor shall meet this Sub-Clause’s requirements. Special measures of protection or assistance to remedy past discrimination or promote local employment opportunities or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination.

GCC 6.25 Social Security

The Contractor shall ensure that obligations to staff and labour under labour or social security laws and regulations arising from the employment relationship shall be respected, and that such obligations shall not be avoided through the use of labour-only contracting arrangements.

GCC 8 Commencement, Delays and Suspension

GCC 8.1 Commencement of Works

Replace Sub-clause (optional):

Except as otherwise specified in the Particular Conditions of Contract, the Commencement Date shall be the date at which the following precedent conditions have all been fulfilled and the Engineer’s notification recording the agreement of both Parties on such fulfilment and instructing to commence the Works is received by the Contractor:

(a) signature of the Contract Agreement by both Parties, and if required, approval of the Contract by relevant authorities in the Country;
(b) delivery to the Contractor of reasonable evidence of the Employer’s Financial arrangements (under Sub-Clause 2.4 [Employer’s Financial Arrangements]);
(c) possession of the Site given to the Contractor together with such permission(s) under (a) of Sub-Clause 1.13 [Compliance with Laws] as required for the commencement of the Works;
(d) receipt by the Contractor of the Advance Payment under Sub-Clause 14.2 [Advance Payment] provided that the corresponding bank guarantee has been delivered by the Contractor; and

If the above said Engineer’s instruction is not received by the Contractor within 180 days from his receipt of the Letter of Acceptance, the Contractor shall be entitled to terminate the Contract under Sub-Clause 16.2 [Termination by Contractor]

The Contractor shall commence the execution of the Works as soon as is reasonably practicable after the Commencement Date, and shall then proceed with the Works with due expedition and without delay.

GCC 13 Variations and Adjustments

GCC 13.7 Adjustments for Changes in Legislation

Add the words (optional):

Notwithstanding the foregoing, the Contractor shall not be entitled to an extension of time if the relevant delay has already been taken into account in the determination of a previous extension of time and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause 13.8 [Adjustments for Changes in Cost].
GCC 14.2 Advance Payment

Add the words (mandatory):

The advance payment guarantee shall be issued by a reputable bank selected by the Contractor, and be acceptable to the Employer, and shall be in the form annexed to the Particular Conditions or in another form approved by the Employer.

The Contractor shall provide the advance payment guarantee within [insert the number (it shall not be less than 28)] days after receiving the Letter of Acceptance.

If the advance payment guarantee is not received within the stated period of time this Sub-Clause shall not apply.

GCC 14.7 Payment

Replace Sub-clauses (optional):

(b) the amount certified in each Interim Payment Certificate within 56 days after the Engineer receives the Statement and supporting documents or, at a time when the Bank’s loan or credit (from which part of the payments to the Contractor is being made) is suspended, the amount shown on any statement submitted by the Contractor within 14 days after such statement is submitted, any discrepancy being rectified in the next payment to the Contractor; and

(c) the amount certified in the Final Payment Certificate within 56 days after the Employer receives this Payment Certificate or, at a time when the Bank’s loan or credit (from which part of the payments to the Contractor is being made) is suspended, the undisputed amount shown in the Final Statement within 56 days after the date of notification of the suspension in accordance with Sub-Clause 16.2.

Replace Sub-clauses (mandatory):

The Contractor shall notify to the Employer, prior to any payment under the Contract, details of the bank account(s) nominated by the Contractor for payments for the currency or currencies specified in the Contract. All payments of the amounts due to the Contractor may only be made to the Contractor’s bank account(s) explicitly detailed in the Contract Agreement.

GCC 14.9 Payment of Retention Money

Add the words (optional):

When the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment by the Engineer, the Contractor shall be entitled to substitute a guarantee, in the form annexed to these Particular Conditions or in another form approved by the Employer and provided by an entity approved by the Employer and issued by a reputable bank or financial institution selected by the Contractor, for the second half of the Retention Money. The Contractor shall ensure that the guarantee is in the amounts and currencies of the second half of the Retention Money and is valid and enforceable until the Contractor has executed and completed the Works and remedied any defects, as specified for the Performance Security in Sub-Clause 4.2. On receipt by the Employer of the required guarantee, the Engineer shall certify and the Employer shall pay the second half of the Retention Money. The release of the second half of the Retention Money against a guarantee shall then be in lieu of the release under the second paragraph of this
Sub-Clause. The Employer shall return the guarantee to the Contractor within 21 days after receiving a copy of the Performance Certificate.

If the Performance Security required under Sub-Clause 4.2 is in the form of a demand guarantee, and the amount guaranteed under it when the Taking-Over Certificate is issued is more than half of the Retention Money, then the Retention Money guarantee will not be required. If the amount guaranteed under the Performance Security when the Taking-Over Certificate is issued is less than half of the Retention Money, the Retention Money guarantee will only be required for the difference between half of the Retention Money and the amount guaranteed under the Performance Security.

GCC 14.15 Currencies of Payment

**Option A - The currency of the Contract and the currency for payment shall be a single currency**

*Replace Sub-clause:*

GCC 14.15 Sub-clause 14.15 is inapplicable. The Contract Price shall be paid in [insert the named currency of payment]

**Option B - The currency of the Contract shall be the local currency and payments to be made in more the one currency**

*Add the words:*

GCC 14.15 The Contract Price is expressed in Local Currency. The Contract Price shall be paid in the currencies stated in the Appendix to Tender.

GCC 15 Termination by Employer

*Add the following Sub-clause (Mandatory):*

**Termination in case of Prohibited Practices**

If the Employer determines, based on reasonable evidence, that the Contractor has engaged in Prohibited Practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days notice to the Contractor, terminate the Contract and expel him from the Site, and the provisions of Clause 15 shall apply as if such termination had been made under Sub-Clause 15.2.

GCC 16 Suspension and Termination by Contractor

*Add the following Sub-clauses (optional):*

**Termination by Contractor**

(h) In the event the Bank suspends the loan or credit from which part or whole of the payments to the Contractor are being made, if the Contractor has not received the sums due to him upon expiration of the 14 days referred to in Sub-Clause 14.7 [Payment] for payments under Interim Payment certificates, the Contractor may, without prejudice to the Contractor's entitlement to financing charges under Sub-Clause 14.8 [Delayed Payment], take one of the following actions, namely (i) suspend work or reduce the rate of work under Sub-Clause 16.1 above, or (ii) terminate under the Contract by giving notice to the Employer, with a copy to the Engineer, such termination to take effect 14 days after the giving of the notice, or

(i) the Contractor does not receive the Engineer’s instruction recording the agreement of both Parties on the fulfilment of the conditions for the Commencement of Works under Sub-Clause 8.1 [Commencement of Works].
Add the following Sub-clauses (optional):

GCC 17.7 Use of Employer's Accommodation/Facilities

The Contractor shall take full responsibility for the care of the Employer provided accommodation and facilities, if any, as detailed in the Specification, from the respective dates of hand-over to the Contractor until cessation of occupation (where hand-over or cessation of occupation may take place after the date stated in the Taking-Over Certificate for the Works).

If any loss or damage happens to any of the above items while the Contractor is responsible for their care arising from any cause whatsoever other than those for which the Employer is liable, the Contractor shall, at his own cost, rectify the loss or damage to the satisfaction of the Engineer.

GCC 20.5 Amicable Settlement

Replace Sub-clause (optional):

Where a Notice of Dissatisfaction has been given under Sub-Clause 20.4 above, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 20.4 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

GCC 20.6 Arbitration

Replace Sub-clause (optional):

Any dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 20.5 above and in respect of which the Dispute Adjudication Board (DAB)’s decision (if any) has not become final and binding shall be finally settled by arbitration. Arbitration shall be conducted as follows:

(a) if the Contract is with foreign contractors, international arbitration (i) with proceedings administered by the arbitration institution designated in the Appendix to Tender, and conducted under the rules of arbitration of such institution; or, if so specified in the Appendix to Tender, (ii) international arbitration in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or (iii) if neither an arbitration institution nor UNCITRAL arbitration rules be specified in the Appendix to Tender, with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.

(b) The place of arbitration shall be the neutral location specified in the Appendix to Tender, and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language]

(c) if the Contract is with domestic contractors, arbitration with proceedings conducted in accordance with the laws of the Employer’s country.

The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Engineer, and any decision of the DAB, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Engineer from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
Neither Party shall be limited in the proceedings before the arbitrators to the evidence or arguments previously put before the DAB to obtain its decision, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction. Any decision of the DAB shall be admissible in evidence in the arbitration.

Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, the Engineer and the DAB shall not be altered by reason of any arbitration being conducted during the progress of the Works.
Contract Forms

This Section contains Contract Forms which once completed will constitute part of the Contract.
The forms for Contract Agreement, Performance Security, Advance Payment Security, when required, shall only be completed by the successful Participant after the Contract award.

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1. Letter of Acceptance

[on letterhead paper of the Client]

...........[Insert date] day of [Insert: month], [Insert: year].

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

Subject: [Notification of Award Contract No.] ..........

This is to notify you that your Tender dated . . . .[Insert date] . . . . for execution of the . . . . . . . .[Insert name of the Contract and identification number] . . . . . . . . for the amount of . . . . . . . .[insert amount(s) in figures and words and name(s) of currency(ies)], as corrected and modified in accordance with the Instructions to Participants is hereby accepted by us.

1. In accordance with Instructions to Participants of the Tender Document, within seven (7) calendar days of receipt of this notification of award, the Contractor is required to acknowledge receipt of the notification of award and to furnish the Employer with details of the bank account(s) that the Contractor proposes to use for the purpose of receiving payments due under the Contract, in the following format:

Payee's Account Name: ........... ..............................................
Payee's Account No. (IBAN): ..............................................
Payee's Bank Name: ..............................................................
Payee's Bank Address: ...........................................................
SWIFT CODE: .................................................................

In the event that payments are to be made in a currency which is not the currency of the country of the Contractor, the correspondent bank details shall be furnished in the following format:

Payee's Bank's Correspondent details: ........................................
Correspondent Bank Name: ....................................................
Address: .............................................................................
Account Name (IBAN): .........................................................
Account Number: .................................................................
SWIFT CODE: .................................................................

2. In accordance with ITP 46.2, upon receipt of the Contractor’s acknowledgement of the notification of award and bank account details, the Employer shall sign and send to the Contractor the Contract Agreement. In accordance with ITP 47.2, within fourteen (14) calendar days of Contractor’s receipt of the Contract Agreement, the Contractor shall sign, date and return the Contract Agreement to the Employer.

3. Within the period specified in the Contract the Contractor shall furnish the Employer with a Performance Security in the amount of [insert amount(s) in figures and words and name(s) of currency(ies)] in accordance with the Conditions of Contract, using for that purpose the Performance Security Form included in Section VII, Contract Terms and Conditions.

4. In addition you are requested to provide a cash flow forecast estimating the payments under the contract which you expect to come due during each month starting from the Contract signing date.
Authorised Signature: ........................................................................................................................................

Name and Title of Signatory: ............................................................................................................................

Name of Agency: ................................................................................................................................................
Section VII: Contract Terms and Conditions

2. Contract Agreement

THIS CONTRACT AGREEMENT is made on the [insert: number] day of [insert: month], [insert: year].

BETWEEN

(1) [Insert complete name of the Employer], a [insert description of type of legal entity, for example, an agency of the Ministry of ..., of the Government] of [insert name of Country of the Employer], or corporation incorporated under the laws of [insert name of Country of the Employer] and having its principal place of business at [insert address of the Employer] (hereinafter called “the Employer”), and

(2) [Insert name of the Contractor], a corporation incorporated under the laws of [insert country of Contractor] and having its principal place of business at [insert address of Contractor] (hereinafter called “the Contractor”).

WHEREAS the Employer invited tenders for the execution of the Works, described as [insert brief description of the Works] and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein, and the Employer agrees to pay the Contractor 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.

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, in order of precedence, shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

   (a) the Letter of Acceptance
   (b) the Letter of Tender
   (c) the Addenda No’s . . . . . [insert addenda numbers if any]
   (d) the Particular Conditions
   (e) the General Conditions
   (f) the Specification
   (g) the Drawings; and
   (h) the completed Schedules and any other documents forming part of the Contract

3. In consideration of the payments to be made by the Employer to the Contractor as indicated 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. Payment of the amounts due to the Contractor under the Contract may only be made to the following bank account(s):

   Payee’s Account Name: ...........................................................
   Payee’s Account No. (IBAN): ...................................................
   Payee’s Bank Name: ..............................................................
   Payee’s Bank Address: ...........................................................
   SWIFT CODE: ........................................................................

Insert details of the bank account(s) nominated by the Contractor for the purpose of receiving payments due under the Contract.
Payee's Bank's Correspondent details:

Correspondent Bank Name: ...........................................
Address: ........................................................................
Account Name (IBAN): ..................................................
Account Number: ..........................................................
SWIFT CODE: ..............................................................

The above provision pertaining to correspondent bank details shall be deleted if not applicable.

5. 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.

Agreement to be executed in accordance with the laws of . . . . . [name of the borrowing country] . . . . on the day, month and year indicated above.

Signed by: ___________________________  Signed by: ___________________________
Name and Title of Signatory  Name and Title of Signatory
For and on behalf of the Employer in the presence of  For and on behalf the Contractor in the presence of
________________________________________________________________________
Witness: ___________________________  Witness: ___________________________
Name: ___________________________  Name: ___________________________
Address: ___________________________  Address: ___________________________
Date: ___________________________  Date: ___________________________
3. Performance Security

(Uniform Rules for Demand Guarantee, ICC Publication 758)

Note for the Contractor - All italicised text is for use in preparing this form and shall be deleted from the final document.

[Guarantor Letterhead and SWIFT identifier code]

To: [Insert name and address of Beneficiary (the Employer)]

Date: [Insert date of issue]

Type of Guarantee: Performance Guarantee

Guarantee No.: [Insert guarantee reference number]

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

The Contractor: [Insert name and address of the Contractor]

The Beneficiary: [Insert name and address of the Employer]

The Underlying Relationship: The Contractor’s obligation in respect of [insert reference number and details of the contract]

Guarantee Amount and currency: [Insert in figures and words the maximum amount(s) payable and the currency(ies) in which it is payable]

Any document required in support of the demand for payment, apart from the supporting statement that is explicitly required in the text below:

The Beneficiary’s demand in writing declaring the Contractor to be in default under the Contract

Language of any required documents: [Insert “English”* or the language of the contract document if not in English]

Form of Presentation: [Insert paper or electronic form. If paper indicate mode or delivery. If electronic indicate the format, system for data delivery and the electronic address for presentation]

Time as from which a demand can be presented if different from the date of issue:

The Guarantee Amount will be increased by presentation to the Guarantor of the Contractor’s statement that the underlying contract was amended to increase the scope or value of the works and specifying the amount and currency or the new value.

Guarantee Expiry: This Guarantee shall expire no later than the [Insert number] day of [Insert month] [Insert year]
Any demand for payment under this guarantee must be received by the Guarantor on or before the expiry date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758 except that article 15(a) is hereby excluded.

[Seal of Bank and Signature(s) of authorised representatives of the bank].
4. Advance Payment Security

(Uniform Rules for Demand Guarantee, ICC Publication 758)

Note for the Contractor - All italicised text is for use in preparing this form and shall be deleted from the final document.

[Guarantor Letterhead and SWIFT identifier code]

To: [Insert name and address of Beneficiary (the Employer)]

Date: [Insert date of issue]

Type of Guarantee: Advance Payment Guarantee

Guarantee No.: [Insert guarantee reference number]

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

The Contractor: [Insert name and address of Supplier or Contractor]

The Beneficiary: [Insert name and address of Employer]

The Underlying Relationship: The Contractor’s obligation in respect of [insert reference number and details of the contract]

Guarantee Amount and currency: [Insert in figures and words the maximum amount(s) payable and the currency(ies) in which it is payable]

Any document required in support of the demand for payment, apart from the supporting statement that is explicitly required in the text below:

The Beneficiary’s first demand in writing accompanied by a written statement stating:

(a) the Contractor has failed to repay the advance payment in accordance with the conditions of the Contract; and

(b) the amount which the Contractor has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number ... [Contractor’s account number]... at ... [name and address of the bank]... [Insert “English” or the language of the contract document if not in English]

Language of any required documents:

Form of Presentation: [Insert paper or electronic form. If paper indicate mode or delivery. If electronic indicate the format, system for data delivery and the electronic address for presentation]

Time as from which a demand can be presented if different from the date of issue:

Variation of Amount Clause

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to the Guarantor

Guarantee Expiry: This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that [insert percentage in
figures and words] percent of the Contract Price has been certified for payment, or on the [insert number] day of [insert month] [insert year], whichever is earlier.

Any demand for payment under this guarantee must be received by the Guarantor on or before the expiry date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758 except that article 15(a) is hereby excluded.
5. Retention Money Security

(Uniform Rules for Demand Guarantee, ICC Publication 758)

Note for the Contractor - All italicised text is for use in preparing this form and shall be deleted from the final document.

[Guarantor Letterhead and SWIFT identifier code]

To: [Insert name and address of Beneficiary (the Employer)]

Date: [Insert date of issue]

Type of Guarantee: Retention Money Guarantee

Guarantee No.: [Insert guarantee reference number]

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

The Contractor: [Insert name and address of the Contractor]

The Beneficiary: [Insert name and address of the Employer]

The Underlying Relationship: The Contractor’s obligation in respect of [insert reference number and details of the contract]

Guarantee Amount and currency: [Insert in figures and words the maximum amount(s) payable and the currency(ies) in which it is payable]

Any document required in support of the demand for payment, apart from the supporting statement that is explicitly required in the text below:

The Beneficiary’s first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the payment to the Contractor of the balance of the Retention Money shall have been received by the Contractor on its account number ___________ at _________________ [name and address of bank].

Language of any required documents: [Insert “English” or the language of the contract document if not in English]

Form of Presentation: [Insert paper or electronic form. If paper, indicate mode or delivery. If electronic, indicate the format, system for data delivery and the electronic address for presentation]

Time as from which a demand can be presented if different from the date of issue: Variation of Amount Clause

Guarantee Expiry: This guarantee shall expire, at the latest, 21 days after the date when the Beneficiary has received a copy of the Performance Certificate issued by the Engineer under the Contract.
Any demand for payment under this guarantee must be received by the Guarantor on or before the expiry date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758 except that article 15(a) is hereby excluded.

. . . . . . . . . . . . . . [Seal of Bank and Signature(s) of authorised representatives of the bank] . . .