



The OPEC Fund for International Development

STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF SMALL WORKS

April 2025

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Forward

This Standard Bidding Document (SBD) for procurement of Small Works has been prepared for the use in contracts financed by the OPEC Fund for International Development (“the Fund”). The provisions in SBD for procurement of Small Works are in line with OPEC Fund’s *Principle for Procurement of Goods, Works, and Services* and *Procedures for Procurement of Goods, Works and Non-Consulting Services*, approved in July 2024 and reflects what is considered best practice.

The SBD for Procurement of Small Works is to be used for procurement involving “smaller” contracts (generally valued less than US\$ 10 million) through International Competitive Bidding (ICB) process (one-envelop, without pre-qualification). This SBD for procurement of Small Works has a provision for both admeasurement (unit prices or unit rates in a bill of quantities) as well as lump sum types of contracts, and it may also be adapted to National Competitive Bidding (NCB) process.

This document includes a lump-sum contract. Lump-sum contracts are used in particular for buildings and other forms of construction where the Works are well defined and are unlikely to change in quantity or specification, and where encountering difficult or unforeseen site conditions (for example, hidden foundation problems) is unlikely. Lump-sum contracts should be used for Works that can be defined in their full physical and qualitative characteristics before bids are called, or where the risks of substantial design variations are minimal. In lump-sum contracts, the concept of priced “activity schedules” is used, to enable payments to be made on the basis of percentage completion of each activity.

To obtain further information on procurement under the OPEC Fund assisted projects or for questions regarding the use of this SBD, contact.

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Standard Bidding Document

Summary

Specific Procurement Notice

Specific Procurement Notice - Request for Bids (RFB)

The template attached is the Specific Procurement Notice for Request for Bids method, single-stage one-envelope bidding process. This is the template to be used by the Beneficiary.

Bidding Document: Request for Bids – Small Works (single-stage, one-envelope Bidding Process)

PART 1 – Bidding Procedures

Section I - Instructions to Bidders (ITB)

This Section provides relevant information to help Bidders prepare their Bids. It is based on single-stage, one envelope Bidding process. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

Section II - Bid Data Sheet (BDS)

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

Section III - Evaluation and Qualification Criteria

This Section specifies the criteria to determine the Most Advantageous Bid.

Section IV - Bidding Forms

This Section includes the forms for the Bid submission, Bill of Quantities or Activity Schedules to be completed by the Bidder and submitted as part of its Bid.

Section V - Eligible Countries

This Section contains information regarding eligible countries.

Section VI – Corrupt and Fraudulent Practices

This section includes the Fraud and Corruption provisions which apply to this Bidding process.

PART 2 – Works’ Requirements

Section VII - Works’ Requirements

This Section contains the Specification, the Drawings, and supplementary information that describe the Works to be procured. The Works’ Requirements also include the environmental, social, health and safety (ESHS) requirements.

PART 3 – Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract

This Section contains the general clauses to be applied in all contracts. **The text of the clauses in this Section shall not be modified.**

Section IX - Particular Conditions of Contract

This Section consists of the Particular Conditions of Contract which contains provisions specific to each contract. The contents of this Section modify or supplement the General Conditions of Contract and shall be prepared by the Employer.

Section X - Contract Forms

This Section contains the Letter of Acceptance, Contract Agreement and other relevant forms.

Specific Procurement Notice

(Template)

Request for Bids – Small Works (One-Envelope Bidding Process)

Country: *[insert country/Beneficiary name]*

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

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

Employer: *[insert the name of the Employer's agency]*

Financier: *[insert name of the Financier]*

Loan No.: *[insert reference number for loan]*

RFB No.: *[insert invitation reference number from Procurement Plan]*

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

1. The *[insert name of Beneficiary]* *[choose has received, or has applied for, or intends to apply for]* financing from the OPEC Fund for International Development (OPEC Fund) and name of any other financier towards the cost of the *[insert name of project or grant]* and intends to apply part of the proceeds toward payments under the contract¹ for *[insert title of contract]*².
2. The *[insert name of executing agency]* now invites sealed Bids from eligible Bidders for *[insert brief description of works, location, construction period, margin of preference if applicable, etc.]*³.
3. Bidding will be conducted through International Competitive Bidding (ICB) process as specified in the OPEC Fund's *Principles for Procurement of Goods, Works and Services* and *Procedures for Procurement of Goods, Works and Non-consulting Services* *[insert date of applicable Procurement Procedures]*

¹ Substitute “*contracts*” where Bids are called concurrently for multiple contracts. Add a new paragraph number 3 as follows: “Bidders may Bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.” Renumber the subsequent paragraphs.

² Insert if applicable: “This contract will be jointly financed by *[insert name of co-financing agency]*. Bidding process will be governed by Fund’s *Principles of Procurement of Goods, Works and Services*”.

³ A brief description of the type(s) of Works should be provided—including quantities, location, construction period, application of margin of preference, and any other information necessary to enable potential Bidders to decide whether—or not—to respond to the Request for Bids. Bidding document may require Bidders to have specific experience or capabilities, and such qualification requirements should be included in this paragraph.

edition as per legal agreement] and is open to all Bidders as defined in the *Procurement Procedures*.

4. Interested eligible Bidders may obtain further information from *[insert name of executing agency, insert name and e-mail of officer in charge]* and inspect the bidding document during office hours *[insert office hours if applicable]* at the address given below *[state address at the end of this RFB]*¹.
5. The Bidding Document in *[insert name of language]* may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee² of *[insert amount in Beneficiary's currency or in a convertible currency]*. The method of payment will be *[insert method of payment]*.³ The document will be sent by *[insert delivery procedure]*.⁴
6. Bids must be delivered to the address below *[state address at the end of this RFB]*⁵ on or before *[insert time and date]*. Electronic Bidding *[choose one: will/will not]* be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below *[state address at the end of this RFB]* on *[insert time and date]*.
7. All Bids must be accompanied by a *[choose Bid Security or Bid-Securing Declaration as appropriate]* of *[insert amount and currency in case of a Bid Security]*.
8. ***[Insert this paragraph, if applicable: "Procurement Procedures may require the Beneficiary to disclose information on the successful bidder's beneficial ownership, as part of the Contract Award Notice, and use the Beneficial Ownership Disclosure Form as included in the bidding document."]***

[Insert name of office]

[Insert name of officer and title]

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

[Insert telephone number, country and city codes]

¹ The Office for inquiry and issuance of the Bidding Document and that for Bid submission may or may not be the same.

² The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US\$50 and US\$300 or equivalent, is deemed appropriate.

³ For example, cashier's check, direct deposit to specified account number, electronic payments, etc.

⁴ The delivery procedure is usually airmail for overseas delivery and surface mail, or courier, for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the Fund, documents may be distributed by e-mail, downloaded from authorized secure web site(s), or an electronic procurement system.

⁵ Substitute the address for Bid submission if it is different from address for inquiry and issuance of bidding document.

[Insert facsimile number, country and city codes]

[Insert email address]

[Insert web site address]

Request for Bids

Small Works

(One-Envelope Bidding Process)

Procurement of:

[insert identification of the Works]

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

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

Employer: *[insert the name of the Executing Agency]*

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

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

Financier: *[insert name of the Financier]*

Loan No.: *[insert reference number for loan /grant]*

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

Standard Bidding Document

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PART 1 - Bidding Procedures

Section I - Instructions to Bidders

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Section I - Instructions to Bidders (ITB)

A. General

1. Scope of Bid

1.1 The Employer issues the bidding document for the provision of Works, as **specified in the Bid Data Sheet (BDS)** and in connection with the Specific Procurement Notice, Request for Bids (RFB). The name, identification, and number of lots (contracts) of this *RFB* are **specified in the *BDS***.

1.2 Throughout this bidding document:

(a) **In writing** means communicated in any written form and with proof of receipt (e.g., mail, e-mail, and fax, including if specified in the *BDS*, or distributed or received through the electronic-procurement system used by the Employer).

(b) If the context so requires, “**singular**” means “**plural**,” and vice versa.

(c) **Day** means calendar day, unless otherwise specified as “Business Day”.

(d) A **Business Day** is any day that is an official working day of the Beneficiary and excludes the Beneficiary’s official public holidays.

(e) “**ESHS**” means environmental, social, health, and safety (including sexual exploitation and abuse (SEA) and gender-based violence (GBV)).

2. Sources of Funds

2.1 The Beneficiary specified in the BDS has received financing (hereinafter called financing) from the Fund as **specified in BDS** in an amount specified in the BDS, toward the project named in the *BDS*. The Beneficiary intends to apply a portion of the funds to eligible payments under the contract(s) for which this bidding document is issued.

2.2 Any payments by the Fund are made only at the request of the Beneficiary upon approval by the Fund and are subject to the terms and conditions of the Loan Agreement (or other financing). The Loan (or other financing) prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant, or materials, 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. No party other than the Beneficiary shall derive any rights from the Loan Agreement (or other financing) or have any claim to the proceeds of the Loan (or other financing).

3. Fraud and Corruption Practices

3.1 The Fund require compliance with the Fund's Anti-Corruption Procedures including Guidelines on Procurement Integrity and its prevailing sanctions policies and procedures as set forth in in Section VI.

3.2 Bidders shall permit and cause their agents, subcontractors, sub-consultants, service providers, suppliers, and their personnel to permit the Fund to inspect all accounts, records, and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have the audited by auditors appointed by the Fund.

4. Eligible Bidders

4.1 A Bidder may be a firm that is a private entity, or a state-owned enterprise or institution, subject to ITB 4.6, or any combination of them in the form of a Joint Venture (JV), under an existing agreement, or with the intent to enter into such an agreement supported by a letter of intent. In case of a joint venter all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded the Contract, during contract execution. There is no limit on the number of members in a JV, unless **specified in the BDS**.

4.2 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

- (a) directly or indirectly controls, is controlled by, or is under common control with another Bidder; or
- (b) receives or has received any direct (or indirect) subsidy from another Bidder; or

- (c) has the same legal representative as another Bidder; or
- (d) has a relationship with another Bidder, directly or through common third party, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- (e) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of the Bid; or
- (f) any of its affiliates has been hired (or is proposed to be hired) by the Employer (or Beneficiary) as Project Manager for the contract implementation; or
- (g) will provide goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the BDS that it provided or were provided by an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the Beneficiary or of the project implementing agency or of a Beneficiary of a part of the loan who: (i) are directly (or indirectly) involved in any preparation of the bidding document, specifications of the contract, and/or the Bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Fund throughout the procurement process and execution of the contract.

4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid, except for permitted alternative Bids. This includes participation as a Subcontractor in other Bids. Such participation shall result in the disqualification of all Bidders in which the firm is involved. A firm that is not a Bidder (or a JV member) may participate as a subcontractor in more than one Bid.

4.4 A bidder may have the nationality of any country, subject to the restrictions pursuant to ITB 4.8. A Bidder shall be

deemed to have the nationality of a country if the Bidder is constituted, incorporated, or registered in and operates in conformity with the provisions of the laws of that country. Validation is evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.

- 4.5 A Bidder that has been sanctioned by the Fund, pursuant to the Fund's Anti-Corruption Procedures Including Guidelines on Procurement Integrity, in accordance with its prevailing sanctions regime and policies and procedures, shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a Fund-financed contract or benefit from a Fund-financed contract, financially or otherwise, during such period of time as the Fund determines. The list of debarred firms and individuals is available at the electronic address **specified in the BDS**.
- 4.6 A Bidder that are state-owned enterprises or institutions in the Beneficiary's Country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Fund, that they: (i) are legally and financially autonomous; (ii) operate under commercial law; and (iii) are not under supervision of the Employer.
- 4.7 A Bidder shall not be under suspension from bidding by the Employer as the result of the operation of the Bid Securing or Proposal Securing Declaration.
- 4.8 Firms and individuals may be ineligible if so indicated in Section V, Eligible Countries and;
 - (a) as a matter of law or official regulations, the Beneficiary's country prohibits commercial relations with that country, provided that the Fund is satisfied that such exclusion does not preclude effective competition for the supply of goods, or the contracting of works or services required; or
 - (b) by any act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations,

the Beneficiary's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. When the Works are implemented across jurisdictional boundaries (and more than one country is a Beneficiary, and is also involved in the procurement), then exclusion of a firm or individual on the basis of *ITB 4.8 (a)* above by any country may be applied to that procurement across other countries involved, if the Fund and the Beneficiaries involved in the procurement agree.

4.9 A Bidder shall provide such documentary evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.

4.10 A firm that is under a sanction of debarment by the Beneficiary from being awarded a contract is eligible to participate in this procurement, unless the Fund, at the Beneficiary's request, is satisfied that the debarment:

(a) relates to fraud or corruption or substantial non-performance; and

(b) follow a judicial or administrative proceeding that afforded the firm adequate due process.

5. Eligible Materials, Equipment and Services

5.1 The materials, equipment and services to be supplied under the Contract and financed by the Fund may have their origin in any country subject to the restrictions specified in Section V, Eligible Countries, and all expenditures under the Contract will not contravene such restrictions. At the Employer's request, Bidders may be required to provide evidence of the origin of materials, equipment and services.

B. Content of Bidding Document

6. Sections of Bidding Document

6.1 The Bidding document consists of Parts 1, 2, and 3, which include all the sections specified below, and which should be read in conjunction with any addenda issued in accordance with ITB 8.

PART 1 Bidding Procedures

- Section I – Instruction to Bidders (ITB)
- Section II – Bidding Data Sheet (BDS)
- Section III – Evaluation and Qualification Criteria
- Section IV – Bidding Forms
- Section V – Eligible Countries
- Section VI – Fraud and Corruption

PART 2 Work's Requirement

- Section VII – Work's Requirements

PART 3 Conditions of Contract and Contract Forms

- Section VIII – General Condition of Contract
- Section IX – Particular Conditions of Contract
- Section X – Contract Forms

6.2 The Specific Procurement Notice issued by the Employer is not part of the bidding document.

6.3 Unless obtained directly from the Employer, the Employer is not responsible for the completeness of the bidding document, responses to requests for clarification, the minutes of the pre-bid meeting (if any), or Addenda to the bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Employer shall prevail.

6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information and documentation as is required by the bidding document.

7. Clarification of Bidding Document, Site visit, Pre-Bid Meeting

7.1 A Bidder requiring any clarification of the bidding document shall contact the Employer in writing at the Employer's address **specified in the BDS** or raise its inquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Employer will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period **specified in the BDS**. The Employer shall forward copies of its response to all Bidders who have acquired the bidding document in

accordance with ITB 6.3, including a description of the inquiry but without identifying its sources. If so **specified in the BDS**, the Employer shall also promptly publish its response on the web page **identified in the BDS**. Should the clarification results in changes to the essential elements of the bidding document, the Employer shall amend the bidding document following the procedure under ITB 8 and ITB 22.2.

- 7.2 The Bidder is advised to visit and examine the worksite and its surroundings to obtain for itself (and on its own responsibility) all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the site shall be at the Bidder's own expense.
- 7.3 The Bidder and any of its personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Employer 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 inspection.
- 7.4 If so **specified in the BDS**, the Bidder's designated representative is invited to attend a pre-bid meeting and/or a worksite visit. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.5 The Bidder is requested, to submit any questions in writing, to reach the Employer not later than one week before the meeting.
- 7.6 Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by Bidders, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the bidding document in accordance with ITB 6.3. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting. Nonattendance at the

pre-bid meeting will not be a cause for disqualification of a Bidder.

8. Amendment of Bidding Document

- 8.1 At any time prior to the deadline for submission of bids, the Employer may amend the bidding document by issuing addenda.
- 8.2 Any addendum issued shall be part of the bidding document and shall be communicated in writing to all who have obtained the bidding document from the Employer in accordance with ITB 6.3. The Employer shall also promptly publish the addendum on the Employer's web page in accordance with ITB 7.1.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may, at its discretion, extend the deadline for the submission of Bids, pursuant to ITB 22.2.

c. Preparation of Bids

9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

10. Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11. Documents Comprising the Bid

- 11.1 The Bid shall comprise the following:
 - (a) **Letter of Bid:** prepared in accordance with ITB 12;
 - (b) **Bill of Quantities or Activity Schedule:** completed in accordance with ITB 12 and ITB 14, or as stipulated in the BDS;
 - (c) **Bid Security or Bid Securing Declaration:** in accordance with ITB 19.1;

- (d) **Alternative Bid:** if permissible, in accordance with ITB 13;
- (e) **Authorization:** written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;
- (f) **Bidder Eligibility and Qualification:** documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to Bid;
- (g) **Conformity:** a technical proposal in accordance with ITB 16; and
- (h) Any other documents **required in the BDS.**

11.2 In addition to the requirements under ITB 11.1, Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement.

11.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents, or any other party relating to this Bid.

12. Letter of Bid and Schedules

12.1 The Letter of Bid and Schedules shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The Forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be completed with the information requested.

13. Alternative Bids

13.1 Unless otherwise **specified in the BDS**, alternative Bids shall not be considered.

13.2 When alternative times for completion are explicitly invited, a statement to that effect will be **included in the BDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

13.3 Except as provided under ITB 13.4 below, Bidders wishing to offer technical alternatives to the requirements of the bidding document must first price the Employer's design as described in the bidding document and shall further provide all information

necessary for a complete evaluation of the alternative by the Employer, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. A Bidder must first be the Most Advantageous Bid to the basic technical requirements before its technical alternatives shall be considered.

- 13.4 When **specified in the BDS**, Bidders are permitted to submit alternative technical solutions for specified parts of the Works. Such parts will be identified in the BDS and described in Section VII, Works' Requirements. The method for their evaluation will be stipulated in Section III, Evaluation and Qualification Criteria.

14. Bid Price and Discounts

- 14.1 The Price and discounts quoted by the Bidder in the Letter of Bid and in the Activity Schedule or Bill of Quantities shall conform to the requirements specified below.
- 14.2 The Bidders shall submit a Bid for the whole of the Works described in ITB 1.1 by filling in prices for all items of the Works, as identified in Section IV, Bidding Forms. In case of admeasurement contracts, the Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.
- 14.3 The price to be quoted in the Letter of Bid, in accordance with ITB 12.1, shall be the total price of the Bid, excluding any discounts offered.
- 14.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid in accordance with ITB 12.1.
- 14.5 Unless otherwise **specified in the BDS** and the Conditions of Contract, the prices quoted by the Bidder shall be fixed. If the prices quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, the Bidder

shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data in Section IV, Bidding Forms. The Employer may require the Bidder to justify its proposed indices and weightings.

14.6 If so specified in ITB 1.1, Bids are invited for individual lots (contracts) or for any combination of lots (packages). Bidders wishing to offer discounts for the award of more than one Contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4, provided the Bids for all lots (contracts) are opened at the same time.

14.7 All duties, taxes and levies payable by the Contractor under the Contract, or for any other cause, as of the date of twenty-eight (28) days prior to the deadline for submission of Bids, shall be included in the rates and prices⁹ and the total Bid price submitted by the Bidder.

15. Currencies of Bid and Payment

15.1 The currency(ies) of the Bid and the currency(ies) of payments shall be the same and shall be as **specified in the BDS.**

15.2 Bidders may be required by the Employer to justify, to the Employer's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Schedule of Adjustment Data are reasonable¹⁰. After that determination, a detailed breakdown of the foreign currency requirements shall be provided by Bidders.

16. Documents Comprising the Technical Proposal

16.1 The Bidder shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Bidding Forms, in sufficient detail to demonstrate the adequacy of the Bidders' proposal to meet the work's requirements and the completion time.

⁹ In lump sum contracts, delete *"rates, prices, and the."*

¹⁰ For lump sum contracts, delete *"unit rates and prices and shown in the Schedule of Adjustment Data are reasonable"* and replace with *"Lump Sum."*

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| 17. Documents Establishing the Eligibility and Qualification of the Bidder | 17.1 | To establish Bidder's eligibility in accordance with ITB 4, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms. |
| | 17.2 | In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract, the Bidder shall provide the information requested in the corresponding information sheets included in Section IV, Bidding Forms. |
| | 17.3 | If a margin of preference applies as specified in accordance with ITB 38.1, domestic Bidders, individually or in joint ventures, applying for eligibility for domestic preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITB 38.1. |
| 18. Period of Validity of Bids | 18.1 | Bids shall remain valid until the date specified in the BDS or any extended date if amended by the Employer in accordance with ITB 8. A Bid that is not valid until the date specified in the BDS , or any extended date if amended by the Employer in accordance with ITB 8, shall be rejected by the Employer as nonresponsive. |
| | 18.2 | In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 19, it shall also be extended for twenty-eight (28) days beyond the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in ITB 18.3. |
| | 18.3 | <p>If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Contract price shall be determined as follows:</p> <p>(a) Fixed Price Contract: The Contract price shall be the Bid price adjusted by the factor specified in the BDS;</p> |

- (b) **Adjustable Price Contact:** no adjustment shall be made; and
- (c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.

19. Bid Security

19.1 The Bidder shall furnish as part of its Bid, **either** a Bid-Securing Declaration or a Bid Security as **specified in the BDS**, in original form and, in the case of a Bid Security, in the amount and currency specified in the *BDS*.

19.2 A Bid-Securing Declaration shall use the form included in Section IV, Bidding Forms.

19.3 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security shall be a demand guarantee in any of the following forms at the Bidder's option:

- (a) an unconditional guarantee issued by a bank or non-bank financial institution (such as an insurance, bonding or surety company);
- (b) an irrevocable letter of credit;
- (c) a cashier's or certified check; or
- (d) another security specified in the BDS

from a reputable source from an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Employer's Country, the issuing non-bank financial institution shall have a correspondent financial institution located in the Employer's Country to make it enforceable unless the Employer has agreed in writing, prior to Bid submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms, or in another substantially similar format approved by the Employer prior to Bid submission. The Bid Security shall be valid for twenty-eight (28) days beyond the original validity period of the Bid, or beyond any period of extension if requested under ITB 18.2.

19.4 If a Bid Security or Bid-Securing Declaration is specified pursuant to ITB 19.1, any Bid not

accompanied by a substantially responsive Bid Security or Bid-Securing Declaration shall be rejected by the Employer as non-responsive.

- 19.5 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing the Contract and furnishing the Performance Security and, if required in the BDS, the Environmental, Social, Health and Safety (ESHS) Performance Security pursuant to ITB 50.
- 19.6 The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security and if required in the BDS, the Environmental, Social, Health and Safety (ESHS) Performance Security.
- 19.7 The Bid Security may be forfeited, or the Bid-Securing Declaration executed:
- (a) If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid, or any extension thereto provided by the Bidder; or
 - (b) If the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB 49; or
 - (ii) furnish a Performance Security and if required in the BDS, the ESHS Performance Security in accordance with ITB 50.
- 19.8 The Bid Security or the Bid-Securing Declaration of a JV shall be in the name of the JV that submits the Bid. If the JV has not been constituted into a legally enforceable JV at the time of Bid submission, the Bid Security (or the Bid Securing Declaration) shall be in the names of all future members as named in the letter of intent mentioned in ITB in ITB 4.1 and ITB 11.5.
- 19.9 The Beneficiary may, if provided for in the BDS, declare a Bidder ineligible to be awarded a contract by the Employer for a period stated in the BDS, if:
- (a) a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the

Letter of Bid or any extended date provided by the Bidder; or

- (b) the successful Bidder fails to sign the Contract in accordance with ITB 49; or
- (c) the successful Bidder fails to furnish a Performance Security and if required in the BDS, the Environmental and Social Performance Security in accordance to with the ITB 50.

20. Format and Signing of Bid

- 20.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB 11 and ITB 21 and clearly mark it **Original**.
- 20.2 Alternative Bids, if permitted in accordance with ITB 13, shall be clearly marked **Alternative**.
- 20.3 In addition, the Bidder shall submit copies of the Bid in the number specified in the *BDS*, and clearly mark each of them **Copy**. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 20.4 Bidders shall mark as **Confidential** any information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or sensitive financial information.
- 20.5 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the *BDS* and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments were made shall be signed (or initialed) by the person signing the Bid.
- 20.6 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

- 20.7 Any interlineations, erasures, or overwriting shall be valid **only** if they are signed (or initialed) by the person signing the Bid.

d. Submission and Opening of Bids

21. Sealing and Marking of Bids

- 21.1 The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope bidding process). Within the single envelope the Bidder shall place the following separate, sealed envelopes:

- (a) in an envelope marked **Original**, all documents comprising the Bid, as described in the ITB 11;
- (b) in an envelope marked **Copies**, all required copies of the Bid including the numbers as **specified in the BDS**;
- (c) if alternative Bids are permitted in accordance with ITB, and if relevant: (i) in an envelope marked **Original - Alternative Bid** the alternative Bid; (ii) in the enveloped marked **Copies - Alternative Bid** all required copies of the alternative Bid.

- 21.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Employer in accordance with ITB 22.1;
- (c) bear the specific identification of this Bidding process specified in accordance with BDS 1.1; and
- (d) bear a warning not to open before the time and date for Bid opening.

- 21.3 If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

22. Deadline for Submission of Bids

- 22.1 Bids must be received by the Employer at the address and no later than the date and time **specified in the BDS**. When so specified in the BDS, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic bid submission procedures specified in the BDS.

- 22.2 The Employer may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document in accordance with ITB 8, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 23. Late Bids**
- 23.1 The Employer shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 22. Any Bid received by the Employer after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
- 24. Withdrawal, Substitution, and Modification of Bids**
- 24.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:
- (a) prepared and submitted in accordance with ITB 20 and ITB 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked Withdrawal, Substitution, and Modification; and
 - (b) received by the Employer prior to the deadline prescribed for submission of Bids, in accordance with ITB 22.
- 24.2 Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.
- 24.3 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Letter of Bid or any extension thereof.
- 25. Bid Opening**
- 25.1 Except in the cases specified in ITB 23 and ITB 24.2, the Employer shall publicly open and read out in accordance with this ITB 25.3, all Bids received by the deadline, at the date, time and place **specified in the BDS**, in the presence of Bidders' designated representatives and anyone who chooses to attend. Any specified electronic Bid opening procedures required if

electronic bidding is permitted in accordance with ITB 22.1, shall be as **specified in the BDS**.

- 25.2 The physical Bid opening process consists of the following steps, in order. First, envelopes marked **withdrawal** shall be opened and read out. The envelope with the corresponding Bid shall not be opened but returned to the Bidder. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.
- 25.3 Next, envelope marked **Substitution** shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.
- 25.4 Next, envelope marked **Modification** shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening.
- 25.5 All remaining envelopes shall be opened one at a time, reading out: the name of the Bidder and the Bid Price(s), including any discounts and alternative bids and indicating whether there is a modification; the presence of a Bid Security or Bid Securing Declaration, if required; and any other details the Employer may consider appropriate.
- 25.6 Only Bids, Alternative Bids, and discounts that are opened and read out at Bid opening shall be considered further for evaluation. The Letter of Bid and the priced Schedules are to be initialed by representatives of the Employer attending Bid opening in the manner **specified in the BDS**.
- 25.7 The Employer shall neither discuss the merit of any Bid, nor reject any Bid (except for late Bids, in accordance with ITB 23.1).
- 25.8 The Employer shall prepare a record of the Bid opening that shall include, as a minimum:

- (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;
- (b) the Bid Price, per lot (contract) if applicable, including any discounts;
- (c) the presence of absence of a Bid Security or Bid-Securing Declaration, if one was required; and
- (d) any alternative Bids.

25.9 The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

E. Evaluation and Comparison of Bids

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| 26. Confidentiality | <p>26.1 Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until information on Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 44.</p> <p>26.2 Any effort by a Bidder to influence the Employer in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.</p> <p>26.3 Notwithstanding ITB 26.2, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Employer on any matter related to the bidding process, it may do so in writing.</p> |
| 27. Clarification of Bids | <p>27.1 To assist in the examination, evaluation, and comparison of the Bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid given a reasonable time for a response. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of</p> |

arithmetic errors discovered by the Employer in the evaluation of the Bids, in accordance with ITB 31.

27.2 If a Bidder does not provide clarifications of its Bids by the date and time set in the Employer's request for clarification, its Bid may be rejected.

**28. Deviations,
Reservations,
and Omissions**

28.1 During the evaluation of Bids, the following definitions apply:

- (a) **Deviation:** is a departure from the requirements specified in the bidding document;
- (b) **Reservation:** is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
- (c) **Omission:** is the failure to submit part—or all—the information (or documentation) required in the bidding document.

28.2 A material deviation reservation, or omission is one that:

- (a) if accepted, substantially affects, in any way, the scope, quality, or performance of the Works specified in the Contract;
- (b) if accepted, substantially limits in any manner, or is inconsistent with the bidding document, the Employer's rights, or the Bidder's obligations under the proposed Contract; and
- (c) if rectified, unfairly affects the competitive position of other Bidders presenting substantially responsive Bids.

**29. Determination
of
Responsiveness**

29.1 The Employer's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in ITB 11.

29.2 A substantially responsive Bid is one that meets the requirements of the Bidding Document without material deviation, reservation or omission. A material deviation, reservation or omission is on that:

- (a) if accepted, would:

- i) substantially affects, in a way, the scope, quality or performance of the Works specified in the Contract; or
 - ii) Substantially limits in any manner, or is inconsistent with the bidding document, the Employer's rights, or the Bidder's obligations under the proposed Contract.
- (b) if rectified, unfairly affects the competitive position of other Bidders presenting substantially responsive Bids.

29.3 The Employer shall examine the technical aspects of the Bid submitted in accordance with ITB 16 to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

(a) **Substantially Responsive Bid:** is a Bid that meets the requirements of the bidding document **without** material deviation, reservation, or omission.

(b) **Not Substantially Responsive Bid:** is a Bid that does not meet the requirements of the bidding document and it shall be rejected by the Employer. That Bid may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

30. Nonmaterial Nonconformities

30.1 Provided that a Bid is deemed substantially responsive, the Employer may waive any nonconformities in that Bid.

30.2 In addition, the Employer may request that the Bidder submit the necessary information or documentation to rectify nonmaterial nonconformities in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 The Employer shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted for comparison purpose

only, to reflect the price of a missing or nonconforming item or component in the manner specified in the *BDS*.

**31. Correction of
Arithmetical
Errors**

31.1 Provided that the Bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:

- (a) only for admeasurement contract, 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 Employer there is an obvious misplacement of the decimal point in the unit price in which case the total price as quoted shall govern and unit price shall be corrected.
- (b) 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
- (c) 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.

31.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1 shall result in the rejection of the Bid.

**32. Conversion of
Single Currency**

32.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted into a single currency as **specified in the BDS**.

**33. Margin of
Preference**

33.1 Unless otherwise **specified in the BDS**, a margin of preference for domestic Bidders¹¹ shall not apply.

¹¹ An individual firm is considered a domestic Bidder for purposes of the margin of preference if it is registered in the country of the Employer, has more than fifty percent (50%) ownership by nationals of the country of the Employer, and if it does not subcontract more than ten percent (10%) of the contract price, excluding provisional sums, to foreign contractors. Joint Ventures are considered as domestic Bidders and eligible for domestic preference **only** if the individual member firms are registered in the country of the Employer or have more than fifty percent (50%) ownership by nationals of the country of the Employer, and the JV shall be registered in the country of the Beneficiary. The JV shall not subcontract more than ten percent (10%) of the contract price, excluding provisional sums, to foreign firms. Joint Ventures between foreign and national firms **will not be eligible** for domestic preference.

- 34. Subcontractors**
- 34.1 Unless otherwise stated in the BDS, the Employer does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Employer, Financial Parts.
- 34.2 Bidders may propose subcontracting up to the percentage of total value of contracts or the volume of works as **specified in the BDS**. Subcontractors proposed by the Bidder shall be fully qualified for their parts of the Works.
- 34.3 The subcontractor's qualifications shall not be used by the Bidder to qualify for the Works unless their specialized parts of the Works were previously designated by the Employer in the BDS as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Bidder may be added to the qualifications.
- 35. Evaluation of Bids**
- 35.1 The Employer shall use the criteria and methodologies listed in this ITB and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Employer shall determine the Most Advantageous Bid. The Bid (and Bidder) that meets the Qualification Criteria and whose Bid has been determined to be:
- a) substantially responsive to the bidding document; and
 - b) the lowest evaluated cost.
- 35.2 To evaluate a Bid, the Employer shall consider the following:
- (a) the Bid price excluding Provisional Sums and the provision (if any) for contingencies in the Summary Bill of Quantities¹² but including Daywork items, where priced competitively;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 31.1;

¹² In lump sum contracts, delete "*Bill of Quantities*" and replace with "*Activity Schedule*."

- (c) price adjustment due to discounts offered in accordance with ITB 14.4;
- (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;
- (e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3; and
- (f) any additional evaluation factors as specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Bid evaluation.

35.4 If the bidding document allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated cost of the contract combinations, including any discounts offered in the Letter of Bid, is specified in Section III, Evaluation and Qualification Criteria.

36. Comparison of Bids

36.1 The Employer shall compare the evaluated costs of all substantially responsive Bids established in accordance with ITB 35.3 to determine the Bid that has the lowest evaluated cost.

37. Abnormally Low Bids

37.1 An Abnormally low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price.

37.2 In the event of identification of a potentially Abnormally Low Bid, the Employer shall seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities, and any other requirements of the bidding document.

37.3 After evaluation of the price analyses, if the Employer determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid Price, the Employer shall reject the Bid.

38. Unbalanced or Front-Loaded Bids

- 38.1 If the Bid is evaluated as the Most Advantageous Bid and in the opinion of the Employer, is seriously unbalanced or front-loaded, the Employer may require the Bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Bid price as with the scope of works, proposed methodology, schedule, and any other requirements of the bidding document.
- 38.2 After the evaluation of the information and detailed price analyses presented by the Bidder, the Employer may as appropriate:
- (a) accept the Bid; or
 - (b) require that the amount of the Performance Security be increased at the expense of the Bidder to a level not exceeding twenty percent (20%) of the Contract Price; or
 - (c) Reject the Bid.

39. Qualification of the Bidder

- 39.1 The Employer shall determine to its satisfaction whether the eligible Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 39.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (**other than** Specialized Subcontractors if permitted in the bidding document), or any other firm(s) different from the Bidder.
- 39.3 An affirmative determination of qualification shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Employer shall proceed to the substantially responsive Bid which offers the next lowest evaluated cost to make a similar determination of that Bidder's qualifications to perform satisfactorily.

- 40. Most Advantageous Bid**
- 40.1 Having compared the evaluated costs of Bids, the Employer shall determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the Qualification Criteria and whose Bid has been determined to be:
- (a) substantially responsive to the bidding document;
 - (b) the lowest evaluated cost.
- 41. Employer's Right to Accept Any Bid, and to Reject Any (or All) Bids**
- 41.1 The Employer reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, Bid securities, shall be promptly returned to the Bidders.
- 42. Standstill Period**
- 42.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITB 46. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency recognized by the Fund, the Standstill Period shall not apply.
- 43. Notification of Intention to Award**
- 43.1 The Employer shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:
- (a) the name and address of the Bidder submitting the successful Bid;
 - (b) the Contract price of the successful Bid;
 - (c) the names of all Bidders who submitted Bids, their Bid prices as read out and as evaluated;
 - (d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the notification is addressed) was unsuccessful unless the price information in (c) above already reveals the reason;
 - (e) the expiry date of the Standstill *Period*; and

- (f) instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.

F. Award of Contract

44. Award of Contract

- 44.1 Subject to ITB 41, the Employer shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid.

45. Notification of Award

- 45.1 Prior to the expiration of the Bid Validity Period *[and upon expiry of the Standstill Period, specified in ITB 42.1, or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed within the Standstill Period]*, the Employer shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter the Letter of Acceptance) shall specify the sum that the Employer will pay the Contractor in consideration of the execution of the Contract (hereinafter the Contract Price).

- 45.2 Within ten (10) Business Days after the date of transmission of the Letter of Acceptance, the Employer shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

- (a) name and address of the Employer;
- (b) name and reference number of the contract being awarded, and the selection method used;
- (c) name of all Bidders that submitted Bids, and their Bid prices as read out at Bid Opening, and as evaluated;
- (d) names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor;
- (e) The name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope;
- (f) Successful Bidder's Beneficial Ownership Disclosure Form, if specified in BDS ITB 47.1.

- 45.3 The Contract Award Notice shall be published on the Employer's website with free access if available, or in at

least one newspaper of national circulation in the Employer's Country, or in the official gazette. The Employer shall also publish the contract award notice in the United Nations Development Bulletin online.

45.4 Until a formal contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

46. Debriefing by the Employer

46.1 Instructions on how to request a debriefing and/or submit a complaint during the standstill period are as follows:

- (a) an unsuccessful Bidder has three (3) Business Days after receiving the Employer's Notification of Intention to Award to make a written request to the Employer for a debriefing;
- (b) the Employer shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline;
- (c) where a request for debriefing is received within the deadline, the Employer shall provide a debriefing within five (5) Business Days, unless the Employer decides, for justifiable reasons, to provide the debriefing outside this timeframe;
- (d) in that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided;
- (e) if more than one debriefing is delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place;
- (f) the Employer shall promptly inform, by the quickest means available, all Bidders of the extended standstill period;
- (g) where a request for debriefing is received by the Employer later than the three (3) Business Day deadline, the Employer should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract;

- (h) request for debriefing received outside the three (3) day deadline shall not lead to extension of the standstill period;
- (i) debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidder shall bear their own costs of attending such a debriefing meeting.

47. Signing of Contract

- 47.1 The Employer shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement, and, if specified in the BDS, a request to submit the Beneficial Ownership Disclosure Form providing additional information on its beneficial ownership. The Beneficial Ownership Disclosure Form, if so requested, shall be submitted within eight (8) business days of receiving this request.
- 47.2 The successful Bidder shall sign, date, and return to the Employer the Contract Agreement within twenty-eight (28) days of its receipt.

48. Performance Security

- 48.1 Within twenty-eight (28) days of receiving the Letter of Acceptance from the Employer, the successful Bidder shall furnish the Performance Security and, if required in the BDS, the ESHS Performance Security in accordance with the General Conditions of Contract, subject to ITB 41.2 (b), using for that purpose the Performance Security and ESHS Performance Security Forms included in Section X, Contract Forms, or another form acceptable to the Employer. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Employer. A foreign institution providing a bond shall have a correspondent financial institution located in the Employer's Country, unless the Employer has agreed in writing that a correspondent financial institution is not required.
- 48.2 Failure of the successful Bidder to submit the above-mentioned Performance Security and, if required in the BDS, the ESHS Performance Security, or to sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Employer may award the Contract to the Bidder offering the next Most Advantageous Bid.

49. Adjudicator

49.1 The Employer proposes the person named in the BDS to be appointed as Adjudicator under the Contract, at the hourly fee specified in the BDS, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in his Bid. If, in the Letter of Acceptance, the Employer does not agree on the appointment of the Adjudicator, the Employer will request the Appointing Authority designated in the Particular Conditions of Contract (PCC) **pursuant to Clause 23.1** of the General Conditions of Contract (GCC), to appoint the Adjudicator.

50. Procurement Related Complaint

50.1 The BDS outlines the specific procedures for making a procurement related complaint.

Section II - Bid Data Sheet (BDS)

This Section includes provisions specific to each procurement and that supplement *Section I - Instructions to Bidders*. The following specific data for the Works to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (*ITB*). Whenever there is a conflict, the provisions herein shall prevail over those in *ITB*.

Notes:

- (a) *Where an e-procurement system is used, modify the relevant parts of the BDS accordingly to reflect the e-procurement process.*
- (b) *Instructions for completing the BDS are provided, as needed, in the notes in brackets mentioned for the relevant ITB.*

A. General	
ITB 1.1	<p>The reference number of the Request for Bids (RFB) is: _____ <i>[insert name of the RFB]</i></p> <p>The Employer is: _____ <i>[insert name of the Employer]</i></p> <p>The name of the RFB is: _____ <i>[insert name of the RFB]</i></p> <p>The number and identification of lots (contracts) comprising this RFB is: _____ <i>[insert number and identification of lots (contracts)]</i></p>
ITB 1.2 (a)	<p><i>[delete if not applicable]</i></p> <p>the Employer shall use the following electronic procurement system to manage this Bidding process: _____ <i>[insert name of the e-procurement system and url address or link]</i></p> <p>The electronic-procurement system shall be used to manage the following aspects of the Bidding process: _____ <i>[list aspects here and modify the relevant parts of the BDS accordingly e.g. issuing bidding document, submission of Bids, opening of Bids, Contract Award etc.]</i></p>
ITB 2.1	<p>The Beneficiary is: _____ <i>[insert name of the Beneficiary and statement of relationship with the Employer, if different from the Beneficiary. This insertion should correspond to the information provided in the RFB]</i></p> <p>Fund: _____ <i>[insert name of the financier]</i></p>

	Loan or Financing Agreement or Grant amount: _____ <i>[insert US\$ equivalent]</i> The name of the Project is: _____ <i>[insert name of the Project]</i>
ITB 4.1	Maximum number of members in the JV shall be: _____ <i>[insert a number]</i>
ITB 4.5	A list of debarred firms and individuals is available on the Funds external website: _____ <i>[insert if available, otherwise consult the Fund]</i>
B. Content of the Bidding Document	
ITB 7.1	For Clarification of Bids purpose only, the Employer's address is: _____ <i>[insert corresponding information as required below. This address may be the same as or different from that specified under ITB 22.1 for Bid submission]</i> Attention: _____ <i>[insert full name of person, if applicable]</i> Address: _____ <i>[insert street address and number including floor or Room number, if applicable]</i> City: _____ <i>[insert name of the city or town]</i> Zip Code: _____ <i>[insert postal or ZIP code, if applicable]</i> Telephone number: _____ <i>[insert telephone number, including country and city code as applicable]</i> Electronic mail address: _____ <i>[insert email address]</i> Request for clarification should be received by the Employer no later than: _____ <i>[insert number of days]</i> Web page: _____ <i>[in case used, identify the website with free access where Bidding process information is published]</i>
ITB 7.4	A Pre-Bid meeting [insert "shall" or "shall not"] _____ take place at the following date, time and place: Date: _____ Time: _____

	Place: _____ A site visit conducted by the Employer <i>[insert “shall” or “shall not be”]</i> _____ organized
ITB 7.6	Web page: _____ <i>[in case use, identify the website for publishing Minutes of Pre-Bid meeting]</i>
C. Preparation of Bids	
ITB 10.1	<p>The language of the Bid is: _____ <i>[insert “Arabic, English, French or Spanish”]</i>.</p> <p><i>[Note: In addition to the above language, and if agreed with the Fund, the Beneficiary has the option to issue translated version of the bidding document in another language which should either be: (a) the national language of the Beneficiary; or (b) the language used nation-wide in the Beneficiary’s country for commercial transactions. In such case, the following text shall be added]</i></p> <p>“In addition, the bidding document is translated into the [insert national or nation-wide language [if there are more than one national or nation-wide use language, add “and in the _____” <i>[insert the second national or nation-wide language]</i>.</p> <p>All correspondence exchange shall be in _____ <i>[insert language]</i> language.</p> <p>Language for translation of supporting documents and printed literature is _____ <i>[specify one language]</i>.</p>
ITB 11. 1 (b)	<p>The following schedule shall be submitted with the Bid: _____</p> <p><i>[insert schedules that must be submitted with the Bid, including the priced Bill of Quantities for admeasurement contracts or Activity Schedule for lump-sum contract]</i></p>
ITB 11.1 (i)	<p>The Bidder shall submit the following additional documents in the Bid: _____ <i>[list any additional document not already listed in ITB 11.1 that must be submitted with the Bid. The list of additional documents should include the following];</i></p> <p>The extent and scope of additional documents reflect the significant ESHS risks, or requirements set out in <i>Section VII—Works’ Requirements</i> as advised by Environmental/ Social specialist(s). The</p>

	<p>key risks to be addressed by the Bidder¹³ should be identified by Environmental/Social specialist(s).</p> <p>Risks may arise during mobilization or construction phases, and may include construction traffic impacts on the community, pollution of drinking water, depositing on private land, and impacts on rare species, or a host of other effects.</p> <p>The Bid should include any additional document(s) not already listed in <i>ITB</i>. A Bidder must submit the following additional documents with the Bid:</p> <p>(a) Code of Conduct: The Bidder shall submit its <i>Code of Conduct</i> that will apply to its employees and subcontractors, to ensure compliance with its ESHS obligations under the contract:</p> <ul style="list-style-type: none"> (i) complete and include the risks to be addressed by the <i>Code</i> in accordance with <i>Section VII—Works’ Requirements</i> (e.g., risks associated with labor influx, spread of communicable diseases, sexual harassment, gender based violence, sexual exploitation and abuse, illicit behavior and crime, and maintaining a safe environment, etc.); (ii) the Bidder shall detail how this Code of Conduct will be implemented. This will include how it will be introduced into conditions of employment and/or engagement, what training will be provided, how it will be monitored, and how the Contractor proposes to deal with any breaches; and (iii) the Contractor shall be required to implement the agreed Code of Conduct. <p>(b) Management Strategies and Implementation Plans (MSIP) - Management strategies and/or implementation plans to address specific risks include <i>MSIP</i> to manage the following key <i>ESHS</i> risks, for example:</p> <ul style="list-style-type: none"> (i) Mobilization strategy; (ii) Traffic Management Plan to ensure safety of local communities from construction traffic;
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¹³ Risks may be identified and found in the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Environmental and Social Commitment Plan (ESCP), Resettlement Action Plan (RAP), and/or Consent Conditions (any regulatory authority conditions attached to any permits or approvals for the project).

	<p>(iii) Water Resource Protection Plan to prevent contamination of drinking water</p> <p>(iv) Boundary Marking and Protection Strategy for mobilization and construction to prevent offsite adverse impacts;</p> <p>(v) Biodiversity Protection Plan;</p> <p>(vi) Strategy for Obtaining Consents/Permits prior to the start of relevant works such as opening a quarry or borrow pit;</p> <p>(vii) Gender Based Violence, Sexual Exploitation, and Abuse (GBV/SEA) prevention and response action plan; and</p> <p>(viii) Any other document necessary based on the scope of the project.</p> <p>Contractor's Environment and Social Management Plan (C-ESMP) - The Contractor shall be required to submit for approval (and subsequently implement), the C-ESMP in accordance with the particular <i>Conditions of Contract</i>. This includes the agreed Management Strategies and Implementation Plans described here.</p>
ITB 13.1	<p>Alternative Bids <i>[insert "shall be" or "shall not be"]</i> _____ considered.</p> <p><i>[If alternatives shall be considered, the methodology shall be defined in Section III, Evaluation and Qualification Criteria. See Section III for further details]</i></p>
ITB 13.2	<p>Alternative times for completion <i>[insert "shall be" or "shall not be"]</i> _____ permitted.</p> <p><i>[If alternative times for completion are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria].</i></p>
ITB 13.4	<p>Alternative technical solutions shall be permitted for the following parts of the Works: _____. <i>[insert parts of the Works]</i></p> <p><i>[If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria].</i></p>
ITB 14.5	<p>The prices quoted by the Bidder <i>[insert "shall be" or "shall not be"]</i> _____ subject to adjustment during the performance of the Contract.</p>
ITB 15.1	<p><i>[Choose one of the following options as appropriate]</i></p>

	<p><i>[In case of ICB]</i> The price shall be quoted by the Bidder in: _____ <i>[insert the currency]</i></p> <p>A Bidder expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer's country (referred to as the "foreign currency requirements") and wishing to be paid accordingly, shall indicate up to three foreign currencies of their choice expressed as a percentage of the Bid price, together with the exchange rates used in the calculations used in the calculations in the appropriate Form (s) included in Section IV, Bidding Forms.</p> <p>Or</p> <p><i>[In case of NCB]</i> he price shall be quoted by the bidder in: _____ <i>[insert the local currency]</i></p>
ITB 18.1	<p><i>The Bid shall be valid until: _____ [insert day, month and year, taking into account reasonable time needed to complete the bid evaluation, obtain necessary approvals and the Bank's No-objection (if subject to prior review).]</i></p> <p><i>[To minimize the risk of errors by bidders, the bid validity period is a specific date and not linked to the deadline for submission of bids. As stated in ITB 18.1, if there is a need to extend the date, for example because the bid submission deadline is significantly extended by the Purchaser, the revised bid validity date shall be specified in accordance with ITB 8].</i></p>
ITB 18.3 (a)	<p>The Bid price shall be adjusted by the following factor(s): _____</p> <p><i>[The local currency portion of the Contract price shall be adjusted by a factor reflecting local inflation during the period of extension, and the foreign currency portion of the Contract price shall be adjusted by a factor reflecting the international inflation (in the country of the foreign currency) during the period of extension.]</i></p>
ITB 19.1	<p><i>[If a Bid Security shall be required, a Bid-Securing Declaration shall not be required, and vice versa.]</i></p> <p>A Bid Security <i>[insert "shall be" or "shall not be"]</i> _____ required.</p> <p>A Bid-Securing Declaration <i>[insert "shall be" or "shall not be"]</i> _____ required.</p> <p>If a Bid Security shall be required, the amount and currency of the Bid Security shall be: _____</p> <p><i>[If a Bid Security is required, insert amount and currency of the Bid Security. Otherwise, insert "Not Applicable".]</i></p> <p><i>[In case of lots, please insert amount and currency of the Bid Security for each lot]</i></p> <p><i>Note: Bid Security is required for each lot as per amounts indicated against each lot. Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which</i></p>

	<i>Bids have been submitted, however if the amount of Bid Security is less than the total required amount, the Employer will determine for which lot or lots the Bid Security amount shall be applied].</i>
ITB 19.3 (d)	Other types of acceptable securities: _____ <i>[Insert names of other acceptable securities. Insert "None" if no Bid security is required under provision ITB 19.1 or if Bid Security is required but no other forms of Bid securities besides those listed in ITB 19.3 (a) through (c) are acceptable.]</i>
ITB 19.9	<i>[Delete if not applicable]</i> <i>The following provision should be included and the required corresponding information inserted only if a Bid Security is not required under provision ITB 19.1 and the Employer wishes to declare the Bidder ineligible to be awarded a contract for a period of time should the Bidder perform any of the actions mentioned in provision ITB 19.9 (a) and (b). Otherwise omit.]</i> If the Bidder performs any of the actions prescribed in ITB 19.9 (a) or (b), the Borrower will declare the Bidder ineligible to be awarded contracts by the Employer for a period of _____ <i>[insert number of years]</i> years starting from the date the Bidder performs any of the actions.
ITB 20.5	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: _____ <i>[insert (a) the name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid and (b) in vase of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 4.1, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution."]</i>
D. Submission of Bids	
ITB 21	<i>[delete if not applicable]</i> Electronic – Procurement System In case if bidding process is done through electronic-procurement system <i>[insert electronic bidding procedures]</i>
ITB 21.1 (b)	In addition to the original of the Bid, the number of copies is: _____ <i>[insert number of copies]</i>
ITB 22.1	For <u>Bid submission purposes only</u> , the Employer's address is: _____ <i>[This address may be the same as or different from that specified under provision ITB 7.1 for clarifications]</i>

	<p>Attention: _____ <i>[insert full name of person, if applicable]</i></p> <p>Street Address: _____ <i>[insert street address and number including room number, if applicable]</i></p> <p>City: _____ <i>[insert name of city or town]</i></p> <p>ZIP/Postal Code: _____ <i>[insert postal (ZIP) code, if applicable]</i></p> <p>Country: _____ <i>[insert name of country]</i></p> <p><i>[The time allowed for the preparation and submission of Bids shall be determined with due consideration to the particular circumstances of the project and the magnitude and complexity of the procurement. The period allowed shall be at least thirty (30) Business Days, unless otherwise agreed with the Bank]</i></p> <p>The deadline for Bid submission is:</p> <p>Date: _____ <i>[insert day, month, and year, e.g., 15 June 2023]</i></p> <p>Time: _____ <i>[insert time, and identify if a.m. or p.m., e.g., 10:30 am]</i></p> <p><i>[The date and time should be the same as those provided in the Specific Procurement Notice – Request for Bids, unless subsequently amended pursuant to ITB 22.2]</i></p> <p>Bidders <i>[insert “shall” or “shall not”]</i> have the option of submitting their Bids electronically.</p> <p><i>[The following provision should be included and the required corresponding information inserted <u>only</u> if Bidders have the option of submitting their Bids electronically. Otherwise omit.]</i></p> <p>The electronic bidding submission procedures shall be: <i>[insert a description of the electronic bidding submission procedures.]</i></p>
E. Public Opening of Bids	
ITB 25.1	<p>The Bid opening shall take place at:</p> <p>Street Address: _____ <i>[insert street address and number]</i></p> <p>Floor/ Room number: <i>[insert floor and room number, if applicable]</i></p> <p>City: <i>[insert name of city or town]</i></p> <p>Country: <i>[insert name of country]</i></p> <p>Date: <i>[insert day, month, and year, e.g., 15 June 2023]</i></p>

	<p>Time: <i>[insert time, and identify if a.m. or p.m. e.g., 10:30 a.m.] [Date and time should be the same as those given for the deadline for submission of Bids ITB 22]</i></p> <p><i>[The following provision should be included and the required corresponding information inserted only if Bidders have the option of submitting their Bids electronically. Otherwise omit.]</i></p> <p>The electronic Bid opening procedures shall be: <i>[insert a description of the electronic Bid opening procedures.]</i></p>
ITB 25.6	<p>The Letter of Bid and Price Bill of Quantities (or the Activity Schedule) shall be initialed by _____ representatives of the Employer conducting Bid opening.</p> <p><i>[Insert procedure: Example: Each Bid shall be initialed by all representatives and shall be numbered, any modification to the unit or total price shall be initialed by the Representative of the Employer, etc.]</i></p>
F. Evaluation and Comparison of Bids	
ITB 30.3	<p>An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender and price adjustment shall be applied.</p> <p>The adjustment shall be based on the _____ <i>[insert "average" or "highest"]</i> price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Employer shall use its best estimate.</p>
ITB 32.1	<p><i>[pursuant to ITB 15.1, choose one of the following options as appropriate]</i></p> <p><i>[in case of ICB]</i> The currency that shall be used for bid evaluation and comparison purpose to convert all bid prices expressed in various currencies into a single currency is: _____ <i>[insert the name of the currency]</i></p> <p>The source of exchange rate shall be: _____ <i>[Insert name of the source of exchange rates].</i></p> <p>OR</p> <p><i>[in case of NCB]</i> Not applicable.</p>
ITB 33.1	<p><i>[The following provision should be included and the required corresponding information be inserted <u>only</u> if the Procurement Plan authorizes the application of margin of preferences and the Employer intends to apply it to the subject contract. If the Employer intends to apply the margin of preferences, all the required corresponding information must also be provided. Delete, if not applicable.</i></p>

	<p>(a) A margin of domestic preference [choose “shall” or “shall not” apply;</p> <p>(b) If the margin of preference applies, insert, the application methodology shall be as stipulated in Section III, Evaluation and Qualification Criteria.</p>
ITB 35.2 (f)	<p><i>[delete this section if not applicable]</i></p> <p>Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.</p>
ITB 34.1	<p>At this time the Employer _____ <i>[insert “intends” or “does not intend”]</i> to execute certain specific parts of the Works by subcontractors selected in advance.</p>
ITB 34.2	<p>Contractor’s proposed subcontracting: Maximum percentage of subcontracting permitted is <i>[choose one: delete the condition that does not apply]</i>:</p> <p>(a) [insert words] percentage [number %] of the total contract amount; or</p> <p>(b) [insert words] percent %] of the volume of work [insert specific work to be performed; may attach clearly labeled continuation sheets].</p> <p>Bidders planning to subcontract more than ten percent (10%) of total volume of works shall specify, in the Letter of Bid, all the activity(ies) or parts of the Works to be subcontracted, along with complete details of the subcontractors and their qualification and experience.</p>
ITB 34.3	<p><i>[delete, if not applicable]</i></p> <p>The parts of the Works for which the Employer permits Bidders to propose Specialized Subcontractors are designated as follows:</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors may be added to the qualifications of the Tenderer for the purpose of evaluation.</p>
G. Award of Contract	
ITB 42.1	<p>Standstill Period [insert: “shall apply” or “shall not apply”]</p> <p><i>[if Standstill Period does not apply, mention Not Applicable]</i></p>

ITB 45.2 (f)	The successful Bidder [insert: “shall” or “shall not” submit the Beneficial Ownership Disclosure Form.
ITB 46.1	The Employer [insert: “shall” or “shall not”] provide debriefing <i>[if debriefing is not provided, modify as follows: the Employer will not provide debriefing and sub-clause (a) through (i) is deleted]</i>
ITB 48.1 and 48.2	<i>[Delete the following if not applicable]</i> The successful Bidder shall be required to submit an ESHS Performance Security. <i>[Note: The ESHS Performance Security shall normally be required where ESHS risks are high.]</i>
ITB 49.1	The Adjudicator proposed by the Employer is: _____ <i>[insert name and address of proposed Adjudicator].</i> The hourly fee for this proposed Adjudicator shall be: _____ <i>[insert amount and currency].</i> The biographical data of the proposed Adjudicator is as follows: _____ <i>[provide relevant information, such as education, experience, age, nationality, and present position; attach additional pages as necessary]</i>
ITB 50.1	The procedures for making a Procurement-related Complaint are detailed in the Fund’s “Procedures for Procurement of Goods, Works, and Non-consulting Services (Appendix III).” If a Bidder wishes to make a Procurement-related Complaint, the Bidder shall submit its complaint following these procedures, in writing (by the quickest means available, such as by email or fax), to: For the attention: <i>[insert full name of person receiving complaints]</i> Title/position: <i>[insert title/position]</i> Employer: <i>[insert name of Employer]</i> Email address: <i>[insert email address]</i>

Section III - Evaluation and Qualification Criteria

This section contains all the criteria that the Employer shall use to evaluate Bids and qualify Bidders through post-qualification. No other factors, methods, or criteria shall be used other than specified in this bidding document. The Bidder shall provide all the information requested in the forms included in *Section IV, Bidding Forms*.

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

- For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted) was originally established.
- Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified in the ITB 32.1. Any error in determining the exchange rates in the Bid may be corrected by the Employer.

[The Employer shall select the criteria deemed appropriate for the procurement process. Insert the appropriate wording from the sample language below, or incorporate other acceptable wording, and delete any unused text in bracketed italics].

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Section III – Evaluation and Qualification Criteria

1. Margin of Preference

- 1.1 If the *BDS* so specifies, an Employer may grant a margin of preference of seven and one-half percent (7.5%) to domestic contractors. Contractors applying for such preference shall be asked to provide, as part of the data for qualification:
 - (a) Details of their ownership according to the classification established by the Beneficiary (and accepted by the Fund), as a particular contractor, or group of contractors, who qualifies for a domestic preference;
 - (b) The bidding document shall clearly indicate the preference, as well as the method followed in the evaluation and comparison of Bids to provide such preference.
- 1.2 The Employer determines the Most Advantages Bid as follows:
 - (a) Substantially responsive to the bidding document;
 - (b) The lowest evaluated cost.
- 1.3 After Bids have been received and reviewed by the Employer, responsive Bids shall be classified into the following groups:
 - (a) **Group A:** Bids offered by domestic contractors eligible for the preference
 - (b) **Group B:** Bids offered by other contractors.
- 1.4 All evaluated Bids in each group shall, as a first evaluation step, be compared to determine:
 - (a) The Bid with lowest evaluated cost;
 - (b) The Bids with the lowest evaluated cost in each group shall then be further compared with each other.
- 1.5 If, as a result of this comparison, a Bid from **Group A** is the lowest evaluated cost, it shall be selected for the award as the ***Most Advantageous Bid*** as long as that Bidder is qualified;
- 1.6 If a Bid from **Group B** has the lowest evaluated cost, as a second evaluation step, all Bids from **Group B** shall then be further compared with the lowest evaluated cost from **Group A**;

- 1.7 For the purpose of this further comparison only, the respective Bid price may be corrected for arithmetical errors (including unconditional discounts but excluding provisional sums).
- 1.8 The cost of *Dayworks*, if any, shall then be added to the evaluated cost offered in each Bid from **Group B**.
- 1.9 If the Bid from **Group A** remains the lowest evaluated cost, it shall be selected for award.
- 1.10 If the Bid from **Group A** is not the lowest, then the lowest evaluated cost from **Group B**, based on the first evaluation step, shall then be selected.

2. Evaluation

In addition to the criteria outlined in the *ITB*, the following criteria shall apply:

2.1 Assessment of adequacy of Technical Proposal with Requirements:

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

2.2 Multiple Contracts:

Pursuant to the ITB 35.4, if Works are grouped in multiple contracts, the evaluation process is as follows: *[insert method, if applicable or indicate Not Applicable]*

Award Criteria for Multiple Contracts (ITB 35.4]

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

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

Qualification Criteria for Multiple Contracts

Section III, Evaluation and Qualification Criteria describes criteria for qualification for each lot (contract) for multiple lots (contracts). The criteria for qualification are

aggregate minimum requirements for respective lots as specified on the Eligibility and Qualification Criteria chart on the following pages. However, with respect to the specific experience under the subject of *Specific Construction and Contract Management Experience*, the Employer will select any one (or more) of the options as identified below:

N = the minimum number of contracts

V = the minimum value of a single contract

(a) For one Contract:

Option 1:

N contracts, each of minimum value **V**; OR

Option 2:

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

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

(b) For multiple Contracts

Option 1:

Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Bidder has submitted Bids as follows, and **N1**, **N2**, **N3** shall be different contracts:

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

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

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

[.....continue listing out each contract as applicable.]

OR

Option 2:

(a) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Bidder has submitted Bids as follows, and **N1**, **N2**, **N3** shall be different contracts:

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

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

Lot 3: N3 contracts, each of minimum value V3

[....continue listing out each contract as applicable.]

OR

- (b) **Lot 1: N1 contracts, each of minimum value V1, or number of contracts less than (or equal to) N1, each of minimum value V1, but with total value of all contracts equal to (or more than) N1 x V1.**
- (c) **Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than (or equal to) N2, each of minimum value V2, but with total value of all contracts equal (or more than) N2 x V2.**
- (d) **Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than (or equal to) N3, each of minimum value V3, but with total value of all contracts equal to (or more than) N3 x V3.**

[d. Continue listing out each contract as applicable.]

OR

Option 3:

- (a) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Bidder has bid for as follows, and **N1, N2, N3** shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1

Lot 2: N2 contracts, each of minimum value V2

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

[.....continue listing out each contract as applicable.]

OR

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

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

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

[...continue listing out each contract as applicable.]

OR

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

2.3 Alternative Completion Times [ITB 13.2]

An *Alternative Completion Time*, if permitted under the *ITB 13.2*, will be evaluated as follows: *[insert/list evaluation criteria and processes for Alternative Completion Time; may attach clearly labeled continuation sheets.]*

2.4 Sustainable procurement

If specific sustainable procurement technical requirements have been specified in *Section VII, Works' Requirements*, state one of the following:

- (a) Those requirements will be evaluated on a pass/fail (compliance basis);
- (b) In addition to evaluating those requirements on a pass/fail (compliance basis), specify the monetary adjustments to be applied to Bid prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements, if applicable.

2.5 Alternative Technical Solutions for Specified Parts of Works [ITB 13.4]

Technical alternatives, if permitted under *ITB 13.4*, will be evaluated as follows: *[insert method, if applicable or indicate Not Applicable]*

2.6 Specialized Subcontractors [ITB 34]

If permitted under the *ITB 34.1*, *only the specific experience of Subcontractors for specialized works permitted by the Employer will be considered*. The general experience and financial resources of the Specialized Subcontractors shall not be added to those of the Bidder for purposes of qualification of the Bidder.

3. Qualification Criteria

Pursuant to ITB 31.1, the employer shall assess each Bid against the following Qualification Criteria. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITB 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2 with attachment
1.2	Conflict of Interest	No conflict of interest in accordance with ITB 4.2	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Letter of Bid
1.3	Fund’s Eligibility	Not having been declared ineligible by the Fund, as describe in ITB 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Letter of Bid
1.4	State-owned enterprise or institution of the Beneficiary country	Meets conditions of ITB 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2 with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
1.5	United Nations resolution or Beneficiary's country law	Not having been excluded as a result of prohibition in the Beneficiary's country laws or official regulations against commercial relations with the Beneficiary's country, or by an act of compliance with UN Security Council resolution, both in accordance with ITB 4.8 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2 with attachments
2. Historical Contracts Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹⁴ did not occur as a result of contractor default	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2.1

¹⁴ Nonperformance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e., dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		since 1st January [Insert year].					
2.2	Suspension Based on Execution of Bid/Proposal Securing Declaration by the Employer	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITB 4.7 and ITB 19.9.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Letter of Bid
2.3	Pending Litigation	Bidder's financial position and prospective long term profitability sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Bidder	Must meet requirement	N/A	Must meet requirement	N/A	Form CON - 2.1
2.4	Litigation History	No consistent history of court/arbitral award decisions against the	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON - 2.1

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		Bidder ¹⁵ since 1st January [insert year]					
2.5	Declaration: Environmental and Social (ESHS) past performance	Declare any civil work contracts that have been suspended or terminated and/or performance security called by an employer for reasons of breach of environmental, health or social (including Sexual Exploitation and Abuse) contractual obligations in the past five years. ¹⁶	Must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration	N/A	Each must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration	N/A	Form CON - 2.2 ESHS Performance Declaration
2.6	Fund's SEA and/or SH Disqualificat	At the time of Contract Award, not subject to disqualification by the Fund for non-	Must meet requirement (including each	N/A	Must meet requirement (including each	N/A	Letter of Bid, Form CON-2.3

¹⁵ The Bidder shall provide accurate information on the letter of Bid about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Bidder or any member of a joint venture may result in disqualifying the Bidder.

¹⁶ The Employer may use this information to seek further information or clarifications in carrying out its due diligence.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
	ion (if applicable)	compliance with SEA/SH obligations	subcontractor proposed by the Bidder)		subcontractor proposed by the Bidder)		
		<p>If the Bidder had been subject to disqualification by the Fund for non-compliance with SEA/SH obligations, the Bidder shall either:</p> <p>(i) provide evidence of an arbitral award on the disqualification made in its favour; or</p> <p>(ii) demonstrate that it has adequate capacity and commitment to comply with SEA/SH prevention and response obligations; or</p> <p>(iii) provide evidence that it has already demonstrated such capacity and commitment on other</p>	Must meet requirement (including each subcontractor proposed by the Bidder)	N/A	Must meet requirement (including each subcontractor proposed by the Bidder)	N/A	Letter of Bid, Form CON-2.3

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			
		All members combined		Each member	At least one member	Submission requirements	
		IFI financed works contract.					
3. Financial Situation and performance							
3.1	Financial Capabilities	(i) The Bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as USD \$ _____ for the subject contract(s) net of the Bidder's other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments
		(ii) The Bidders shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of	Must meet requirement	Must meet requirement	N/A	N/A	

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		finance to meet the cash flow requirements on works currently in progress and for future contract commitments.					
		(iii) The audited balance sheets or, if not required by the laws of the Bidder's Country, other financial statements acceptable to the Employer, for the last _____ years shall be submitted and must demonstrate the current soundness of the Bidder's financial position and indicate its prospective long-term profitability	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of US\$ <i>[insert amount in US\$ equivalent in words and figures]</i> _____,	Must meet requirement	Must meet requirement	Must meet _____%, _____ of the requirement	Must meet _____%, _____ of the	Form FIN - 3.2

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		calculated as total certified payments received for contracts in progress and/or completed within the last _____ years, divided by _____ <i>[insert number of years in words]</i> years				requirement	
4. Experience							
4.1 (a)	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number]</i> _____ years, starting 1st January _____ <i>[insert year]</i> .	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially ¹⁷ completed as a prime contractor, joint venture member ¹⁸ , management contractor or sub-contractor ¹⁸ between 1st January [insert year] and bid submission deadline: (i) N contracts, each of minimum value V; Or	Must meet requirements	Must meet requirement ¹⁹	N/A	Must meet the following requirements for the key activities listed below: [list key activities and the corresponding minimum requirements to be met by one member	Form EXP 4.2(a)

¹⁷ Substantial completion shall be based on 80% or more works completed under the contract.

¹⁸ For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder's share, by value, shall be considered to meet this requirement.

¹⁹ In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<p>(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V; [insert values of N & V, delete (ii) above if not applicable].</p> <p><i>[In case the Works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITB 35.3]</i></p> <p>The similarity of the contracts shall be based on the following:</p> <p><i>[Based on Section VII, Scope of Works, specify the minimum</i></p>				otherwise state: "N/A"]	

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITB 33.2]</i>					
4.2 (b)	Construction Experience in Key Activities	For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January [insert year] and Application submission deadline, a minimum	Must meet requirements [Specify activities that may be met through a specialized subcontractor, if permitted in accordance	Must meet requirements [Specify activities that may be met through a Specialized Subcontractor, if permitted in	N/A	Must meet the following requirements for the key activities listed below ²² [if applicable,	Form EXP – 4.2 (b)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<p>construction experience in the following key activities successfully completed²⁰: <i>[list key activities indicating volume, number or rate of production as applicable.</i></p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b).</i></p> <p><i>For the rate of</i></p>	<i>with ITB 33.3]</i>	<i>accordance with ITB 33.3]</i>		<p><i>out of the key activities in the first column of this 4.2 (b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell</i></p>	

²⁰ Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12 month period in the specified period,]²¹</i>				<i>should state: "N/A"]</i>	
4.2 (c)	Specific Experience in managing ESHS aspects <i>[add, if applicable: "and any additional sustainable procurement aspects"]</i>	For contracts [substantially completed and under implementation] as prime contractor, joint venture member, or Subcontractor between 1st January <i>[insert year]</i> and Application submission deadline, experience in managing ES risks and impacts in the following aspects: <i>[Consistent with ES</i>	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: "N/A"]</i>	Must meet the following requirements: <i>[list key requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP – 4.2 (c)

²¹ The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>assessment and any additional sustainable procurement objectives of the contract, specify, as appropriate, specific experience requirements to manage ES and any additional sustainable procurement aspects, or refer to requirements that the Employer specifies in Section VII.]</i>					
5. Organizational Environmental, Health and Safety System							
5.1 (a)	Environmental, Health and Safety Certification	Availability of a valid ISO certification or internationally recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite: 1	Must meet requirements	Must meet requirements	Must meet the following requirements: [list key requirements to be met by each member otherwise state: "N/A"]	Must meet the following requirements: [list key requirements to be met by each member	Form ESHS – 5.1 (a)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<p>2.</p> <p><i>[Examples of certification that can be provided:</i></p> <p><i>1 Quality management certificate ISO 9001</i></p> <p><i>2 Environmental management certificate ISO 14001</i></p> <p><i>3 Health and Safety management certificate ISO 45001.</i></p> <p><i>Depending on the environmental, health, and safety issues of the worksite and the type of competition planned (national or international), the Employer may decide to either exclude this criterion or only require certain certifications, specifically those related to the key</i></p>				<i>otherwise state: "N/A"]</i>	

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>aspects of worksite management.]</i>					
5.1 (b)	Environmental, Health and Safety Documentation	<p>Availability of in-house policies and procedures for managing ESHS risks:</p> <p>1</p> <p>2.</p> <p><i>[Examples of policies that can be provided:</i></p> <p>1. Ethics Charter</p> <p>2. System for monitoring members or subcontractors' EHS commitments</p> <p>3. Official company procedures for managing key applicable EHS risks, including:</p> <ul style="list-style-type: none"> • Worksite HS, including personal 	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: "N/A"]</i>	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: "N/A"]</i>	Form ESHS – 5.1 (b)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<p><i>protective equipment (PPE) and first aid measure</i></p> <ul style="list-style-type: none"> • <i>Control of infectious and communicable diseases (HIV/AIDS, malaria, COVID-19)</i> • <i>Waste management and hazardous materials handling</i> • <i>Traffic management plans</i> • <i>Water resource management</i> • <i>Site rehabilitation and revegetation</i> <p><i>The Employer should select 3-5 that apply to the worksite. The selection should be based on the most pressing EHS issues</i></p>					

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>pertaining to the worksite as detailed in the project ESMP.]</i>					

Note: For Multiple lots (contracts) specify financial and experience criteria for each lot under Financial Capabilities (3.1); Average Annual Construction Turnover (3.2); Specific Construction and Contract Management Experience [4.2(a)]; Construction Experience in Key Activities [4.2(b)] and Specific Experience in Managing ES aspects [4.2(c)] as applicable.

4. Contractor's Representative and Key personnel

The Bidder must demonstrate that it will have a suitably qualified, (and in adequate numbers) minimum *Key Personnel*, as described in the table below, that are required to perform the Contract.

In the following table, provide the minimum key specialists required to execute the contract, while considering the nature, scope, complexity, and risks of the contract.

The Bidder shall provide details of the *Key Personnel* and such other *Key Personnel* that the Bidder considers appropriate, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in *Section IV - Bidding Forms*.

The Contractor shall require the Employer's consent to substitute or replace the *Key Personnel* (reference the *Particular Conditions of Contract*).

Key Personnel		
Position/Specialization	Relevant Academic Qualifications	Minimum Years of Relevant Work Experience
<i>[Insert requirements]</i>	<i>[Insert requirements]</i>	<i>[Insert requirements]</i>
Suitable Experts in the Following Specializations		
Environmental	<i>[e.g., degree in relevant environmental field]</i>	<i>[e.g., specific number of years in similar work environments]</i>
Health and Safety		<i>[e.g., specific number of years monitoring and managing risks related to GBV/ SEA]</i>
Social		
<i>[Insert others as needed]</i>		

5. Equipment

The Bidder must demonstrate that it has access to the key equipment listed hereafter. The Bidder shall provide further details of proposed items of equipment using Form EQU in Section IV, Bidding Forms.

Equipment	
Equipment Type and Characteristics	Minimum Number Required

Note: Specify requirements for each lot as applicable.

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Letter of Bid

INSTRUCTION TO THE BIDDERS: DELETE THIS BOX ONCE THE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare the Letter of Bid on corporate stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: *All italicized text is to assist Bidders in preparing this form.*

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

Request for Bid Number: *[insert number of Request for Bid process]*

Alternative Number: *[insert identification number if this is a Bid for an alternative]*

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

- (a) **No Reservation:** We have examined and have no reservations to the bidding document, including *Addenda* issued in accordance with *ITB Clause 8*;
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with *ITB 4*;
- (c) **Bid-Securing Declaration:** We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-Securing Declaration in the Employer's Country in accordance with *ITB 4.7*;
- (d) **Conformity:** We offer to execute in conformity with the bidding document the following Works: _____ *[insert a brief description of the Works]*.
- (e) **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is: _____ *[choose a single option below, as appropriate]:*

Option 1, in case of one lot: Total Price is: _____ *[insert the total price of the Bid in words and figures, indicating the various amounts and the respective currencies].*

OR

Option 2, in case of multiple lots:

- Total price of each lot _____ *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*
- Total price of all lots (sum of all lots) _____ *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*

(f) **Discount:** The discounts offered and the methodology for their application are:

(i) The discount offered are _____ *[specify in details each discount offered]*.

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

(g) **Bid Validity Period:** Our Bid shall be valid for a period specified in the *BDS 18.1 (as amended, if applicable)* of days from the date fixed for the Bid submission deadline in accordance with the bidding document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(h) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security *[and an ESHS Performance Security, delete if not applicable]* in accordance with the bidding document;

(i) **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder or as a subcontractor, and we are not participating in any other Bid(s) as a Joint Venture member, and meet the requirements of *ITB 4.3*, other than alternative Bids submitted in accordance with *ITB 13*;

(j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Fund, or a debarment imposed by other International Financial Institutions. Further, we are not ineligible under the Employer's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

If under ongoing investigation and/or sanction proceedings by the Fund or any other International Financial Institutions, please state details:

(i) Name of the International Financial Institution: _____

(ii) Reasons for the ongoing investigation: _____

(k) **Payment restriction:** we, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not from a country which is prohibited to export goods or services to, or can make and receive electronic fund transfer payments through the

international banking system or otherwise discharge the Fund or Employer's obligation upon initiation of wire transfer.

- (l) **State-owned enterprise or institution:** *[choose the appropriate option and delete the other:] [We are not a state-owned enterprise or institution.]/[We are a state-owned enterprise or institution, but meet the requirements of the ITB 4.6];*

- (m) **Commissions, Gratuities, and Fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract:

[insert complete name of each Beneficiary, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Note: If none has been paid or is to be paid, indicate "none."

- (n) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (o) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive;
- (p) **Corrupt and Fraudulent Practices:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Corrupt and Fraudulent Practices;
- (q) **Inspection and Audit:** We agree to permit the Fund or its representative to inspect our accounts and records and other documents relating to the tender submission and to have them audited by auditors appointed by the Bank;
- (r) **Adjudicator:** We accept the appointment of *[insert name proposed in Bid Data Sheet]* as the Adjudicator.

[Or]

We do not accept the appointment of *[insert name proposed in Bid Data Sheet]* as the *Adjudicator* and propose instead that *[insert name]* be appointed as *Adjudicator*, whose daily fees and biographical data are attached.

Name of the Bidder: _____ *[insert complete name of person signing the Bid. In the case of the Bid submitted by a joint venture, specify the name of the joint venture as Bidder.]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: _____ *[insert complete name of person duly authorized to sign the Bid. The person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid].*

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

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

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

Appendix to Financial Proposal: Financial Part

(Bill of Quantities/Schedules of Activities)

*[The notes below for preparing a Bill of Quantities are intended **only as information** for the Employer (or the person) drafting the bidding document and should not be included in the final bidding document].*

Objectives

The objectives of the Bill of Quantities are:

- (a) To provide sufficient information on the quantities of Works to be performed to enable bids to be prepared efficiently and accurately; and*
- (b) When a Contract has been entered, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.*

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

Daywork Schedule

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

- (a) A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor shall be paid for work executed on a daywork basis.*
- (b) Nominal quantities for each item of daywork, to be priced by each Bidder at daywork rates as Bid. The rate to be entered by the Bidder against each basic daywork item should include the Contractor's profit, overheads, supervision, and other charges.*

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the summary priced Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary

approvals as the future need arises. Where such provisional sums or contingency allowances are used, the Special Conditions of Contract should state the way they shall be used, and under whose authority (usually the Project Manager's).

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

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

Sample Bill of Quantities²³

(Local Currency and Foreign Currency)

[illegible]

²³ In case of Lump-sum Contract, use Sample Activity Schedule.

Activity Schedule

<i>Item no.</i>	<i>Description</i>	<i>Unit</i>	<i>Amount</i>
	<i>[To be entered by the Employer; Delete if not applicable:]</i> Provisional sums for additional ESHS outcomes.		
	<i>[To be entered by the Employer; Delete if not applicable:]</i> Provisional sum for sexual exploitation and abuse (SEA) / gender based violence (GBV) awareness and sensitization training.		

Schedule of Payment Currencies

For: _____ *[insert name of Section of the Works]*

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

Sample Activity Schedule				
Name of Payment Currency	A	B	C	D
	Amount of Currency	Rate of Exchange to Local Currency	Local Currency Equivalent $C = A \times B$	Percentage of Total Bid Price (TBP) $\frac{100 \times C}{TBP}$
Local currency <i>[Insert currency]</i>		1.00		
Foreign Currency #1 <i>[Insert currency]</i>				
Foreign Currency #2 <i>[Insert currency]</i>				
Foreign Currency #3 <i>[Insert currency]</i>				
Net Bid Price				100.00
Provisional Sums Expressed in Local Currency		1.00		
TOTAL BID PRICE (Including provisional sum)				

Schedule(s) of Adjustment Data

Table A: Local Currency

Index Code	Index Description	Source of Index	Base Value and Date	Bidder's Local Currency Amount	Bidder's Proposed Weighting
	<i>[Nonadjustable]</i>				A: _____* B: _____* C: _____* D: _____* E: _____*
Total					1.00

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

Table B: Foreign Currency

Name of Currency: _____

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

Index Code	Index Description	Source of Index	Base Value and Date	Bidder's Currency in Type/Amount	Equivalent in FC1	Bidder's Proposed Weighting
	<i>[Nonadjustable]</i>					A: _____* B: _____* C: _____* D: _____* E: _____*
Total						1.00

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

Appendix A to Technical Part: Technical Proposal

Site Organization

[Insert Site Organization information]

Method Statement

[Insert Method Statement]

Mobilization Schedule

[Insert Mobilization Schedule]

Construction Schedule

[Insert Construction Schedule]

ESHS Management Strategies and Implementation Plans (ESHS-MSIP)

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

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

Code of Conduct for Contractor's Personnel Form

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

The types of issues identified could include risks associated with:

- (a) Labor influx
- (b) Spread of communicable diseases
- (c) *Sexual Exploitation and Abuse (SEA)*
- (d) *Sexual Harassment (SH)*
- (e) Any other pertinent risks and applicable policies or procedures.

[Delete the above note text and sub-paragraphs prior to issuance of the bidding documents.]

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

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

Code of Conduct for Contractor's Personnel

We are the Contractor, *[enter name of Contractor]*. We have signed a contract with *[enter name of Employer]* for *[enter description of the Works]*. These Works will be carried out at *[enter the Site and other locations where the Works will be carried out]*. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as *Contractor's Personnel* and are subject to this *Code of Conduct*.

This *Code of Conduct* identifies the behavior that we require from all *Contractor's Personnel*.

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

Required Conduct

Contractor's Personnel shall:

1. Carry out his/her duties competently and diligently;
2. Comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. Maintain a safe working environment including by:
 - (a) Ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - (b) Wearing required personal protective equipment;
 - (c) Using appropriate measures relating to chemical, physical and biological substances and agents;
 - (d) Following applicable emergency operating procedures
4. Report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health.
5. Treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children.
6. Not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel.
7. Not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
8. Not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
9. Not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.
10. Complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and *Sexual Exploitation and Abuse (SEA)*, and *Sexual Harassment (SH)*.
11. report violations of this *Code of Conduct*.

12. Not retaliate against any person who reports violations of this *Code of Conduct*, whether to us or the Employer, or who makes use of the grievance mechanism for *Contractor's Personnel* or the project's Grievance Redress Mechanism.

Raising Concerns

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

- (a) contact *[enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters]* in writing at this address *[insert address of Contractor's Social Expert]* or by telephone at *[insert contact phone number]* or in person at *[insert physical address where Contractor's Social Expert is physically located]*;
- (b) call *[insert hotline phone number]* to reach the Contractor's hotline and leave a message. *[Delete this text if no Code of Conduct hotline is available]*

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

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

Consequences of Violating the Code of Conduct

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

For Contractor's Personnel:

I have received a copy of this Code of Conduct written in a language that I comprehend.

I understand that if I have any questions about this *Code of Conduct*, I can contact *[enter name of Contractor's contact person with relevant experience]* requesting an explanation.

Name of Contractor's Personnel: _____ *[insert name]*

Signature: _____

Date: _____ [day, month, year]

Countersignature of Bidder Authorized Representative:

Name of Bidder Authorized Representative: _____ [insert name]

Signature: _____

Date: _____ [day, month, year]

Attachment to Code of Conduct Form: Behaviors constituting *Sexual Exploitation and Abuse (SEA)* and behaviors constituting *Sexual Harassment (SH)*.

(Attachment to Code of Conduct Form)

Behaviors Constituting *Sexual Exploitation and Abuse (SEA)* and Behaviors Constituting *Sexual Harassment (SH)*

The following non-exhaustive list is intended to illustrate types of prohibited behaviors. Examples of sexual exploitation and abuse include, but are not limited to:

- (a) a Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g., cooking and cleaning) in exchange for sex;
- (b) a Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex;
- (c) a Contractor's Personnel rapes, or otherwise sexually assaults a member of the community;
- (d) a Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor;
- (e) a Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

Examples of sexual harassment in a work context:

- (a) contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability;
- (b) when a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses;
- (c) unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel;
- (d) a Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

[Insert additional Code of Conduct requirements, otherwise delete this text.]

Others

[insert any other additional requirements]

Appendix B to Technical Part: Equipment

Form EQU: Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternatives equipment proposed by the Bidder. The Bidder shall provide all the information requested below, to the extent possible. Field with asterisk (*) shall be used for evaluation.

Item of equipment:		
Equipment information	Name of manufacturer	Model and power rating
	Capacity*	Year of manufacture*
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

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

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

Appendix C to Technical Part: Key Personnel

Form PER - 1: Key Personnel Schedule

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

Contractors' Representative and Key Personnel

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

	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g., attach high-level Gantt chart)]</i>
4.	Title of position: <i>[Social Specialist]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g., attach high-level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g., attach high-level Gantt chart)]</i>

Form PER – 2: Resume and Declaration

Name of Bidder:

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

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

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

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

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

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

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

- (a) be taken into consideration during Tender evaluation;
- (b) result in my disqualification from participating in the Tender; and
- (c) result in my dismissal from the contract.

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

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

Appendix D to Technical Part: Bidder's Qualification

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

Form ELI - 1.1: Bidder Information Form

Date: _____

RFB No. and title: _____

Page _____ of _____ pages

1. Bidder's name:
2. In case of Joint Venture (JV), name of each member:
3. Bidder's actual or intended country of registration: <i>[indicate country of Constitution]</i>
4. Bidder's actual or intended year of incorporation:
5. Bidder's legal address: [in country of registration]
6. Bidder's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy;• Operation under commercial law; and• Establishing that the Bidder is not under the supervision of the Employer.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership <i>[if required, the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form].</i>

Form ELI – 1.2: Party to JV Information Form

(to be completed for each member of Bidder's JV)

Date: _____

Bidding No.: _____

Invitation for Bid No.: _____

Page _____ of _____ pages

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration:
4. JV's Party Year of Registration:
5. JV's Party Legal Address in Country of Registration:
6. JV's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
1. Attached are copies of original documents of: <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation (or equivalent document of constitution) and/or registration documents of legal entity named above, in accordance with ITB Sub-Clauses 4.4. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing; (i) legal and financial autonomy; (ii) operating under commercial law; and (iii) bidder is not under the supervision of the Employer, in accordance with ITB Sub-Clause 4.6
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership <i>[If required under BDS, the successful Bidder shall provide additional information on beneficial ownership for each JV member, using the Beneficial Ownership Disclosure Form].</i>

Form CON – 2.1: Historical Contract Non-Performance, Pending Litigation and Litigation History

Bidder's Name: _____
 Date: _____
 JV Member's Name _____
 RFB No. and title: _____
 Page _____ of _____ pages

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> <input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i>			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation <input type="checkbox"/> Pending litigation.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
		Contract Identification: _____ Name of Employer: _____ Address of Employer: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	<i>[insert amount]</i>
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History <input type="checkbox"/> Litigation History			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Form CON – 2.2: ESHS Performance Declaration

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

Bidder's Name: _____ *[insert full name]*

Date: _____ *[insert day, month, year]*

Joint Venture Member's or Specialized Subcontractor's Name: _____ *[insert full name]*

RFB No. and title: _____ *[insert RFB number and title]*

Page _____ of _____ pages

Environmental and Social, Performance Declaration			
(in accordance with Section III, Evaluation and Qualification Criteria)			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental, or Social (ES) performance since the date specified in Section III, Evaluation and Qualification Criteria.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Evaluation and Qualification Criteria. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g., for gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>

<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an employer(s) for reasons related to ES performance			
Year	Contract Identification		Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g., for gender-based violence; sexual exploitation, or sexual abuse breaches]</i>		<i>[insert amount]</i>

Form CON – 2.3: Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

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

Bidder's Name: _____ *[insert full name]*

Date: _____ *[insert day, month, year]*

Joint Venture Member's or Subcontractor's Name: _____ *[insert full name]*

RFB No. and title: _____ *[insert RFB number and title]*

Page _____ of _____ pages

SEA and/or SH Declaration (in accordance with Section III, Evaluation and Qualification Criteria)
<p>We:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a) have not been subject to disqualification by the OPEC Fund for non-compliance with SEA/SH obligation; <input type="checkbox"/> (b) are subject to disqualification by the OPEC Fund for non-compliance with SEA/SH; obligations; <input type="checkbox"/> (c) had been subject to disqualification by the OPEC Fund for non-compliance with SEA/SH obligations. An arbitral award on the disqualification case has been made in our favor; <input type="checkbox"/> (d) had been subject to disqualification by the OPEC Fund for non-compliance with SEA/SH obligations for a period of two years. We have subsequently demonstrated that we have adequate capacity and commitment to comply with SEA/SH obligations; and <input type="checkbox"/> (e) had been subject to disqualification by the OPEC Fund for non-compliance with SEA/SH obligations for a period of two years. We have attached evidence demonstrating that we have adequate capacity and commitment to comply with SEA/ SH obligations.
<p><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification].</i></p>
<p><i>[If (d) or (e) above are applicable, provide the following information].</i></p>
<p>Period of disqualification: From: _____ To: _____</p>
<p>If previously provided on another CG Member financed works contract, details of evidence that demonstrated adequate capacity and commitment to comply with SEA/SH obligations (as per (d) above)</p>

Name of Employer: _____

Name of Project: _____

Contract description:

Brief summary of evidence provided: _____

Contact Information: (Tel, email, name of contact person):

As an alternative to the evidence under (d), other evidence demonstrating adequate capacity and commitment to comply with SEA/SH obligations (**as per (e) above**) *[attach details as appropriate]*.

Form FIN – 3.1: Financial Situation and Performance

Bidder's Name: _____
 Date: _____
 JV Member's Name _____
 RFB No. and title: _____
 Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate ²⁴ , USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					

²⁴ Refer to ITB 37.1 for exchange rate

Cash Flow from Operating Activities					
-------------------------------------	--	--	--	--	--

2. Sources of Finance

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

No.	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

3. Financial documents

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

- (a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements²⁵ for the _____ years required above and complying with the requirements.

²⁵ If the most recent set of financial statements is for a period earlier than 12 months from the date of bid, the reason for this should be justified.

Form FIN - 3.2: Average Annual Construction Turnover

Bidder's Name: _____
 Date: _____
 JV Member's Name _____
 RFB No. and title: _____
 Page _____ of _____ pages

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	USD equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover ²⁶			

²⁶ See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

Form FIN – 3.3: Financial Resources

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

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

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

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

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

Form EXP - 4.1: General Construction Experience

Bidder's Name: _____
 Date: _____
 JV Member's Name _____
 RFB No. and title: _____
 Page _____ of _____ pages

Starting	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	

Form EXP - 4.2(a): Specific Construction and Contract Management Experience

Bidder's Name: _____
 Date: _____
 JV Member's Name _____
 RFB No. and title: _____
 Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			US\$	
If member in a JV or sub-contractor, specify participation in total Contract amount				
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b): Construction Experience in Key Activities

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

Sub-contractor's Name²⁷ (as per ITB 34.2 and 34.3): _____

RFB No. and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information in this form as per ITB 33.2 and 33.3 and Section III, Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contract <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			US\$	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				

²⁷ If applicable

	Information
Employer's Name:	
Address:	
Telephone/fax number	
E-mail:	

2. Activity No. Two _____

3.

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	

Form EXP - 4.2(c): Specific Experience in Managing ESHS Aspects

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

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

RFB No. and title: _____

Page _____ of _____ pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub contractor <input type="checkbox"/>
Total Contract Amount			US\$	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____

3. Key Requirement no 3 in accordance with 4.2 (c): _____

Form ESHS – 5.1 (a): ESHS Certification

Please provide the following information:

Availability of a valid ISO certification or internationally recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite:

[Select the required certifications from below]

- ☐ Quality management certificate ISO 9001
- ☐ Environmental management certificate ISO 14001
- ☐ Health and Safety management certificate ISO 45001

[Depending on the environmental, health, and safety issues of the worksite and the type of competition planned (national or international), the Employer may decide to either exclude this criterion or only require certain certifications, specifically those related to the key aspects of worksite management.]

Form ESHS – 5.1 (b): ESHS Documentation

Please provide the following information:

Availability of in-house policies and procedures for managing EHS risks:

- ☐ Ethics Charter
- ☐ System for monitoring members or subcontractors' EHS commitments
- ☐ Official company procedures for managing key applicable EHS risks:

[Employer to select 3-5 that apply for the worksite from below options- as per Section III]

- ☐ Worksite HS, including personal protective equipment (PPE) and first aid measures.
- ☐ Control of infectious and communicable diseases (HIV/AIDS, malaria, COVID-19)
- ☐ Waste management and hazardous materials handling
- ☐ Traffic management plans
- ☐ Water resource management
- ☐ Site rehabilitation and revegetation

Appendix E to Technical Part: Bid Security

Form of Bid Security: Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ *[Insert name and address of the Employer]*

Request for Bids Number: _____ *[Insert reference number for the Request for Bids]*

Date: _____ *[Insert date of issue]*

Bid Guarantee Number: _____ *[Insert guarantee reference number]*

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

We have been informed that *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called the *Applicant*) has submitted or will submit to the Beneficiary its Bid (hereinafter called the *Bid*) for the execution of *[insert description of contract]* under Request for Bids Number *[insert number]* (the *RFB*).

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably and unconditionally undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in letters]* *[insert amount in numbers]* upon receipt by us of the Beneficiary's complying supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Applicant in the *Letter of Bid* (the *Bid Validity Period*), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the period of Bid validity, (i) fails to execute the contract agreement; or (ii) fails to furnish the performance security and, if required, the *ESHS Performance Security*, in accordance with the *Instructions to Bidders* ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the performance security and, if required, the *ESHS Performance Security*, issued to the Beneficiary in relation to such contract agreement; and (b) if the Applicant is not the successful Bidder, upon the earlier of: (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the *Bid Validity Period*.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication Number 758.

[Signature]

Form of Bid Security: Bid Bond

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

Bond Number: _____ *[insert Bond Number]*

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, authorized to transact business in *[name of country of Employer]*, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Employer]* as Obligee (hereinafter called “the Employer”) in the sum of *[amount of Bond]*²⁸ *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Employer dated the *[insert number]* day of *[insert month]*, 20*[insert year]*, for the execution of *[name of Contract]* (hereinafter called the “Bid”).

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

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

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

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

²⁸ The amount of the Bond shall be denominated in the currency of the Employer’s country or the equivalent amount in a freely convertible currency.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this *[insert number]* day of *[insert month]*, 20*[insert year]*.

Principal: _____

[Corporate Seal(s) where appropriate]

Surety: _____

[Insert Surety information]

[Signature]

[Printed name and title]

[Signature]

[Printed name and title]

Form of Bid Security: Bid-Securing Declaration

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

Request for Bid Number: _____ [insert number of Bidding process]

Alternative Number: _____ [insert identification number if this is a Bid for an alternative]

To: _____ [insert complete name of Employer]

We, the undersigned, declare that:

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

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

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, we either: (i) fail or refuse to execute the Contract, if required; or (ii) fail or refuse to furnish the Performance Security and, if required, the *ESHS Performance Security*, in accordance with the *ITB*.

We understand this *Bid-Securing Declaration* shall expire if we are not the successful Bidder, upon the earlier of: (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiry date of the Bid validity.

Name of the Bidder²⁹: _____ *[insert complete name of person signing the Bid]*

²⁹ In the case of the Bid submitted by joint venture, specify the name of the Joint Venture as Bidder, **and** the *Bid-Securing Declaration* must be in the name of **all** members to the Joint Venture that submits the Bid.

Name of the person duly authorized to sign the Bid on behalf of the Bidder³⁰:
_____ *[insert complete name of person duly authorized to sign the Bid]*

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

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

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

³⁰ Person signing the Bid shall have the power of attorney given by the Bidder to be attached
with the Bid

Section V - Eligible Countries

In reference to *ITB 4.8 and ITB 5.1*, for the information of the Bidders, at the present time firms, goods, and services from the following countries are excluded from this Bidding process:

Under *ITB 4.8 (a) and ITB 5.1*: *[insert a list of the countries following approval by the Fund to apply the restriction or state "none"]*

Under *ITB 4.8 (b) and ITB 5.1*: *[insert a list of the countries following approval by the Fund to apply the restriction or state "none"]*

EXCEPTIONS: *In the case of co-financed Projects, the Fund may agree to adopt restrictions imposed by other co-financer(s) in addition to ITB 4.8 and ITB 5.1 as the case may be.*

Section VI – Corrupt and Fraudulent Practice

(This Section VI, Corrupt and Fraudulent Practice shall not be modified)

1. Purpose

- 1.1 The Anti-Corruption Procedures including Guidelines on Procurement Integrity and this annex apply with respect to procurement under the Fund's Project Financing operations.

2. Requirements

- 2.1 The Fund require that Beneficiaries as well as firms, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Fund financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Fund:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) **Corrupt Practice** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) **Fraudulent Practice** is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) **Collusive Practice** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) **Coercive Practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) **Obstructive Practice** is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Fund investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of the Fund's inspection and audit rights provided for under sub-paragraph 2.2 (e) below.

- (b) Reject a proposal for award if the Fund determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Fund determines, at any time, that representatives of the Beneficiary or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to the Fund to address such practices when they occur, including by failing to inform the Fund in a timely manner at the time they knew of the practices;
- (d) Pursuant to the Fund's Anti-Corruption Procedures including Guidelines on Procurement Integrity and in accordance with the Fund's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from the Fund-financed contract, financially or in any other manner;³¹ (ii) to be a nominated³² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded Fund-financed contract; and (iii) to receive the proceeds of any loan made by the Fund or otherwise to participate further in the preparation or implementation of any Fund-financed project;
- (e) Requires that a clause be included in bidding/request for proposals documents and in contracts financed by the Fund, requiring (i) bidders (applicants/proposers), consultants, contractor, supplier, agents, personnel, permit the Fund to inspect³³ all accounts, records and other documents

³¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

³² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Fund or persons appointed by the Fund to address

relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Fund.

specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information

PART 2 - Works' Requirements

Section VII - Works' Requirements

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Specifications

A set of precise and clear Specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their bids. In the context of international competitive procurement, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. The Specification should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar projects in the same country may be useful for preparing Specifications. Most Specifications are normally written specially by the Employer or Project Manager to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in these documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the Works.

Any additional sustainable procurement technical requirements (beyond the ESHS requirements stated in the Environmental, Social, Health and Safety Requirements section below) shall be clearly specified. Please refer to the CG's Procurement Recommendations for Beneficiaries and Sustainable procurement guidance for further information. The sustainable procurement requirements shall be specified to enable evaluation of such a requirement on a pass/fail basis. To encourage Bidders' innovation in addressing sustainable procurement requirements, as long as the Bid evaluation criteria specify the mechanism for monetary adjustments for the purpose of Bid comparisons, Bidders may be invited to offer works that exceeds the specified minimum sustainable procurement requirements.

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

To that effect, the following sample clause may be inserted in the Special Conditions or Specifications:

[Equivalency of Standards and Codes]

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

[The above notes for Preparing Specifications are intended only as information for the Employer or the person drafting the bidding document. They should not be included in the final documents.]

Environmental Social Health and Safety (ESHS) Requirements

[The Employer's team preparing the ESHS requirements should include a suitably qualified Environmental and Social specialist(s).]

In preparing detailed specifications for ESHS requirements the Employer should refer to and consider the applicable environmental and social standards in the OPEC Fund ESG Policy including the specific requirements set out in the Environmental and Social Commitment Plan (ESCP), Environmental and Social Impact Assessment (ESIA) /Environmental and Social Management Plan (ESMP), , project-specific grievance redress mechanism (GRM) including types of grievances to be recorded and how to protect confidentiality, consent/permit conditions, relevant international conventions or treaties etc., national legal and/or regulatory requirements and standards (where these represent higher standards than the OPEC Fund ESG Policy requirements) and other GIIP as well as SEA and SH prevention and management obligations.

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

The ESHS requirements should be prepared in a manner that does not conflict with the relevant General Conditions of Contract (and the corresponding Particular Conditions of Contract if any), and other parts of the Specifications.

The Employer should highlight the requirement of a site-specific Contractor's Environment and Social Management Plan (C-ESMP) to be prepared. The C-ESMP shall comprise the MSIP and any additional MSIPs as are necessary to manage the ESHS risks and impacts of ongoing Works. The C-ESMP shall be submitted within the contractual timeline outlined in the Contract Conditions. The Engineer/Project Manager shall endeavor to issue no-objection of the C-ESMP within a prescribed period upon receipt of the C-ESMP, if the ESHS requirements for the plan is met. No physical works shall commence on site prior to the confirmation of no objection of the C-ESMP has been obtained from the Engineer as per Contract Conditions.

The following is an abbreviated list of Sub-Clauses of the Conditions of Contract that refer to ESHS matters.]

Environmental, Social and H&S Requirements	
Sub-Clause/Clause	Remarks
Other Contractors	<i>[Indicate specific aspects (if any) that require contractor's cooperation such as to conduct environmental and social assessment.]</i>
Labor	<i>[State applicable requirements in accordance with the labor management procedure.]</i>

Environmental, Social and H&S Requirements	
Sub-Clause/Clause	Remarks
Facilities for Staff and Labor	<i>[Indicate if access to or provision of services that accommodate physical, social and cultural needs of Contractor's Personnel is required.]</i>
Training of Contractor's Personnel	<i>[Specify details of any training to relevant Contractor's Personnel to be provided by the Employer's Personnel on environmental and social aspects. (whom, what, when, where, how long etc.)]</i>
Contractor to Construct the Works	<i>[If the Contract specifies that the Contractor shall design any part of the Permanent Works, state any applicable technical standards and requirements including to address:</i> <i>(a) Climate change considerations.</i> <i>(b) Universal access.</i> <i>(c) Risks of the public's potential exposure to operational accidents or natural hazards, including extreme weather events, applicable certification, or approval requirements]</i>
Health and Safety Obligations	<i>[Indicate any additional requirements]</i>
Protection of the Environment	<i>[Specify any values for emissions, surface discharges, effluent and any other pollutants from the Contractor's activities that shall not be exceeded.]</i>
Archeological and Geological Findings	<i>[Specify requirements]</i>
Security of the Site	<i>[State any additional requirements for the security arrangements. Include any other requirement set out in the ESCP/ESMP.]</i>

In addition to provisions in the above table, the Employer shall specify the following as applicable.

Management and Safety of Hazardous Materials: *[As applicable, specify requirements for the management and safety of hazardous materials.]*

Resource Efficiency and Pollution Prevention and Management: *[As applicable specify Resource Efficiency and Pollution Prevention and Management measures.]*

Resource efficiency: *[Specify, as applicable, measures for improving efficient consumption of energy, water, and raw materials, as well as other resources.]*

Energy: *[When the Works have been assessed to involve a potentially significant use of energy, specify any applicable measures to optimize energy usage.]*

Water: *[When the Works have been assessed to involve a potentially significant use of water or will have potentially significant impacts on water quality, specify any applicable measures that avoid or minimize water usage so that the Works' water use does not have significant adverse impacts on communities, other users and the environment.]*

Raw material: *[When the Works have been assessed to involve a potentially significant use of raw materials, specify any applicable measures to support efficient use of raw materials.]*

Pollution prevention and management: Management of air pollution: *[specify any measure to avoid or minimize Works related air pollution. See also GCC and the table above on Conditions of Contract that refer to ES matters.]*

Management of hazardous and nonhazardous wastes: *[specify any applicable measures to minimize the generation of waste, and reuse, recycle and recover waste in a manner that is safe for human health and the environment including storage, transportation and disposal of hazardous wastes. See also GCC and the table above on Conditions of Contract that refer to ES matters.]*

Management of chemicals and hazardous materials: *[specify any applicable measures to minimize and control the release and use of hazardous materials for Works activities including the production, transportation, handling, and storage of the materials. See also GCC and the table above on Conditions of Contract that refer to ES matters in the Specification.]*

Biodiversity Conservation and Sustainable Management of Living Natural Resources: *[specify, as applicable, Biodiversity Conservation and Sustainable Management of Living Natural Resources. This includes, as applicable:*

- (a) Invasive alien species: Managing the risk of invasive alien species during the execution of the Works.*
- (b) Sustainable management of living natural resources.*
- (c) Certification and verification requirements for the supply of natural resource materials where there is a risk of significant conversion or significant degradation of natural or critical habitats.]*

Road Safety: *[State any specific traffic and road safety requirement, as applicable.]*

Payment for ESHS Requirements:

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

Drawings

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

Supplementary Information

[Insert supplementary information here.]

PART 3 - Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract

These *General Conditions of Contract (GCC)*, read in conjunction with the *Particular Conditions of Contract (PCC)* and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These *General Conditions of Contract* have been developed based on considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The *GCC* can be used for both smaller admeasurement contracts and lump sum contracts.

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General Conditions of Contract

A. General

1. Definition

1.1 Boldface type is used to identify defined terms.

- (a) **Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
- (b) **Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump-sum contract. It includes a lump-sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
- (c) **Adjudicator** means a person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- (d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid in ad-measurement contract.
- (e) **Compensation Events** are those items/phases/metrics/events with dates defined in GCC 41 hereunder.
- (f) **Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 52.1.
- (g) **Contract** is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- (h) **Contractor** is the party whose Bid to carry out the Works has been accepted by the Employer.

- (i) **Contractor's Bid** is the completed bidding document submitted by the Contractor to the Employer.
- (j) **Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
- (k) **Days** are calendar days; months are calendar months.
- (l) **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- (m) **Defect** is any part of the Works not completed in accordance with the Contract.
- (n) **Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.
- (o) **Defects Liability Period** is the period named in the PCC pursuant to GCC Sub-Clause 33.1 and calculated from the Completion Date.
- (p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- (q) **Employer** is the party who employs the Contractor to carry out the Works, as specified in the PCC.
- (r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- (s) **Fund** means the OPEC Fund or any other Financial Institution named in the PCC.
- (t) **In writing** or **written** means hand-written, type-written, printed, or electronically made, and resulting in a permanent record.

- (u) **Initial Contract Price** is the Contract Price listed in the Employer's Letter of Acceptance.
- (v) **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the PCC. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- (w) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- (x) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- (y) **Project Manager** is the person named in the PCC (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- (z) **PCC** means Particular Conditions of Contract.
- (aa) **Site** is the area defined as such in the PCC.
- (bb) **Site Investigation Reports** are those reports included in the bidding document. These are factual and interpretative reports about the surface and subsurface conditions at the Site.
- (cc) **Specifications** means the *Specifications of the Works* included in the Contract and any modification or addition made or approved by the *Project Manager*.
- (dd) **Start Date** is the latest date when the Contractor shall commence execution of the Works and **provided in the PCC**. It does not necessarily coincide with any of the *Site Possession Dates*.
- (ee) **Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.

- (ff) **Temporary Works** are works designed, constructed, installed, and needed for construction or installation of the Works. The Contractor removes these temporary installations at the end of the project.
- (gg) **Variation** is an instruction given by the Project Manager which varies the Works.
- (hh) **Works** are what the Contract requires the Contractor to construct, install, and turn over to the Employer, as **defined in the PCC**.
- (ii) **Contractor's Personnel** refers to all personnel whom the Contractor utilizes on the Site or other places where the Works are carried out, including the staff, labor, and other employees of each Subcontractor.
- (jj) **Key Personnel** means the positions (if any) of the Contractor's personnel that are stated in the Specifications.
- (kk) **Environmental, Social, Health and Safety (ESHSS)** means and includes Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH) (*see below*)

Sexual Exploitation and Abuse (SEA)—Incorporates the following:

- (i) Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. In Bank financed operations/projects, sexual exploitation occurs when access to or benefit from a Bank financed Goods, Works, Non-consulting Services or Consulting Services is used to extract sexual gain.
- (ii) Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- (iii) Sexual Harassment (SH) is defined as unwelcome sexual advances and other verbal or physical conduct of a sexual nature by the

Contractor's Personnel with other Contractor's or Employer's Personnel.

- (iv) Employer's Personnel refers to the Project Manager and all other staff, labor and other employees (if any) of the Project Manager and of the Employer engaged in fulfilling the Employer's obligations under the Contract; and any other personnel identified as Employer's Personnel, by a notice from the Employer or the Project Manager to the Contractor.

2. Interpretation

- 2.1 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings are for organization only. Words have their normal meaning under the language of the Contract, unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 2.2 If sectional completion is **specified in the PCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) Agreement;
 - (b) Letter of Acceptance;
 - (c) Contractor's Bid;
 - (d) Particular Conditions of Contract;
 - (e) General Conditions of Contract, including Appendices;
 - (f) Specifications;
 - (g) Drawings;

- (h) Bill of Quantities³⁴;
 - (i) any other document **listed in the PCC** as forming part of the Contract.
- 3. Language and Law**

 - 3.1 The language of the Contract and the law governing the Contract are **stated in the PCC**.
 - 3.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Employer's country when:
 - (a) as a matter of law or official regulations, the Beneficiary's country prohibits commercial relations with that country ; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Beneficiary's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
- 4. Project Manager's Decision**

 - 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
- 5. Delegation**

 - 5.1 Unless otherwise **specified in the PCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, notifying the Contractor, and may revoke any delegation after notifying the Contractor.
- 6. Communications**

 - 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.
- 7. Subcontracting**

 - 7.1 The Contractor may subcontract with the approval of the Project Manager but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations. The Contractor shall require that its Subcontractors execute the Works in accordance with the Contract, including complying with the relevant ES

³⁴ In lump-sum contracts, delete *Bill of Quantities* and replace with *Activity Schedule*.

requirements and the obligations set out in Sub-Clause 28.1.

8. Other Contractors

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as **referred to in the PCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors and shall notify the Contractor of any such modification.
- 8.2 The Contractor shall also, as stated in the Specifications or as instructed by the Project Manager, cooperate with and allow appropriate opportunities for the Employer's or any other personnel, notified to the Contractor by the Employer or Project Manager, to conduct any environmental and social assessment.

9. Personnel and Equipment

- 9.1 The Contractor shall employ the Key Personnel and use the Equipment identified in its Bid, to carry out the Works or other personnel and Equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and Equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 The Manager may require the Contractor to remove or cause to be removed, any person employed on the Site or Works, including the Key Personnel (if any), who:
- (a) persists in any misconduct or lack of care;
 - (b) carries out duties incompetently or negligently;
 - (c) fails to comply with any provision of the Contract;
 - (d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment;
 - (e) is determined to have engaged in Fraud and Corruption during the execution of the Works—based on reasonable evidence;
 - (f) was recruited from the Employer's Personnel;
 - (g) undertakes behavior which breaches the *Code of Conduct* for Contractor's Personnel (ES).

If appropriate, the Contractor shall then promptly appoint (or cause to be appointed) a suitable replacement with equivalent skills and experience.

Notwithstanding any requirement from the Project Manager to remove or cause to remove any person, the Contractor shall take immediate action as appropriate in response to any violation of (a) through (g) above. Such immediate action shall include removing or causing to be removed from the Site or other places where the Works are being carried out, any Contractor's Personnel who engages in any of the above, or, was recruited as stated in (f) above.

- 9.3 The Contractor shall take all necessary safety measures to avoid the occurrence of incidents and injuries to any third party, associated with the use of, if any, Equipment on public roads or other public infrastructure. The Contractor shall monitor road safety incidents and accidents to identify negative safety issues and establish and implement necessary measures to resolve them.

9.4 Labor

- 9.4.1 ***Engagement of Staff and labor:*** The Contractor shall provide and employ on the Site for the execution of the Works such skilled, semi-skilled and unskilled labor as is necessary for the proper and timely execution of the Contract. The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labor with appropriate qualifications and experience from sources within the Country.

Unless otherwise provided in the Contract, the Contractor shall be responsible for the recruitment, transportation, accommodation, and welfare facilities of the Contractor's Personnel, and for all payments in connection therewith.

The Contractor shall provide the Contractor's Personnel information and documentation that are clear and understandable regarding their terms and conditions of employment. The information and documentation shall set out their rights under relevant labor laws applicable to the Contractor's Personnel (which will include any applicable collective agreements), including their rights

related to hours of work, wages, overtime, compensation and benefits, as well as those arising from any requirements in the Specifications. The Contractor's Personnel shall be informed when any material changes to their terms or conditions of employment occur.

9.4.2 ***Condition of Labor.*** The Contractor shall inform the Contractor's Personnel about:

- (a) any deduction to their payment and the conditions of such deductions in accordance with the applicable laws or as stated in the Specifications; and
- (b) 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.

The Contractor shall perform such duties regarding such deductions thereof as may be imposed on him by such laws.

Where required by applicable laws or as stated in the Specifications, the Contractor shall provide the Contractor's Personnel written notice of termination of employment and details of severance payments in a timely manner. The Contractor shall have paid the Contractor's Personnel (either directly or where appropriate for their benefit) all due wages and entitlements including, as applicable, social security benefits and pension contributions, on or before the end of their engagement/ employment.

9.4.3 The Contractor may bring into 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 its best endeavors in a timely and expeditious manner to assist the Contractor in obtaining any local, state, national, or government permission required for bringing in the Contractor's personnel.

- 9.4.4 The Contractor shall at its own expense provide the means of repatriation to and the Contractor's Personnel employed on the Contract at the Site to their various home countries. It shall also provide suitable temporary maintenance of all such persons from the cessation of their employment on the Contract to the date programmed for their departure. If the Contractor defaults in providing such means of transportation and temporary maintenance, the Employer may provide the same to such personnel and recover the cost of doing so from the Contractor.
- 9.4.5 ***Disorderly conduct:*** The Contractor shall always, during the progress of the Contract, use its best endeavors to prevent any unlawful, riotous, or disorderly conduct, or behavior by, or amongst the Contractor's Personnel.
- 9.4.6 ***Facilities for Staff and Labor:*** Except as otherwise stated in the Specifications, the Contractor shall provide and maintain all necessary accommodation and welfare facilities for the Contractor's Personnel. If stated in the Specifications, the Contractor shall give access to or provide services that accommodate the physical, social and cultural needs of the Contractor's Personnel. The Contractor shall also provide similar facilities for the Employer's Personnel if stated in the Specifications.
- 9.4.7 ***Annual Holiday, Sick, Maternity, and Family Leave:*** The Contractor shall, in all dealings with the Contractor's Personnel, pay due regard to all recognized festivals, official holidays, religious or other customs and all local laws and regulations pertaining to the employment of labor. The Contractor shall provide the Contractor's Personnel leave as required by applicable laws and as stated in the Specifications.
- 9.4.8 ***Supply of Foodstuffs:*** The Contractor shall arrange for the provision of a sufficient supply of suitable food as may be stated in the Specifications at reasonable prices for the Contractor's Personnel for the purposes of or in connection with the Contract.

- 9.4.9 ***Supply of water.*** The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of drinking and other water for the use of the Contractor's Personnel.
- 9.4.10 ***Measures against Insect and Pest Nuisance:*** The Contractor shall always 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.
- 9.4.11 ***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 thereto by Contractor's Personnel.
- 9.4.12 ***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.
- 9.4.13 ***Funeral Arrangements:*** The Contractor shall be responsible, to the extent required by local regulations, for making any funeral arrangements for any of its local employees who may die while engaged upon the Works.
- 9.4.14 ***Forced Labor:*** The Contractor, including its Subcontractors, shall not employ or engage forced labor. Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of

payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

- 9.4.15 ***Child Labor.*** The Contractor, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).

The Contractor, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

The Contractor including its Subcontractors, shall only employ or engage children between the minimum age and the age of 18 after an appropriate risk assessment has been conducted by the Contractor with the Project Manager's approval. The Contractor shall be subject to regular monitoring by the Project Manager that includes monitoring of health, working conditions and hours of work.

Works considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:

- (a) with exposure to physical, psychological or sexual abuse;
- (b) underground, underwater, working at heights or in confined spaces;
- (c) with dangerous machinery, equipment or tools, or involving handling; or
- (d) transport of heavy loads;
- (e) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health;

- (f) under difficult conditions such as working long hours, during the night, or in confinement on the premises of the employer.

9.4.16 ***Employment Records of Workers:*** The Contractor shall keep complete and accurate records of the employment of labor at the Site. The records shall include the names, ages, genders, hours worked, and wages paid to all workers. These records shall be summarized monthly and submitted to the project Manager.

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

9.4.18 ***Non-Discrimination and Equal Opportunity:*** The Contractor shall not make decisions relating to the employment or treatment of Contractor's Personnel based on personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment of Contractor's Personnel on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of

employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices.

Especial measures of protection, or assistance, to remedy past discrimination or selection for a job based on the inherent requirements of the job shall **not** be deemed discrimination. The Contractor shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers, and children (of working age in accordance with GCC9.4.15).

9.4.19 *Contractor's Personnel Grievance Mechanism:*

The Contractor shall have a grievance mechanism for Contractor's Personnel, and where relevant the workers' organizations stated in GCC, to raise workplace concerns. The grievance mechanism shall be proportionate to the nature, scale, risks and impacts of the Contract. The mechanism shall address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned in a language they understand, without any retribution, and shall operate in an independent and objective manner.

The Contractor's Personnel shall be informed of the grievance mechanism at the time of engagement for the Contract, and the measures put in place to protect them against any reprisal for its use. Measures will be put in place to make the grievance mechanism easily accessible to all Contractor's Personnel.

The grievance mechanism may utilize existing grievance mechanisms, providing that they are professionally designed and implemented, address concerns promptly, and are readily accessible to Contractor's Personnel. Existing grievance mechanisms may be supplemented as needed with Contract-specific arrangements.

9.4.20 *Training of Contractor's Personnel:*

The Contractor shall provide appropriate training to relevant Contractor's Personnel on ES aspects of the Contract, including appropriate sensitization

on prohibition of SEA and SH, and health and safety training referred to in GCC Sub-Clause 18.2.

As stated in the Specifications or as instructed by the Project Manager, the Contractor shall also allow appropriate opportunities for the relevant Contractor's Personnel to be trained on ES aspects of the Contract by the Employer's Personnel.

The Contractor shall provide training on SEA and SH, including its prevention, to any of its personnel who has a role to supervise other Contractor's Personnel.

- | | |
|--|--|
| 10. Employer's and Contractors Risk | 10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks. |
| 11. Employer's Risk | <p>11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:</p> <ul style="list-style-type: none">(a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:<ul style="list-style-type: none">(i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works;(ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.(b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed. <p>11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to:</p> <ul style="list-style-type: none">(a) a defects which existed on the Completion Date; |

(b) an event occurring before the Completion Date, which was not itself an Employer's risk; or

(c) the activities of the Contractor on the Site after the Completion Date.

12. Contractor's Risks

12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.

13. Insurance

13.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the PCC** for the following events which are due to the Contractor's risks:

(a) loss of or damage to the Works, Plant, and Materials;

(b) loss of or damage to Equipment;

(c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and

(d) personal injury or death.

Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

13.2 If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

13.3 Alternatives to the terms of an insurance shall not be made without the approval of the Project Manager.

- 13.4 Both the parties shall comply with any conditions of the insurance policies.
- 14. Site Data** 14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the PCC**, supplemented by any information available to the Contractor.
- 15. Contractor to Construct the Works** 15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.
- 15.2 If the Contract specifies that the Contractor shall design any part of the permanent Works, the Contractor shall take into the Employer's requirements which may include, if stated in the Specifications:
- (a) designing structural elements of the Works considering climate change considerations;
 - (b) applying the concept of universal access (the concept of universal access means unimpeded access for people of all ages and abilities in different situations and under various circumstances;
 - (c) considering the incremental risks of the public's potential exposure to operational accidents or natural hazards, including extreme weather events.
- 16. The Works to Be Completed by the Intended Completion Date** 16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.
- 16.2 The Contractor shall not carry out mobilization to the Site unless the Project Manager gives approval, that shall not be unreasonably delayed, to the measures the Contractor proposes to address environmental, H&S and social risks and impacts, which at a minimum shall include applying the Management Strategies and Implementation Plans (MSIPs) and Code of Conduct for Contractor's Personnel submitted as part of the Bid and agreed as part of the Contract.
- The Contractor shall submit, to the Project Manager for its approval any additional MSIPs as are necessary to manage the ESHS risks and impacts of ongoing Works. These MSIPs collectively comprise the Contractor's

Environmental and Social Management Plan (C-ESMP). The Contractor shall review the C-ESMP, periodically (but not less than every six (6) months), and update it as required to ensure that it contains measures appropriate to the Works. The updated C-ESMP shall be submitted to the Project Manager for its approval.

17. Approval by the Project Manager

17.1 The Contractor shall be responsible for design of Temporary Works and shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

17.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.

17.3 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

17.4 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

18. Health, Safety and Protection of the Environment

18.1 The Contractor shall be responsible for the safety of all activities on the Site, and therefore, the Contractor shall:

- (a) comply with all applicable health and safety regulations and Laws;
- (b) comply with all applicable health and safety obligations specified in the Contract;
- (c) take care for the health and safety of all persons entitled to be on the Site and other places, if any, where the Works are being executed;
- (d) keep the Site and Works clear of unnecessary obstruction so as to avoid danger to these individuals;
- (e) provide fencing, lighting, safe access, guarding and watching of the Works until the issue of the Contract Certificate of Completion;
- (f) provide any Temporary Works (including roadways, footways, guards and fences) which may be necessary, because of the execution of the

Works, for the use and protection of the public and of owners and occupiers of adjacent land;

- (g) provide health and safety training to Contractor's Personnel as appropriate and maintain training records;
- (h) actively engage the Contractor's Personnel in promoting understanding, and methods for, implementation of health and safety requirements, as well as in providing information to Contractor's Personnel, training on occupational safety and health, and provision of personal protective equipment without expense to the Contractor's Personnel;
- (i) put in place workplace processes for Contractor's Personnel to report work situations that they believe are not safe or healthy, and to remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health;
- (j) Contractor's Personnel who remove themselves from such work situations shall not be required to return to work until necessary remedial action to correct the situation has been taken. Contractor's Personnel shall not be retaliated against or otherwise subject to reprisal or negative action for such reporting or removal;
- (k) where the Employer's Personnel, any other contractors employed by the Employer, and/or personnel of any legally constituted public authorities and private utility companies are employed in carrying out, on or near the site, of any work not included in the Contract, collaborate in applying the health and safety requirements, without prejudice to the responsibility of the relevant entities for the health and safety of their own personnel;
- (l) establish and implement a system for regular (not less than six-monthly) review of health and safety performance and the working environment.

Subject to GCC Sub-Clause 16.2, the Contractor shall submit to the Project Manager for its approval a health and safety manual which has been specifically

prepared for the Works, the Site and other places (if any) where the Contractor intends to execute the Works.

The health and safety manual shall be in addition to any other similar document required under applicable health and safety regulations and laws.

The health and safety manual shall set out all the health and safety requirements under the Contract, which shall include at a minimum:

- (a) the procedures to establish and maintain a safe working environment without risk to health at all workplaces, machinery, equipment and processes under the control of the Contractor, including control measures for chemical, physical and biological substances and agents;
- (b) details of the training to be provided, records to be kept;
- (c) the procedures for prevention, preparedness and response activities to be implemented in the case of an emergency event (i.e., an unanticipated incident, arising from both natural and man-made hazards, typically in the form of fire, explosions, leaks or spills, which may occur for a variety of different reasons including failure to implement operating procedures that are designed to prevent their occurrence, extreme weather or lack of early warning);
- (d) remedies for adverse impacts such as occupational injuries, deaths, disability and disease;
- (e) the measures to be taken to avoid or minimize the potential for community exposure to water-borne, water-based, water-related, and vector-borne diseases;
- (f) the measures to be implemented to avoid or minimize the spread of communicable diseases (including transfer of Sexually Transmitted Diseases or Infections (STDs), such as HIV virus) and non-communicable diseases associated with the execution of the Works, taking into consideration differentiated exposure to and

higher sensitivity of vulnerable groups. This includes taking measures to avoid or minimize the transmission of communicable diseases that may be associated with the influx of temporary or permanent Contract-related labor;

(g) the policies and procedures on the management and quality of accommodation and welfare facilities if such accommodation and welfare facilities are provided by the Contractor in accordance with *GCC Sub-Clause 9.4.6*; and

(h) any other requirements stated in the Specification.

18.2 Protection of environment. The contractor shall take all necessary measures to:

(a) protect the environment (both on and off the Site); and

(b) limit damage and nuisance to people and property resulting from pollution, noise, and other results of the Contractor's operations and/or activities;

The Contractor shall ensure that emissions, surface discharges, effluent and any other pollutants from the Contractor's activities shall exceed neither the values indicated in the Specifications, nor those prescribed by applicable laws.

In the event of damage to the environment, property and/or nuisance to people, on or off Site as a result of the Contractor's operations, the Contractor shall agree with the Project Manager the appropriate actions and time scale to remedy, as practicable, the damaged environment to its former condition. The Contractor shall implement such remedies at its cost to the satisfaction of the Project Manager.

19. Archaeological and Geological Findings

19.1 All fossils, coins, articles of value or antiquity, structures, groups of structures, and other remains or items of geological, archaeological, paleontological, historical, architectural, or religious interest found on the Site shall be placed under the care and custody of the Employer. The Contractor shall take all reasonable precautions, including:

- (a) fencing off the area or site of the finding, to avoid further disturbance and prevent Contractor's Personnel or other persons from removing or damaging any of these findings;
- (b) train relevant Contractor's Personnel on appropriate actions to be taken in the event of such findings; and
- (c) implement any other action consistent with the requirements of the Specifications and relevant laws.

The Contractor shall, as soon as practicable after discovery of any such finding, notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

20. Possession of the Sites

20.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the PCC**, the Employer shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

21. Access to the Site

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager (including the OPEC Fund staff or consultants acting on the Fund's behalf, stakeholders and third parties, such as independent experts, local communities, or non-governmental organizations), including to carry out environmental and social audit, as appropriate, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

22. Instructions, Inspections and Audits

22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and subconsultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.

22.3 Inspection and Audit: the Contractor shall permit and shall cause its agents (whether declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Fund and/or

persons appointed by the Fund to inspect the site and/or the accounts, records, and other documents relating to the procurement process, selection, and/or contract execution. The Contractor, its Subcontractors, and any subconsultants' will review *GCC (Fraud and Corruption)* which provides, inter alia, that acts intended to materially impede the exercise of the Fund's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as a determination of ineligibility pursuant to the Fund's prevailing sanctions procedures.

23. Appointment of Adjudicator

23.1 The Adjudicator shall be appointed jointly by the Employer and the Contractor, at the time of the Employer's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Employer does not agree to the appointment of the Adjudicator, the Employer will request the Appointing Authority **designated in the PCC**, to appoint the Adjudicator within 14 days of receipt of such request.

23.2 Should the Adjudicator resign, die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the PCC** at the request of either party, within 14 days of receipt of such request.

24. Procedures for Dispute

24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the Project Manager's decision.

24.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.

24.3 The Adjudicator shall be paid by the hour at the **rate specified in the PCC**, together with reimbursable expenses of the types **specified in the PCC**, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the

Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision shall be final and binding.

24.4 The arbitration shall be conducted in accordance with the arbitration procedures published by the institution named and, in the place specified in the PCC.

25. Corrupt and Fraudulent Practices

25.1 The Fund requires compliance with the Fund's Anti-Corruption Guidelines including Guidelines on Procurement Integrity and its prevailing sanctions policies and procedures as set forth in Appendix A to the GCC.

25.2 The Employer requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity, or fee.

26. Stakeholder Engagement

26.1 The Contractor shall provide relevant contract-related information, as the Employer and/or Project Manager may reasonably request to conduct Stakeholder engagements. "Stakeholder" refers to individuals or groups who:

(a) are affected or likely to be affected by the Contract;

(b) may have an interest in the Contract.

The Contractor may also directly participate in Stakeholder engagements, as the Employer and/or Project Manager may reasonably request.

27. Suppliers (other than Subcontractors)

27.1 **Forced Labor:** the Contractor shall take measures to require its suppliers (other than Subcontractors) not to employ or engage forced labor including trafficked persons as described in GCC. If forced labor/trafficking cases are identified, the Contractor shall take measures to require the suppliers to take appropriate steps to remedy them. Where the supplier does not remedy the situation, the Contractor shall within a reasonable period substitute the supplier with a supplier that is able to manage such risks.

27.2 ***Child Labor:*** the Contractor shall take measures to require its suppliers (other than Subcontractors) not to employ or engage child labor as described in GCC. If child labor cases are identified, the Contractor shall take measures to require the suppliers to take appropriate steps to remedy them. Where the supplier does not remedy the situation, the Contractor shall within a reasonable period substitute the supplier with a supplier that is able to manage such risks.

27.3 ***Serious Safety Issues:*** the Contractor, including its Subcontractors, shall comply with all applicable safety obligations, including as stated in GCC. The Contractor shall also take measures to require its suppliers (other than Subcontractors) to adopt procedures and mitigation measures adequate to address safety issues related to their personnel. If serious safety issues are identified, the Contractor shall take measures to require the suppliers to take appropriate steps to remedy them. Where the supplier does not remedy the situation, the Contractor shall within a reasonable period substitute the supplier with a supplier that is able to manage such risks.

27.4 ***Obtaining natural resource materials in relation to supplier:*** the Contractor shall obtain natural resource materials from suppliers that can demonstrate, through compliance with the applicable verification and/ or certification requirements, that obtaining such materials is not contributing to the risk of significant conversion or significant degradation of natural or critical habitats such as unsustainably harvested wood products, gravel or sand extraction from riverbeds or beaches.

If a supplier cannot continue to demonstrate that obtaining such materials is not contributing to the risk of significant conversion or significant degradation of natural or critical habitats, the Contractor shall within a reasonable period substitute the supplier with a supplier that is able to demonstrate that they are not significantly adversely impacting the habitats.

28. Code of Conduct 28.1 The Contractor shall have a Code of Conduct for the Contractor's Personnel.

The Contractor shall take all necessary measures to ensure that each Contractor's Personnel is made aware of the Code of Conduct including specific behaviors that

are prohibited and understands the consequences of engaging in such prohibited behaviors.

These measures include providing instructions and documentation that can be understood by the Contractor's Personnel and seeking to obtain that person's signature acknowledging receipt of such instructions and/or documentation, as appropriate.

The Contractor shall also ensure that the Code of Conduct is visibly displayed in multiple locations on the Site and any other place where the Works will be carried out, as well as in areas outside the Site accessible to the local community and project affected people. The posted Code of Conduct shall be provided in languages comprehensible to Contractor's Personnel, Employer's Personnel and the local community.

The Contractor's Management Strategy and Implementation Plans shall include appropriate processes for the Contractor to verify compliance with these obligations.

29. Security of the Site

29.1 The contractor shall be responsible for the security of the Site, and:

- (a) for keeping unauthorized persons off the Site;
- (b) authorize persons shall be limited to the Contractor's Personnel, the Employer's Personnel, and to any other personnel identified as authorized personnel (including the Employer's other contractors on the Site), by a notice from the Employer or the Project Manager to the Contractor.

Subject to GCC Sub-Clause 16.2, the Contractor shall submit for the Project Manager's No-objection a security management plan that sets out the security arrangements for the Site.

The Contractor shall (i) conduct appropriate background checks on any personnel retained to provide security; (ii) train the security personnel adequately (or determine that they are properly trained) in the use of force (and where applicable, firearms), and appropriate conduct towards Contractor's Personnel, Employer's Personnel and affected communities; and (iii) require the security

personnel to act within the applicable Laws and any requirements set out in the Specifications.

The Contractor shall not permit any use of force by security personnel in providing security except when used for preventive and defensive purposes in proportion to the nature and extent of the threat.

In making security arrangements, the Contractor shall also comply with any additional requirements stated in the Specifications.

B. Time Control

30. Program and Progress Reports

30.1 Within the time **stated in the PCC**, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump-sum contract, the activities in the Program shall be consistent with those in the Activity Schedule. The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

30.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

30.3 The Contractor shall monitor progress of the Works and submit to the Project manager progress report and any updated Program showing the actual progress achieved and the effect of the progress achieved on the timing of the remaining Works, including any changes to the sequence of the activities, at intervals no longer than the periods **stated in the PCC**. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount **stated in the PCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of lump-sum Contract, the Contractor shall provide an updated Activity Schedule

within 14 days of being instructed to by the Project Manager.

30.4 Unless otherwise stated in the Specifications, each progress report shall include the Environmental and Social (ES) metrics set out in Appendix B.

30.5 In addition to the progress reports, the Contractor shall inform the Project Manager immediately of any allegation, incident or accident in the Site, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Employer's Personnel or Contractor's Personnel. This includes, but is not limited to, any incident or accident causing fatality or serious injury; significant adverse effects or damage to private property; or any allegation of SEA and/or SH. In case of SEA and/or SH, while maintaining confidentiality as appropriate, the type of allegation (sexual exploitation, sexual abuse or sexual harassment), gender and age of the person who experienced the alleged incident should be included in the information.

The Contractor, upon becoming aware of the allegation, incident or accident, shall also immediately inform the Project Manager of any such incident or accident on the Subcontractors' or suppliers' premises relating to the Works which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Employer's Personnel, or Contractor's, its Subcontractors' and suppliers' personnel. The notification shall provide sufficient detail regarding such incidents or accidents. The Contractor shall provide full details of such incidents or accidents to the Project Manager within the timeframe agreed with the Project Manager.

The Contractor shall require its Subcontractors and suppliers (other than Subcontractors) to immediately notify the Contractor of any incidents or accidents referred to in this Sub Clause.

**31. Extension of the
Intended
Completion Date**

31.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

- 31.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.
- 32. Acceleration**
- 32.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.
- 32.2 If the Contractor's priced proposals for an acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.
- 33. Delays Ordered by the Project Manager**
- 33.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.
- 34. Management Meetings**
- 34.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 34.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.
- 35. Early Warning**
- 35.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the

expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

35.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control

36. Identifying Defects

36.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

37. Tests

37.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specifications to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

38. Correction of Defects

38.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is **defined in the PCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

38.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

39. Uncorrected Defects

39.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

- 40. Contract Price³⁵** 40.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.
- 41. Change in the Contract Price³⁶** 41.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Employer.
- 41.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.
- 42. Variations** 42.1 All Variations shall be included in updated Programs³⁷ produced by the Contractor.
- 42.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Contractor shall also provide information of any ES risks and impacts of the Variation. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

³⁵ In lump-sum contracts, replace GCC Sub-Clause 40.1 as follows: 40.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule

³⁶ In lump-sum contracts, replace entire GCC Clause 41 with new GCC Sub-Clause 41.1, as follows: 41.1 The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule

³⁷ In lump-sum contracts, add "and Activity Schedules" after "Programs."

- 42.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 42.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given, and the Variation shall be treated as a Compensation Event.
- 42.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 42.6 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in GCC or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work³⁸.
- 42.7 **Value Engineering:** the Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following:
- (a) the proposed change(s) and a description of the difference to the existing contract requirements;
 - (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle cost) the Employer may incur in implementing the value engineering proposal;
 - (c) a description of the proposed work to be performed, a program for its execution and

³⁸ In lump-sum contracts, add "and Activity Schedules" after "Programs".

sufficient ES information to enable an evaluation of ES risks and impacts.

The Employer may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerate the contract completion period;
- (b) reduce the Contract Price or the life cycle costs to the Employer;
- (c) improves the quality, efficiency, safety, or sustainability of the Facilities;
- (d) yields any other benefits to the Employer;
- (e) achieves the above without compromising the functionality of the Works.

If the value engineering proposal is approved by the Employer and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified in the PCC** of the reduction in the Contract Price;
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (e) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

43. Cash Flow Forecasts

43.1 When the Program³⁹ is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

44. Payment Certificates

44.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed minus the cumulative amount certified previously.

44.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

³⁹ In lump-sum contracts, add "or Activity Schedules" after "Programs."

44.3 The value of work executed shall be determined by the Project Manager.

44.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed.

44.5 The value of work executed shall include the valuation of Variations and Compensation Events.

44.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

44.7 If the Contractor was, or is, failing to perform any ES obligations or work under the Contract, the value of this work or obligation, as determined by the Project Manager, may be withheld until the work or obligation has been performed, and/or the cost of rectification or replacement, as determined by the Project Manager, may be withheld until rectification or replacement has been completed. Failure to perform includes, but is not limited to the following:

- (a) failure to comply with any *ES* obligations or work described in the Works' Requirements which may include working outside site boundaries, excessive dust, failure to keep public roads in a safe usable condition, damage to offsite vegetation, pollution of water courses from oils or sedimentation, contamination of land e.g., from oils, human waste, damage to archaeology or cultural heritage features, air pollution as a result of unauthorized and/or inefficient combustion;
- (b) failure to regularly review *C-ESMP* and/or update it in a timely manner to address emerging ES issues, or anticipated risks or impacts;
- (c) failure to implement the *C-ESMP* e.g., failure to provide required training or sensitization;
- (d) failing to have appropriate consents/permits prior to undertaking Works or related activities;

- (e) failure to submit *ES* report/s (as described in *Appendix B*), or failure to submit such reports in a timely manner;
- (f) failure to implement remediation as instructed by the Project Manager within the specified timeframe (e.g., remediation addressing non-compliance/s).

45. Payments

- 45.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 28 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 45.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 45.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 45.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

46. Compensation Events

- 46.1 The following shall be Compensation Events:
- (a) the Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
 - (b) the Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
 - (c) the Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.

- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- (e) the Project Manager unreasonably does not approve a subcontract to be let.
- (f) ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- (g) the Project Manager provides instruction(s) for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
- (h) other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) the advance payment is delayed.
- (j) the effects on the Contractor of any of the Employer's Risks.
- (k) the Project Manager unreasonably delays issuing a Certificate of Completion.

46.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

46.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project

Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

46.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

47. Tax

47.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 28 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 49.

48. Currencies

48.1 Where payments are made in currencies other than the currency of the Employer's country **specified in the PCC**, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

49. Price Adjustment

49.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the PCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies to each Contract currency:

$$P_c = A_c + B_c I_{mc}/I_{oc}$$

where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency "c."

A_c and B_c are coefficients⁴⁰ **specified in the PCC**, representing the nonadjustable and adjustable

⁴⁰ The sum of the two coefficients A_c and B_c should be one (1) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A_c , for the nonadjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other nonadjustable components. The sum of the adjustments for each currency are added to the Contract Price.

portions, respectively, of the Contract Price payable in that specific currency “c” and

Imc is the index prevailing at the end of the month being invoiced and **Ioc** is the index prevailing 28 days before Bid opening for inputs payable; both in the specific currency “c”.

49.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected, and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

50. Retention

50.1 The Employer shall retain from each payment due to the Contractor the proportion **stated in the PCC** until Completion of the whole of the Works.

50.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an “on demand” Bank guarantee.

51. Liquidated Damages

51.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the PCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the PCC**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.

51.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 45.1.

52. Bonus

52.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the PCC** for each day

(less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

53. Advance Payment

53.1 The Employer shall make advance payment to the Contractor of the amounts **stated in the PCC** by the date **stated in the PCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

53.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

53.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

54. Securities

54.1 The Performance Security, and if so **specified in the PCC** and environmental and social (ES) performance security, shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the PCC**, by a bank or surety acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Certificate of Completion in the case of a Performance Bond.

- 55. Dayworks**
- 55.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 55.2 All applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 55.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.
- 56. Cost of Repairs**
- 56.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

- 57. Completion**
- 57.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.
- 58. Taking Over**
- 58.1 The Employer shall take over the Site and the Works within seven days of the Project Manager's issuing a Certificate of Completion.
- 59. Final Account**
- 59.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within fifty-six (56) days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

60. Operation and Maintenance Manuals

60.1 If “as built” drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the PCC.

60.2 If the Contractor does not supply the Drawings and/or manuals **by the dates stated in the PCC** pursuant to GCC, or they do not receive the Project Manager’s approval, the Project Manager shall withhold the amount stated in the PCC from payments due to the Contractor.

61. Termination

61.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

61.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) the Contractor stops work for twenty-eight (28) days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty-eight (28) days;
- (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within eighty-four (84) days of the date of the Project Manager’s certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required;
- (g) the Contractor has delayed the completion of the Works by the number of days for which the

maximum amount of liquidated damages can be paid, as defined in the PCC; or

- (h) if the Contractor, in the judgment of the Employer has engaged in Fraud and Corruption, as defined in *Appendix A* to the GCC, in competing for or in executing the Contract, then the Employer may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

61.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

61.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

61.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC above, the Project Manager shall decide whether the breach is fundamental or not.

62. Payment upon Termination

62.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered minus advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as **specified in the PCC**. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

62.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

63. Property

63.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property

of the Employer if the Contract is terminated because of the Contractor's default.

64. Release from Performance

64.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

65. Suspension of Loan or Grants

65.1 If Fund suspends the Loan or Grant to the Employer, from which part of the payments to the Contractor are being made:

- (a) The Employer is obligated to notify the Contractor of such suspension within seven (7) days of having received the OPEC Fund's suspension notice.
- (b) If the Contractor has not received sums due to it within the twenty-eight (28) days for payment provided for in *GCC 45.1*, the Contractor may immediately issue a fourteen (14) day termination notice.

Section VI – Corrupt and Fraudulent Practices

(Appendix A: This Section VI, Corrupt and Fraudulent Practices shall not be modified)

1. Purpose

- 1.1 The Anti-Corruption Procedures including Guidelines on Procurement Integrity and this annex apply with respect to procurement under the Fund's Project Financing operations.

2. Requirements

- 2.1 The Fund require that Beneficiaries as well as firms, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Fund financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Fund:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) **Corrupt Practice** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) **Fraudulent Practice** is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- (iii) **Collusive Practice** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) **Coercive Practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) **Obstructive Practice** is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Fund investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts

intended to materially impede the exercise of the Fund's inspection and audit rights provided for under sub-paragraph 2.2 (e) below.

- (b) Reject a proposal for award if the Fund determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Fund determines, at any time, that representatives of the Beneficiary or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to the Fund to address such practices when they occur, including by failing to inform the Fund in a timely manner at the time they knew of the practices;
- (d) Pursuant to the Fund's Anti-Corruption Procedures including Guidelines on Procurement Integrity and in accordance with the Fund's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from the Fund-financed contract, financially or in any other manner;⁴¹ (ii) to be a nominated⁴² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded Fund-financed contract; and (iii) to receive the proceeds of any loan made by the Fund or otherwise to participate further in the preparation or implementation of any Fund-financed project;
- (e) Requires that a clause be included in bidding/request for proposals documents and in contracts financed by the Fund, requiring (i) bidders (applicants/proposers), consultants, contractor, supplier, agents, personnel,

⁴¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

⁴² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

permit the Fund to inspect⁴³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Fund.

⁴³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Fund or persons appointed by the Fund to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information

Appendix B: Environmental, Social, Health and Safety

[Note to Employer: The following metrics may be amended to reflect the specifics of the Contract. The Employer shall ensure that the metrics provided are appropriate for the Works and impacts/key issues identified in the environmental and social assessment.]

Metrics for Progress Reports and Regular Reporting

1. **Environmental incidents or non-compliances** with contract requirements, including contamination, pollution or damage to ground or water supplies.
2. **Health and safety incidents, accidents, injuries** that require treatment and all fatalities.
3. **Interactions with regulators:** identify agency, dates, subjects, outcomes (report the negative if none).
4. **Status of all Work permits:**
 - (a) number required;
 - (b) number received;
 - (c) actions taken for those not received.
5. **Status permits, consents, and agreements:**
 - (a) list areas/facilities with permits required (quarries, asphalt & batch plants).
 - (b) dates of application.
 - (c) dates issued (actions to follow up if not issued).
 - (d) dates submitted to resident engineer (or equivalent).
 - (e) status of area (waiting for permits, working, abandoned without reclamation, decommissioning plan being implemented, etc.).
 - (f) list areas with landowner agreements required (borrow and spoil areas, camp sites), dates of agreements, dates submitted to resident engineer (or equivalent).
 - (g) identify major activities undertaken in each area in the reporting period, and highlights of environmental and social protection (land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation).
 - (h) for quarries, status of relocation and compensation (completed, or details of activities, and status in the reporting period).

6. Health and safety:

- (a) safety officer—number days worked, number of full inspections & partial inspections, reports to construction/project management
- (b) number of workers, work hours, metric for personal protection equipment (*PPE*) use (percentage of workers with full and partial *PPE*, etc.), worker violations observed (by type of violation, *PPE*, or otherwise), warnings given, repeat warnings given, follow-up actions taken (if any)

7. Worker accommodations:

- (a) number of expats housed in accommodations, number of locals
- (b) date of last inspection, and highlights of inspection including status of accommodations' compliance with national and local law and good practice, including sanitation, space, etc.
- (c) actions taken to recommend/require improved conditions, or to improve conditions.

8. Health Services:

- (a) provider of health services
- (b) information and/or training
- (c) location of clinic
- (d) number of non-safety disease or illness treatments and diagnoses (no names to be provided)

9. Gender (for expats and locals separately):

- (a) number of female workers
- (b) percentage of workforce
- (c) gender issues raised and dealt with (cross-reference grievances or other sections as needed)

10. Training:

- (a) number of new workers.
- (b) number receiving induction training.
- (c) dates of induction training.
- (d) number and dates of toolbox talks.

- (e) number of workers receiving Occupational Health and Safety (OHS), environmental and social training.
- (f) number and dates of communicable diseases (including STDs) sensitization and/or training, no. workers receiving training (in the reporting period and in the past); same questions for gender sensitization, flag person training.
- (g) number and date of SEA and SH prevention sensitization and/or training events, including number of workers receiving training on Code of Conduct for Contractor's Personnel (in the reporting period and in the past), etc.

11. Environmental and Social Supervision:

- (a) **Environmental**: days worked, areas inspected and numbers of inspections of each (road section, work camp, accommodations, quarries, borrow areas, spoil areas, swamps, forest crossings, etc.), highlights of activities/findings (including violations of environmental and/or social best practices, actions taken), reports to environmental and/or social specialist/construction/site management.
- (b) **Social Specialist**: days worked, number of partial and full site inspections (by area: road section, work camp, accommodations, quarries, borrow areas, spoil areas, clinic, HIV/AIDS center, community centers, etc.), highlights of activities (including violations of environmental and/or social requirements observed, actions taken), reports to environmental and/or social specialist/construction/site management.
- (c) **Community Liaison Person(s)**: days worked (hours community center open), number of people met, highlights of activities (issues raised, etc.), reports to environmental and/or social specialist /construction/site management.

12. Grievances: list new grievances (e.g., number of allegations of SEA and SH) received in the reporting period and number of unresolved past grievances by date received, complainant's age and sex, how received, to whom referred to for action, resolution and date (if completed), data resolution reported to complainant, any required follow-up (Cross-reference other sections as needed):

- (a) workers grievances
- (b) community grievances

13. Traffic, Road Safety and Vehicles/equipment:

- (a) traffic and road safety incidents and accidents involving project vehicles & equipment: provide date, location, damage, cause, follow-up

- (b) traffic and road safety incidents and accidents involving non-project vehicles or property (also reported under immediate metrics): provide date, location, damage, cause, follow-up
- (c) overall condition of vehicles/equipment (subjective judgment by environmentalist); non-routine repairs and maintenance needed to improve safety and/or environmental performance (to control smoke, etc.).

14. Environmental mitigations and issues (what has been done):

- (a) ***Dust***: Number of working bowzers, number of waterings/day, number of complaints, warnings given by environmentalist, actions taken to resolve; highlights of quarry dust control (covers, sprays, operational status); % of rock/ spoil lorries with covers, actions taken for uncovered vehicles.
- (b) ***Erosion control***: Controls implemented by location, status of water crossings, environmentalist inspections and results, actions taken to resolve issues, emergency repairs needed to control erosion/sedimentation.
- (c) ***Quarries, borrow areas, spoil areas***: asphalt plants, batch plants: identify major activities undertaken in the reporting period at each, and highlights of environmental and social protection: land clearing, boundary marking, topsoil salvage, traffic management, decommissioning planning, decommissioning implementation.
- (d) ***Blasting***: Number of blasts (and locations), status of implementation of blasting plan (including notices, evacuations, etc.), incidents of off-site damage or complaints (cross-reference other sections as needed).
- (e) ***Spill clean-ups***: Material spilled, location, amount, actions taken, material disposal (report all spills that result in water or soil contamination) [*if applicable, delete if not*].
- (f) ***Waste management***: Types and quantities generated and managed, including amount taken offsite (and by whom) or reused/recycled/disposed on-site.
- (g) ***Details of tree plantings and other mitigations***: required undertaken in the reporting period.
- (h) ***Details of water and swamp protection mitigations***: required undertaken in the reporting period.

15. Compliance: Compliance elements and their respective metrics are listed below:

- (a) **Compliance status for conditions of all relevant consents/permits, for the Work, including quarries, etc.**: Statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance.

- (b) **Compliance status of C-ESMP requirements:** Statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance.
- (c) **Compliance status of SEA and SH prevention and response action plan:** Statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance.
- (d) **Compliance status of Health and Safety Management Plan:** Statement of compliance or listing of issues and actions taken (or to be taken) to reach compliance.
- (e) **Other unresolved issues from previous reporting periods related to environmental and social:** Continued violations, continued failure of equipment, continued lack of vehicle covers, spills not dealt with, continued compensation or blasting issues, etc.

Note: Cross-reference other sections as needed.

Section IX - Particular Conditions of Contract

[Note: Except where otherwise specified, all Particular Conditions of Contract should be filled in by the Employer prior to issuance of the bidding document. Schedules and reports to be provided by the Employer should be annexed.]

A. General	
GCC 1.1 (s)	The name of the Fund/Financing Institute is: <i>[insert name of the financing institute]</i>
GCC 1.1 (r)	The Employer is: <i>[insert name, address and name of authorized representative]</i>
GCC 1.1 (v)	The Intended Completion Date for the whole of the Works shall be: <i>[insert date]</i> : <i>[Note: If different dates are specified for completion of the Works by section ("sectional completion" or milestones), these dates should be listed here]</i>
GCC 1.1 (y)	The Project Manager is: <i>[insert name, address, and name of authorized representative]</i>
CGG 1.1 (aa)	The Site is located at: <i>[insert address of Site]</i> and is defined in drawings No. <i>[insert numbers]</i>
GCC 1.1 (dd)	The Start Date shall be: <i>[insert date]</i>
GCC 1.1 (hh)	The Works consist of: <i>[insert summary of what the Works consists of, including relationship to other contracts under the Project]</i>
GCC 2.2	Sectional Completions are: <i>[insert nature and dates, if appropriate]</i>
GCC 2.3 (i)	The following documents also form part of the Contract: <i>[List any other relevant document not listed in the Contract Agreement]</i> (a) The ESHS Management Strategies and Implementation Plans collectively known as the C-ESMP; and (b) Code of Conduct (ESHS).
GCC 3.1	The language of the contract is <i>[insert name of the language. The language shall be that of the Bid]</i>

	The law that applies to the Contract is the law of <i>[insert name of the Country]</i>
GCC 5.1	The Project Manager <i>[may or may not]</i> delegate any of his duties and responsibilities.
GCC 8.1	Schedule of other contractors: <i>[insert Schedule of Other Contractors, if appropriate]</i>
GCC 13.1	<p>The minimum insurance amount and deductibles shall be:</p> <ul style="list-style-type: none"> (a) For loss or damage to the Works, Plants and Materials: <i>[insert amount]</i> (b) For loss or damage to Equipment: <i>[insert amount]</i> (c) For loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract: <i>[insert amount]</i> (d) For personal injury or death: <ul style="list-style-type: none"> (i) Of the Contractor's employees: <i>[insert amount]</i> (ii) Of other people: <i>[insert amount]</i>
GCC 14.1	Site Data are: <i>[list Site Data]</i>
GCC 20.1	The Site Possession Date(s) shall be: <i>[insert location(s) and date(s)]</i>
GCC 23.1 & GCC 23.2	<p>Appointing Authority for the Adjudicator: <i>[insert name of Authority]</i></p> <p><i>[The Adjudicator must possess relevant qualifications and experience (i.e. technical expertise, contract law, construction law, or dispute resolution) depending on the nature of the Contract. The Employer and the Contractor shall take reasonable steps to agree upon an Adjudicator who is independent, impartial, and free of conflicts of interest. If a dispute arises regarding the Adjudicator's impartiality, either party may request the replacement of the Adjudicator as per agreed procedures.]</i></p>
GCC 24.3	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <i>[insert hourly fees and reimbursable expenses]</i>
GCC 24.4	<i>[For smaller contracts, the institution is usually from the Employer's Country. For larger contracts, and contracts that are likely to be awarded to international contractors, it is recommended that the arbitration procedure of an international institution]</i>

	<p>Institution whose arbitration procedures shall be used:</p> <p><i>[For larger contracts with international contractors, it is recommended to select one institution among those listed below; insert the corresponding wording]</i></p> <p>“United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules:</p> <p>Any dispute, controversy, or claim arising out of or relating to this Contract, or breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.”</p> <p>or</p> <p>“Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC):</p> <p>All disputes arising out of or in connection with the present Contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.”</p> <p>or</p> <p>“Rules of Arbitration Institute of the Stockholm Chamber of Commerce:</p> <p>Any dispute, controversy, or claim arising out of or in connection with this Contract, or the breach, termination, or invalidity thereof, shall be finally settled by arbitration in accordance with the Arbitration Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.”</p> <p>or</p> <p>“Rules of the London court of International Arbitration:</p> <p>Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity, or termination shall be referred to and finally resolved by arbitration under the LCIA Rules, which Rules are deemed to be incorporated by reference to this clause.</p> <p>The place of arbitration shall be: <i>[insert city and country]</i></p>
<p align="center">B. Time Control</p>	

GCC 30.1	The Contractor shall submit for approval a Program for the Works within <i>[number]</i> days from the date of the Letter of Acceptance.
GCC 30.3	<p>The period between Program updates is <i>[insert number]</i> days.</p> <p>The amount to be withheld for late submission of an updated Program is <i>[insert amount]</i>.</p> <p>The period for submission of progress reports is <i>[insert number]</i> days.</p>
C. Quality Control	
GCC 38.1	<p>The Defects Liability Period is: <i>[insert number]</i> days.</p> <p><i>[the Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i></p>
D. Cost Control	
GCC 42.7	If the value engineering proposal is approved by the Employer the amount to be paid to the Contractor shall be ___% <i>[insert appropriate percentage, normally up to 50%]</i> of the reduction in the Contract Price.
GCC 48.1	The currency of the Employer's Country is: <i>[insert name of currency of the Employer's Country]</i> .
GCC 49.1	<p>The Contract <i>[insert "is" or "is not"]</i> subject to price adjustment in accordance with GCC Clause 49, and the following information regarding coefficients <i>[specify "does" or "does not"]</i> apply.</p> <p><i>[Where the contract period (excluding the Defects Liability Period) exceeds eighteen (18) months, it is normal procedure that prices payable to the Contractor shall be subject to adjustment during the performance of the Contract to reflect changes occurring in the cost of labour and material components. Contracts for shorter period, where local or foreign inflation is expected to be high, shall also include price adjustment provisions as appropriate]</i></p> <p>The coefficients for adjustment of prices are:</p> <p>(a) For currency: <i>[insert name of currency]</i></p> <p>(i) <i>[insert percentage]</i> percentage nonadjustable element (coefficient A)</p>

	<p>(ii) <i>[insert percentage]</i> percent adjustable element (coefficient B)</p> <p>(b) For currency: <i>[insert name of currency]</i></p> <p>(i) <i>[Insert percentage]</i> percentage nonadjustable element (coefficient A).</p> <p>(ii) <i>[Insert percentage]</i> percent adjustable element (coefficient B).</p> <p>The Index I for local currency shall be <i>[insert index]</i>.</p> <p>The Index I for the specified international currency shall be <i>[insert index]</i>.</p> <p><i>[These proxy indices shall be proposed by the Contractor, subject to acceptance by the Employer]</i></p> <p>The Index I for currencies other than the local currency and the specified international currency shall be <i>[insert index]</i>.</p> <p><i>[These proxy indices shall be proposed by the Contractor, subject to acceptance by the Employer.]</i></p>
GCC 50.1	<p>The proportion of payments retained is: <i>[insert percentage]</i></p> <p><i>[The retention amount is usually close to 5 percent and in no case exceeds 10 percent.]</i></p>
GCC 51.1	<p>The liquidated damages for the whole of the Works are <i>[insert percentage of the final Contract Price]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price.</p> <p><i>[Usually liquidated damages are set between 0.05 percent and 0.10 percent per day, and the total amount is not to exceed between 5 percent and 10 percent of the Contract Price. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here]</i></p>
GCC 52.1	<p>The Bonus for the whole of the Works is <i>[insert percentage of final Contract Price]</i> per day. The maximum amount of Bonus for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price.</p> <p><i>[If early completion would provide benefits to the Employer, this clause should remain; otherwise delete. The Bonus is usually numerically equal to the liquidated damages.]</i></p>

GCC 53.1	The Advance Payments shall be: <i>[insert amount(s)]</i> and shall be paid to the Contractor no later than <i>[insert date(s)]</i> .
GCC 54.1	<p>The Performance Security will be in the form of a ____ <i>[insert either one of “demand guarantee” or “performance bond”]</i> in the amount(s) of <i>[insert % figures]</i> percent of the Accepted Contract Amount and in the same currency (ies) of the Accepted Contract Amount.</p> <p><i>[An amount of 5 to 10 percent of the Accepted Contract Amount is commonly specified for a “demand guarantee”. A “performance bond” is an undertaking by a bonding or insurance company (surety) to complete the construction in the event of default by the Contractor, or to pay the amount of the Bond to the Employer. An amount of 30 percent of the Accepted Contract Amount is commonly specified for this type of security (see Section X, Contract Forms).]</i></p> <p><i>[Delete the following provision if ES Performance Security is not required.]</i></p> <p>The ES Performance Security will be in the form of a “demand guarantee” in the amount(s) of <i>[insert % figure(s) normally 1% to 3%]</i> of the Accepted Contract Amount and in the same currency (ies) of the Accepted Contract Amount.</p> <p><i>[The sum of the total “demand guarantees” (Performance Security and ES Performance Security) shall normally not exceed 10% of the Accepted Contract Amount.]</i></p>
E. Finishing the Contract	
GCC 60.1	<p>The date by which operating and maintenance manuals are required is <i>[insert date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[insert date]</i>.</p>
GCC 60.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC Sub-Clause 60.1 is <i>[insert amount in local currency]</i> .
GCC 61.2 (g)	The maximum number of days is: <i>[insert number, consistent with GCC Sub-Clause 51.1 on liquidity damage]</i> .
GCC 62.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is <i>[insert percentage]</i> .

Section X - Contract Forms

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Notification of Intention to Award

[This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.

Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form]

For the attention of Bidder's Authorized Representative	
Name:	<i>[insert Authorized Representative's name]</i>
Address:	<i>[insert Authorized Representative's Address]</i>
Telephone/Fax Numbers:	<i>[insert Authorized Representative's telephone/fax numbers]</i>
E-mail Address:	<i>[insert Authorized Representative's email address]</i>
Date of Transmission	<i>This Notification is sent by: [email/fax] on [date] (local time)</i> <i>[Note: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible].</i>

Notification of Intention to Award	
Employer:	<i>[insert the name of the Employer]</i>
Project:	<i>[insert name of project]</i>
Contract title:	<i>[insert the name of the contract]</i>
Country:	<i>[insert country where RFB is issued]</i>
Loan Number / Grant Number:	<i>[insert reference number for loan/grant]</i>
RFB Number:	<i>[insert RFB reference number from Procurement Plan]</i>

This Notification of *Intention to Award (Notification)* notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

- (a) Request a debriefing in relation to the evaluation of your Bid, and/or
- (b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The Successful Bidder

The Successful Bidder	
Name:	<i>[insert name of successful Bidder]</i>
Address:	<i>[insert address of the successful Bidder]</i>
Contract price:	<i>[insert contract price of the successful Bid]</i>

2. Other Bidders: *[Instructions: insert names of all Bidders that submitted a Bid, Bid prices as read out and evaluated]*

Other Bidders ⁴⁴		
Name of Bidder	Bid Price	Evaluated Bid Price (if applicable)
<i>[insert name]</i>	<i>[insert Bid price]</i>	<i>[insert evaluated price]</i>
<i>[include additional names, bid prices, and evaluated prices as necessary]</i>		

⁴⁴ Instructions - Insert names of all Bidders that submitted a Bid. If the Bid's price was evaluated include the evaluated price as well as the Bid price as read out.

3. **Reason(s) why your Bid was unsuccessful:** *[Instructions: State the reason(s) why this Bidder's Bid was unsuccessful. Do NOT include: (i) a point-by-point comparison with another Bidder's Bid; or (ii) information that is marked confidential by the Bidder in its Bid].*

4. **How to request a debriefing**

Deadline: The deadline to request a debriefing expires at midnight on *[insert date in local time]*.

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Employer]*

Email address: *[insert email address]*

Fax number: *[insert fax number, delete if not used]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. **How to make a complaint**

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date in local time]*.

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Employer]*

Email address: *[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Note: For more information, see the OPEC Fund's Procedures for Procurement of Goods, Works and Non-Consulting Services (Appendix III). Review these provisions before preparing and submitting complaints.

In summary, there are four essential requirements:

- (a) you must be an interested party. In this case, that means a Bidder who submitted a Bid in this bidding process and is the Beneficiary of a Notification of Intention to Award.
- (b) the complaint can only challenge the decision to award the contract.
- (c) you must submit the complaint within the period stated above.
- (d) you must include, in your complaint, all the information required by the Procedures for Procurement of Goods, Works and Non-Consulting Services (*Appendix III*).

6. Standstill Period

Deadline: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Employer: *[insert]*

Signature: *[insert]*

Name: *[insert]*

Title/position: *[insert]*

Telephone: *[insert]*

Email: *[insert]*

Beneficial Ownership Disclosure Form

[Instructions to the Bidders: use only if it is applicable and delete these instructions once you have completed the form].

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- (a) Directly or indirectly holding 25% or more of the shares.*
- (b) Directly or indirectly holding 25% or more of the voting rights.*
- (c) Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*

RFB Number: *[insert number of RFB process]*

Request for Bid Number: *[insert identification]*

To: *[insert complete name of Employer]*

In response to your request in the Letter of Acceptance dated *[insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

- (a) We hereby provide the following beneficial ownership information.*

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes/No)	Directly or indirectly holding 25% or more of the Voting Rights (Yes/No)	Directly or indirectly having the right to appoint a majority of the board of the directors or equivalent governing body of the Bidder (Yes/No)
<i>[include full name (last, middle, first), nationality, country or residence]</i>			

OR

(b) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(c) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. *[if this option is selected, the Bidder shall provide explanation on why it is unable to identify any beneficial Owner].*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

Name of the Bidder⁴⁵: *[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder⁴⁶:
[insert complete name of person duly authorized to sign the Bid]

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

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

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

⁴⁵ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. If the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

⁴⁶ Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Letter of Acceptance

[on letterhead paper of the Employer]

Date: *[insert]*

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

Subject: *[insert]* *[Notification of Award Contract Number]*

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

You are requested to furnish:

- (a) The Performance Security and an Environmental and Social (ES) Performance Security *[Delete ES Performance Security if it is not required under the contract]* within twenty-eight (28) days in accordance with the Conditions of Contract, using for that purpose the of the *Performance Security Form* and the *ES Performance Security Form*, *[Delete reference to the ES Performance Security Form if it is not required under the contract]*
- (b) The additional information on beneficial ownership in accordance with *BDS ITB* 47.1, within eight (8) Business days using the Beneficial Ownership Disclosure Form, included in *Section X - Contract Forms*, of the bidding document.

[Choose one of the following statements]

[We accept that *[insert the name of Adjudicator proposed by the Bidder]* be appointed as the Adjudicator. *[or]*

We do not accept that *[insert the name of the Adjudicator proposed by the Bidder]* be appointed as the Adjudicator, and by sending a copy of this Letter of Acceptance to..... *[insert name of the Appointing Authority]*, the Appointing Authority, we are hereby requesting such Authority to appoint the Adjudicator in accordance with ITB and GCC Sub-Clause 23.1.

Authorized Signature: *[insert]*

Name and Title of Signatory: *[insert]*

Name of Agency: *[insert]*

Attachment: Contract Agreement

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

Contract Agreement

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

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

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - (a) the Letter of Acceptance;
 - (b) the Letter of Bid;
 - (c) the addenda Nos [*insert*] (if any);
 - (d) the Particular Conditions;
 - (e) the General Conditions of Contract, including appendix;
 - (f) the Specifications;
 - (g) the Drawings;
 - (h) Bill of Quantities⁴⁷; and
 - (i) any other document listed in the PCC as forming part of the Contract, but not limited to:
 - (i) the ES Management Strategies and Implementation Plans;
 - (ii) code of Conduct for Contractor’s Personnel (ES).
3. In consideration of the payments to be made by the Employer to the Contractor as specified in this Agreement, the Contractor hereby covenants with the

⁴⁷ In lump sum contracts, delete *Bill of Quantities* and replace with *Activity Schedule*.

Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

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

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

Signed by:

for and on behalf of the Employer

in the presence of *[insert]*

Witness

Name *[insert]*

Signature *[insert]*

Address *[insert]*

Date *[insert]*

Signed by:

for and on behalf the Contractor

in the presence of *[insert]*

Witness

Name *[insert]*

Signature *[insert]*

Address *[insert]*

Date *[insert]*

Performance Security Option 1: Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

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

Date: *[Insert date of issue]*

Performance Guarantee Number: *[Insert guarantee reference number]*

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

We have been informed that *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called the *Applicant*) has entered into Contract Number *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Works]* (hereinafter called the *Contract*).

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

At the request of the Applicant, we as Guarantor, hereby irrevocably and unconditionally undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (.....) *[insert amount in figures]**[insert amount in words]*),⁴⁸ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2 *[insert]*,⁴⁹ and any demand for payment under it must be received by us at this office indicated above on or before that date.

⁴⁸ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

⁴⁹ Insert the date twenty-eight days after the expected completion date as described in GCC. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six

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

[signature(s)]

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

months][one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

Performance Security Option 2: Performance Bond

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

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

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

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

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

Any suit under this Bond must be instituted before the expiration of one year from the date of issue of the Certificate of Completion.

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

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

SIGNED ONon behalf of

Byin the capacity of

In the presence of

SIGNED ONon behalf of

Byin the capacity of

In the presence of

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

Performance Security: Environmental, Social, Health and Safety (ESHS)

ESHS Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

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

Date: *[Insert date of issue]*

ESHS Performance Guarantee Number: *[Insert guarantee reference number]*

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

We have been informed that (hereinafter called "the Applicant") has entered into Contract Number dated with the Beneficiary, for the execution of (hereinafter called "the Contract").

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

At the request of the Applicant, we as Guarantor, hereby irrevocably and unconditionally undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (.....),⁵⁰ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its Environmental and/or Social (ES) obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 20....]⁵¹ and any demand for payment under it must be received by us at this office indicated above on or before that date.

⁵⁰ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

⁵¹ Insert the date twenty-eight days after the expected completion date as described in GCC. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date

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

[Signature]

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

established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

Advance Payment Security Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

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

Date: *[Insert date of issue]*

Advance Payment Guarantee Number: *[Insert guarantee reference number]*

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

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

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

At the request of the Applicant, we as Guarantor, hereby irrevocably and unconditionally undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (.....) *[insert amount in words]*⁵² upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works;
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

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

⁵² The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*⁵³, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

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

[signature(s)]

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

⁵³ Insert the expected completion date as described in GCC. The Employer should note that in the event of an extension of the expected completion date of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."