

SPECIFIC PROCUREMENT NOTICE

SAMPLE FORMAT FOR INVITATION FOR PREQUALIFICATION

[NAME OF COUNTRY]

[NAME OF PROJECT]

[BRIEF DESCRIPTION OF GOODS/WORKS]

Loan/Credit No.

Invitation for Prequalification

This invitation for prequalification follows the general procurement notice for this project that appeared in Development Business No. [insert number] of [insert date].¹

The [insert name of borrower] [has received/has applied for/intends to apply for] a [loan/credit] from the [International Bank for Reconstruction and Development (IBRD)/International Development Association (IDA)] toward the cost of the [insert name of project], and it intends to apply part of the proceeds of this [loan/credit] to payments under the contract for [insert name/no. of contract -- if prequalification is being invited for more than one contract, describe each contract and indicate whether applications may be made for prequalification for one or more of the contracts].² The [insert name of implementing agency] intends to prequalify contractors and/or firms for [insert description of works or goods to be procured].³ It is expected that invitations to bid will be made in [insert month and year].⁴

Prequalification will be conducted through prequalification procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, January 1995 (revised January and August 1996 and September 1997), and is open to all bidders from eligible source countries, as defined in the guidelines.⁵

Interested eligible bidders may obtain further information from and inspect the prequalification documents at the [insert name of agency] (address below) [state address at end of document] from [insert office hours].⁶ A complete set of prequalification documents in [insert name of language] may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a nonrefundable fee⁷ of [insert amount in local currency] or in [insert amount in specified convertible currency]. The method of payment will be [insert method of payment].⁸ The document will be sent by [insert delivery procedure].⁹

Applications for prequalification should be submitted in sealed envelopes, delivered to the address below¹⁰ by [insert date],¹¹ and be clearly marked "Application to Prequalify for [insert name of project and the contract name(s) and number(s)]."

[Insert name of office]
[Insert name of officer]
[Insert postal address and/or street address]
Tel: [Indicate country and city code]
Fax: [Indicate country and city code]
E-mail:

Notes

1. Day, month, year; for example, 31 January 1998.
2. [Insert the following if applicable]. This contract will be jointly financed by [insert name of cofinancing agency]. Bidding will be governed by the World Bank's eligibility rules and procedures.
3. A brief description of the works or goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation. Bidding documents may require bidders to have specific experience or capabilities; such restrictions should also be included in this paragraph.
4. Insert this sentence if applicable.
5. Occasionally, contracts may be financed out of special funds that would further restrict eligibility to a particular group of member countries. When this is the case, it should be mentioned in this paragraph. Also indicate any margin of preference that may be granted as specified in the loan or credit agreement and set forth in the bidding documents.
6. For example, 0900 to 1200 hours.
7. The fee, to defray printing and mailing/shipping costs, should be nominal.
8. For example, cashier's check, direct deposit to specified account No., etc.
9. The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency dictates, courier services may be required for overseas delivery.
10. The office for bid opening may not necessarily be the same as that for inspection or issuance of documents or for bid submission. If they differ, each address must appear at the end of the notice and be numbered; as, for example, (1), (2), (3). The text in the paragraph would then refer to address (1), (2), etc. Only one office and its address may be specified for submission, and it should be near the place where bids will be opened.
11. The time allowed for preparation of the prequalification submission should be sufficient for applicants to gather all the information required, but in any case not less than six weeks after the date the documents are available or the last date of the advertisement, whichever is later. This period may be longer for very large projects, for which more time may be needed for the formation of joint ventures and assembly of the necessary resources.