

SPECIFIC PROCUREMENT NOTICE

SAMPLE FORMAT FOR INVITATION FOR BIDS

[NAME OF COUNTRY]

[NAME OF PROJECT]

[BRIEF DESCRIPTION OF GOODS/WORKS]

Loan/Credit No.

Contract/Bid No.

This invitation for bids 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].² The [insert name of implementing agency] now invites sealed bids from eligible bidders for [insert description of goods or works to be procured].³ The delivery/construction period is [insert No. of days/months/years or dates].⁴

Bidding will be conducted through the international competitive bidding procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, January 1995 (revised January and August 1996, September 1997 and January 1999), 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 bidding documents at the [insert name of agency] at the address below [state address at end of document] from [insert office hours].⁶ A complete set of bidding 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

Bids must be delivered to the address below by [insert time and date]. All bids must be accompanied by a bid security of [insert amount in local currency or minimum percentage of bid price] or an equivalent amount in a freely convertible currency.¹⁰ Late bids will be rejected. Bids will be opened in the presence of bidders' representatives who choose to attend at the address below¹¹ at [insert time and date].

[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 type(s) of goods or works 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 or security dictates, courier services may be required for overseas delivery.
10. The amount of bid security should be stated as a fixed amount or as a minimum percentage of the bid price. Alternatively, if a bid security is not required (often the case in supply contracts), the paragraph should so state.
11. 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.