COMMON MARKET FOR

EASTERN AND SOUTHERN AFRICA



**REQUEST FOR BIDS**

**INFORMATION SYSTEMS**

**REF: ZM-COMESA -195686-CS-QCBS**

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**PLANNING AND BUDGET MANAGEMENT SYSTEM**

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COMESA Secretariat,

Ben Bella Road,

P.O. Box 30051,

Lusaka, Zambia,

**Telephone +260 211 229 725/32**

**JUNE 23 2022**

1. **INTRODUCTION**

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 21 African States which have agreed to promote regional integration through trade development and transport facilitation. More information can be obtained from the COMESA website [www.comesa.int](http://www.comesa.int).

The Common Market for Eastern and Southern Africa (COMESA) received a grant from the World Bank towards the implementation of the Regional Infrastructure Finance Facility project and intends to apply a portion of the proceeds of this grant to eligible payments under the contract to procure a Planning and Budget Management System.

1. **SPECIFICATIONS**

COMESA Secretariat prepares and submits an annual work programme and budget for consideration and approval of the COMESA Council of Ministers. The annual budget incorporates all contributions/income available for implementation of the annual work programme and is analysed based on various cost centres. Each division and unit is required to prepare and submit a costed work programme in accordance with its mandate, following which the work programmes and budget proposals are consolidated.

The Planning and Budgeting system is required to automate the current manual preparation and consolidation of the work programme and budget by various Units and Divisions of the Secretariat. The system should meet the following stakeholder needs:

**A. STAKEHOLDER REQUIREMENTS**

These include:

* Divisions and Units – Identify and plan activities that will be undertaken each year based on the Medium strategic plan, past performance, Council decisions and emerging economic trends
* Strategic Planning – aligns Divisional and Unit work plans to the approved medium term strategic plan, Council decisions and emerging economic trends
* Budget and Finance – costs the planned activities based on budget ceilings, standard costing rates as guided by organization rules and regulations
* Secretary General – reviews and approved the organization wide work programme and budget for submission to Council upon the recommendation of the Assistant Secretaries General.
* Council – Approves the organization wide work programme and budget after the review of the Audit and Budget Committee, Administrative and Budgetary Committee and the Inter-Governmental Committee.

The system should permit various internal stakeholder to undertake the above outlined tasks in a consistent and standardize manner while accommodating the following limitations:

* Member States annual contributions: year-on-year increase is capped at 5%; and
* Cooperating Partner contributions are set within the agreements with COMESA.

**B. Programme Approach**

To ensure better targeting and impact of resources towards the strategic plan, the planning and budgeting system should embed a programme approach in planning, budgeting and reporting by installing the following analysis dimension, which will link all expenditures to strategic objectives of the organization.

| **Code** | **Description** | **Explanation** |
| --- | --- | --- |
| 01 | Strategic objective | Long term organizational goals that will enable COMESA to achieve its Strategic Plan.  T |
| 02 | Cooperating Partners and Action. | Refers to a party that cooperates towards the implementation of COMESA objectives e.g. AfDB, EU, USAID.  It also includes incorporates the financial instrument (protocol or financing agreement) and action (i.e. programme/project title) name, as indicated in the instrument signed between COMESA and Cooperating Partners. |
| 03 | Intervention Areas | Multi-period activities contribute towards the achievement of Strategic Objectives.  These are derived from the Outcomes, as documented in the Medium-Term Strategic Plan. Main activities are carried out to implement the required interventions. |
| 04 | Cost Centre | Division or Unit, within the COMESA Secretariat to which budgets are appropriated and costs are charged for accounting purposes. |
| 05 | Programme/Action Components | These are operational objectives that are delivered within an action, whether funded by Member States or Cooperating Partners. |
| 06 | Output | Outputs – these contribute towards the delivery of programme components. |
| 07 | Main Activity and sub activity | These are means of delivering on strategic objectives. |
| 08 | Disbursement Category | Grouping of expenditure items according to their nature as required by COMESA Secretariat or Cooperating Partners. |

## C. Standard costing

Costs in the expenditure budget proposals should be in line with organizational rules and regulations. The following costs should reflect existing policies: Staff costs; Consultant costs; Conference costs; and Travel costs: air fares and daily subsistence allowance.

Procurement Unit will determine and avails in the system costs, which are outside the above costs. These costs will be validated by Budget and Finance Division

## The Human Resources Unit on the other hand will determine and avail in the system costs relating to staffing based on approved positions, as well as expectations regarding their filling up. These costs shall be validated by Budget and Finance Division.

**D. Integration with sun accounting system**

Financial management of the Secretariat is undertaken through the sun accounting system version 6.3. The planning and budgeting system should therefore integrate with the accounting system for mining of expenditures for reporting of budget performance and controlling budget spent as per the approved budget items.

**E. Integration with the Monitoring and Evaluation System**

COMESA is in the process of implementing a monitoring and evaluation system. The system developer will therefore gain an understanding of the monitoring and evaluation system specifications and establish the extend to which the system will develop synergies in the area of the work programme to be able to mine annual work plan activities for purposes of costing by the Division of Budget and Finance

**F. System Reports**

The planning and Budgeting system should design and produce budget plans and budget performance reports for the following:

* COMESA strategic objectives
* Various Cooperating partners on agreed reporting template
* COMESA Strategic Plan Intervention areas
* Various cost centres
* Various Programme areas
* COMESA strategic outputs
* Various budget items

**G. COMESA IT Infrastructure**

* The Planning and Budgeting system should be compatible with COMESA’s IT infrastructure for ease of operationalization without additional investment in IT resources.

# 3.0 . TECHNICAL REQUIREMENTS

1. Refer to Annex A which forms part of this Request for Bids.
2. **Manufacturer’s authorization**

* For all powered (active) hardware and/or software components of the Information System which the Bidder does not itself produce, by submission of documentary evidence in its Bid, the Bidder must establish to the Purchaser’s satisfaction that it is not prohibited to supply those components in the Purchaser’s country under the Contract(s) that may result from this procurement.
* In the case of powered (active) hardware and other powered equipment, this must be documented by including Manufacturer’s Authorizations in the Bid. Manufacturer’s authorization template attached as Annex 5
* In the case of a Bidder not doing business within the Purchaser’s country, the Bidder shall submit documentary evidence in its Bid to establish to the Purchaser’s satisfaction that it will be (if awarded the Contract) equipped and able to carry out / manage maintenance, technical support, training, and warranty repair obligations specified in the Purchaser’s Requirements (including any response time, problem-resolution norms or other aspects that may be specified in the Contract).

**4.0. QUALIFICATIONS AND EXPERIENCE**

Required Services and Qualification of the bidder

The successful bidder is required to have key staff with the following qualifications:

(A)  **Degree and Professional Qualifications in the following areas:**

* Accounting/Financial Management;
* Computer Science and IT systems development; and
* Strategy and Performance management

**(B) Knowledge of:**

1. Management and financial accounting;
2. Financial Management;
3. Planning, Budgeting and Budgetary control;
4. Automated Accounting Applications;
5. Accounting Policies and Procedures.
6. Strategic Planning
7. Monitoring and evaluation
8. Performance management

**(C) Experience in:**

1. Implementation of Automated Accounting and/or Planning systems;
2. Use of various accounting frameworks (IFRS, IPSAS, IFRS for SMEs and any other reporting framework);
3. Monitoring and Evaluation of Projects
4. Prior experience with Regional Intergovernmental Organisations; and
5. Report writing and good presentation skills

# 5.0 ALL PRICES MUST BE INDICATED IN USD .

There will be a no price variation after signing of contract.

Prices must be exclusive of all indirect taxes.

**6.0. VALIDITY OF BIDS**

The bids shall be valid for a period of 90 days after the closing date of this tender.

**7.0. SUBMISSION**

The bids must be submitted in a written form to the email address below clearly quoting the title of the assignment

**TITLE OF THE ASSIGNMENT**: PROCUREMENT OF PLANNING AND BUDGET MANAGEMENT SYSTEM

Email address: [***Tenders @comesa.int***](mailto:procurement@comesa.int)

**PHYSICAL SUBMISSION IS NOT ALLOWED.**

**7.1 OTHER DOCUMENTS TO BE SUBMMITTED TOGATHER WITH THE BID**

1. Copy of Certificate of Company registration/ Incorporation
2. Evidence of having carried out similar assignment in complexity and value
3. Signed Bid -Securing Declaration Form
4. Letter of bid
5. Power of Attorney

**8.0. DEADLINE FOR SUBMISSION OF BIDS**

The deadline for the submission of bids is Friday 22nd July 2022 **@10.00** Hours Zambian Time (GMT+2).

**9.0. LATE TENDERS**

Any Tender received by COMESA after the deadline for submission of bids shall be rejected. There shall be no exception to this requirement.

**10.0. EVALUATION AND COMPARISON OF BIDS**

1. To assist in the examination, evaluation and comparison of bids, COMESA may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
2. COMESA will examine the bid to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bid are generally in order.
3. Arithmetical errors will be rectified on the following basis: 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. If the bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
4. Prior to the detailed evaluation, the Evaluation Committee will determine the substantial responsiveness of each bid to the Request for Bid (RFB). For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the RFB without material deviations. COMESA’s determination of a bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence.
5. A bid determined as not substantially responsive will be rejected by the COMESA and may not subsequently be made responsive by the bidder by correction of the non-conformity.
6. The bid will be evaluated as follows:

* The bidder that has offered what is adjudged to be the best bid offer will be offered the contract.
* If the bidder that offered what was adjudged to be the best bid declines to accept the offer, then the bidder that is adjudged to have offered the second-best bid offer will be offered the contract.

1. The bid shall be evaluated based on the following criteria;
2. Table 1: Rated Evaluation Criteria

| Criteria | | % |
| --- | --- | --- |
| T1 | Specific experience of the bidder relevant to the assignment at hand( Evidence of having carried out similar assignment which should be in the form of (brochures, descriptions of similar assignments, experience in similar conditions etc.) | 10 |
| T2 | Specific experience in software development, design & implementation. | 10 |
|  | Adequacy of the proposed approach, methodologyand work plan  * Technical approach and methodology- 5 **Points** * work plan- 5  **Points** * responsiveness to TORs- 10**Points** | 20 |
| T3 | The Team Leader/Project Manager to be responsible for the successful initiation, planning, design, execution, monitoring, controlling, training and handover of the project.  Key staff including the team leader should have Degree and Professional Qualifications in at least one of following areas:  Accounting/Financial Management; Computer Science and IT systems development; and Strategy and Performance management  Knowledge of:  (i) Management and financial accounting;  (ii) Financial Management;  (iii) Planning, Budgeting and Budgetary control;  (iv) Automated Accounting Applications;  (v) Accounting Policies and Procedures.  (vi) Strategic Planning  (vii) Monitoring and evaluation  (viii) Performance management  **(a) Experience in:**  (i) Implementation of Automated Accounting and/or  Planning systems;  (ii) Use of various accounting frameworks (IFRS,  IPSAS, IFRS for SMEs and any other reporting  framework);  (iii) Monitoring and Evaluation of Projects  (iv) Prior Experience with Regional Intergovernmental  Organisations; and  (v) Report writing and good presentation skills | 60 |
|  | **Total** | **100** |

**11.0 Minimum Technical pass Score is 70%**

Only bidder (s) who will achieve 70% of technical scores shall be considered for financial evaluation.

**12.0. TECHNICAL QUERIES**

For any technical queries related to terms of reference, kindly contact the Procurement Unit on the following email: tenders@comesa.int with a copy to [jmutale@comesa.int](mailto:jmutale@comesa.int) and [AOlunga@comesa.int](mailto:AOlunga@comesa.int) and [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int)

**13.0. COST OF TENDERING**

The tenderer shall bear all costs associated with the preparation and submission of its tender, and COMESA will in no case be responsible or liable for those costs regardless of the outcome of the tendering process.

**14.0. ETHICAL CONDUCT**

COMESA requires that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. For this provision, the Purchaser defines the terms set forth below as follows:

1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the tendering process; and
2. “Fraudulent practice” means a misrepresentation of facts to influence the tendering process to the detriment of the Purchaser.

COMESA will reject a bid for award if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.

**15.0 NOTIFICATION OF AWARD**

Prior to the expiration of the period of tender validity, the Purchaser will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and COMESA.

Simultaneously the other tenderers shall be notified that their tenders were not successful.

**16.0. SIGNING OF CONTRACT**

Within fourteen (10) days of receipt of the contract, the successful tenderer shall sign and date the contract and return it to COMESA.

The Parties to the contract shall have it signed within thirty (30) days from the date of notification of contract award unless there is an administrative review request.

**17.0 ANNEXES**

Annex 1: Letter of bid

Annex 2: General Experience

Annex :2.1 : Specific Experience

Annex 3: Summary sheet: current contract commitments / work in progress

Annex 4: Technical capabilities

Annex 5 : Manufacturer’s authorization

Annex 6 : Sub-Contractor’s Agreement

Annex 7: Bid -Securing Declaration Form

ANNEX 1: LETTER OF BID

|  |
| --- |
| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*  *Note: All italicized text is to help Bidders in preparing this form.* |

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

RFB No.: *[insert* ***number of RFB process****]*

Alternative No.: *[insert* ***identification No if this is a Bid for an alternative,*** *otherwise state* ***“not applicable”****]*

We, the undersigned, declare that:

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

1. **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders (ITB 8);
2. **Eligibility**: We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
3. **Bid-Securing Declaration:** We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser’s Country in accordance with ITB 4.7;
4. **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** [*select the appropriate option from (i) to (v) below and delete the others. In case of JV members and/or subcontractors, indicate the* *status of disqualification by the Bank of each JV member and/or subcontractor]*.

We, including any of our subcontractors:

1. [have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
2. [are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
3. [had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]
4. **Conformity:** We offer to provide design, supply and installation services in conformity with the bidding document of the following: [*insert a brief description of the IS Design, Supply and Installation Services*];
5. **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is: *[Insert one of the options 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:]* (a) Total price of each lot *[insert* ***the total price of each lot in words and figures, indicating the various amounts and the respective currencies****]*; and (b) Total price of all lots (sum of all lots) *[insert* ***the total price of all lots in words and figures, indicating the various amounts and the respective currencies****]*;

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

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

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

1. **Bid Validity:** Our Bid shall be valid until *[insert day, month and year in accordance with ITB 19.1],* and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. **Performance Security:** If our Bid is accepted, we commit to obtain a Performance Security in accordance with the bidding document;
3. **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, 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;
4. **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 World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser’s Country laws or official regulations or pursuant to a decision of the United Nations Security Council;
5. **State-owned enterprise or institution**: [*select the appropriate option and delete the other*: ***We are not a state-owned enterprise or institution*** / ***We are a state-owned enterprise or institution but meet the requirements of ITB 4.6***];
6. **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 Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity****]*

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

*[If none has been paid or is to be paid, indicate “****none****.”]*

1. **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;
2. **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; and
3. **Fraud and Corruption:** 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 Fraud and Corruption.

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

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

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

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

Date signed *[insert* ***number****]* day of *[insert* ***month****]*, *[insert* ***year****]*

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

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

ANNEX 2: General Experience

Bidder’s Legal Name: *[insert* ***Bidder’s Legal Name****]*

Date: *[insert* ***Date****]*

JV Member Legal Name: *[insert* ***JV Member Legal Name****]*

RFB No.: *[insert* ***RFB number****]*

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| **Starting Month / Year** | **Ending Month / Year** | **Years\*** | **Contract Identification** | **Role of Bidder** |
| --- | --- | --- | --- | --- |
| *[insert* ***month / year****]* | *[insert* ***month / year****]* | *[insert* ***number of years****]* | Contract name: *[insert* ***Name of Contract*** *]*  Brief Description of the Information System performed by the Bidder: *[describe* ***Information System****]*  Name of Purchaser: *[insert* ***Name of Purchaser*** *]*  Address: *[insert* ***Address of Purchaser*** *]* | *[describe* ***role of Bidder under the contract****]* |
| *[insert* ***month / year****]* | *[insert* ***month / year****]* | *[insert* ***number of years****]* | Contract name: *[insert* ***Name of Contract*** *]*  Brief Description of the Information System performed by the Bidder: *[describe* ***Information System****]*  Name of Purchaser: *[insert* ***Name of Purchaser*** *]*  Address: *[insert* ***Address of Purchaser*** *]* | *[describe* ***role of Bidder under the contract****]* |
| *[insert* ***month / year****]* | *[insert* ***month / year****]* | *[insert* ***number of years****]* | Contract name: *[insert* ***Name of Contract*** *]*  Brief Description of the Information System performed by the Bidder: *[describe* ***Information System****]*  Name of Purchaser: *[insert* ***Name of Purchaser*** *]*  Address: *[insert* ***Address of Purchaser*** *]* | *[describe* ***role of Bidder under the contract****]* |
| *[insert* ***month / year****]* | *[insert* ***month / year****]* | *[insert* ***number of years****]* | Contract name: *[insert* ***Name of Contract*** *]*  Brief Description of the Information System performed by the Bidder: *[describe* ***Information System****]*  Name of Purchaser: *[insert* ***Name of Purchaser*** *]*  Address: *[insert* ***Address of Purchaser*** *]* | *[describe* ***role of Bidder under the contract****]* |

\*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year

ANNEX 2.1 : SPECIFIC EXPERIENCE

Bidder’s Legal Name: *[insert* ***Bidder’s Legal Name****]*

Date: *[insert* ***Date****]*

JV Member Legal Name: *[insert* ***JV Member Legal Name****]*

| **Brief Contract description .** | **Information** | | | | |
| --- | --- | --- | --- | --- | --- |
| Contract Identification | *[insert* ***Contract ID****]* | | | | |
| Award date  Completion date | *[insert* ***Date of******Award***  *[insert* ***Date of******Completion*** | | | | |
|  |  | | | | |
| Role in Contract | Prime Supplier | | Management Contractor | Subcontractor | |
| Total contract amount |  | | |  | |
| If member in a JV or subcontractor, specify participation of total contract amount |  | |  |  | |
| Purchaser’s Name: | *­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | |
| Address:  Telephone/fax number:  E-mail: | *­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | |
| Amount | | *[insert* ***contract******amount and currency and USD equivalent and exchange rate****]* | | |
| Geographical Scope | | *[describe* ***geographic scope of the users of the information system****]* | | |
| Functional Scope | | *[describe* ***the functionalities provided by the information system****]* | | |
| Methods/Technology | | *[describe* ***methodologies and technologies used to implement the information system****]* | | |
| Key Activities | | *[describe* ***the key activities of the Bidder under the contract****]* | | |

ANNEX 3: Summary Sheet: Current Contract Commitments / Work in Progress

*[Bidders and each partner to an Joint Venture bid 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.]*

Bidder’s Legal Name: *[insert* ***Bidder’s Legal Name****]*

Date: *[insert* ***Date****]*

JV Member Legal Name: *[insert* ***JV Member Legal Name****]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of contract | Purchaser, contact address/tel./fax | Value of outstanding Information System (current US$ equivalent) | Estimated completion date |
| 1. *[insert* ***Name of Contract****]* | *[insert* ***Name of Purchaser, contact address, telephone / fax number****]* | *[insert* ***Total Outstanding Contract Value of the information system in USD equivalent and exchange rate]*** | *[insert* ***Estimated completion date****]* |
| 2. *[insert* ***Name of Contract****]* | *[insert* ***Name of Purchaser, contact address, telephone / fax number****]* | *[insert* ***Total Outstanding Contract Value of the information system in USD equivalent and exchange rate]*** | *[insert* ***Estimated completion date****]* |
| 3. *[insert* ***Name of Contract****]* | *[insert* ***Name of Purchaser, contact address, telephone / fax number****]* | *[insert* ***Total Outstanding Contract Value of the information system in USD equivalent and exchange rate]*** | *[insert* ***Estimated completion date****]* |
| ... |  |  |  |

ANNEX 4 : Technical Capabilities

*[****Note****: To be completed by the Bidder and, if JV, by each member]*

Bidder’s Legal Name: *[insert* ***Bidder’s Legal Name****]*

Date: *[insert* ***Date****]*

JV Member Legal Name: *[insert* ***JV Member Legal Name****]*

RFB No.: *[insert* ***RFB number****]*

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The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. The Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Bidder proposes to utilize in the execution of the Contract or Contracts.

ANNEX 5: Manufacturer’s Authorization

***[Note****: This authorization should be written on the letterhead of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]*

Invitation for Bids Title and No.: *[Purchaser insert:* ***RFB Title and Number****]*

To: *[Purchaser insert:* ***Purchaser’s Officer to receive the Manufacture’s Authorization****]*

WHEREAS *[ insert:* ***Name of Manufacturer*** *]* who are official producers of *[ insert:* ***items of supply by Manufacturer*** *]* and having production facilities at *[ insert:* ***address of Manufacturer*** *]* do hereby authorize *[ insert:* ***name of Bidder or Joint Venture*** *]* located at *[ insert:* ***address of Bidder or Joint Venture*** *]* (hereinafter, the “Bidder”) to submit a bid and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the bidding results in a Contract between you and the Bidder, the above-listed products will come with our full standard warranty.

Name *[insert:* ***Name of Officer****]* in the capacity of *[insert:* ***Title of Officer]***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of: *[ insert:* ***Name of Manufacturer*** *]*

Dated this *[ insert:* ***ordinal****]* day of *[ insert:* ***month****]*, *[ insert:* ***year****]*.

*[add Corporate Seal (where appropriate)]*

ANNEX 6: Subcontractor’s Agreement

***Note****: This agreement should be written on the letterhead of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.*

Invitation for Bids Title and No.: *[Purchaser insert:* ***RFB Title and Number****]*

To: *[Purchaser insert:* ***Purchaser’s Officer to receive the Subcontractor’s Agreement]***

WHEREAS *[ insert:* ***Name of Subcontractor*** *],* having head offices at *[ insert:* ***address of Subcontractor*** *],* have been informed by *[ insert:* ***name of Bidder or Joint Venture*** *]* located at *[ insert:* ***address of Bidder or Joint Venture*** *]* (hereinafter, the “Bidder”) that it will submit a bid in which *[ insert:* ***Name of Subcontractor*** *]* will provide *[ insert:* ***items of supply or services provided by the Subcontractor*** *].*  We hereby commit to provide the above named items, in the instance that the Bidder is awarded the Contract.

Name *[insert:* ***Name of Officer****]* in the capacity of *[insert:* ***Title of Officer]***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of: *[insert:* ***Name of Subcontractor****]*

Dated this *[ insert:* ***ordinal****]* day of  *[ insert:* ***month****]*, *[ insert:* ***year****]*.

[add Corporate Seal (where appropriate)]

ANNEX 7: Form of Bid-Securing Declaration

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

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

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

Alternative No.: *[insert* ***identification No if this is a Bid for an alternative****]*

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

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 Purchaser for the period of Two (2) years, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid prior to the expiry date of the 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 Purchaser prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required

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

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

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

Title of the person signing the Bid*[insert* ***Title of authorized person****]*

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

Date signed *[insert* ***ordinal******number****]* day of *[insert* ***month****]* , *[insert* ***year****]*

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

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

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