

Instructions for Use

The Bank's clients are responsible for preparing and issuing the procurement document for a prequalification under an open competitive procedure for a specific contract as well as for issuing an invitation to participate in the procurement process.

When preparing a procurement document for a specific procurement process care should be taken to ensure that the processes for the preparation and submission of applications, the evaluation methodology and the eligibility and qualification criteria are clear and explicit.

When drafting a specific procurement document, based on this SPD, the following directions must be observed:

- Section I, Instructions to Participants, shall not be modified in any way whatsoever;
- Section II, Data Sheet, should follow the general format of this document, but data and criteria specific to the procurement process shall be incorporated to complement or amend the respective provisions of Section I, Instructions to Participants, as appropriate;
- Section III, Evaluation Methodology, shall describe the evaluation methodology to be used to prequalify participants for the follow-up procurement process, and shall take into account the specifics of the procurement process and the resulting contract;
- Section IV, Eligibility and Qualification Criteria, shall set out essential and unambiguous criteria to establish if a participant is eligible and qualified to take part in the follow-up procurement process;
- Section V, Forms, shall include the forms, which are to be completed by participants in the procurement process to facilitate the evaluation of their applications by the client;
- Section VI, Requirements, shall provide sufficient information and technical data on the subject of the proposed contract to allow participants to efficiently and accurately prepare their applications;
- Unless otherwise advised by the Bank, the estimated cost of a contract shall not be disclosed anywhere in the procurement document;
- Boxed guidance notes and provisions in italics font provided in square brackets are illustrative provisions containing instructions and guidance, which the drafter must follow. This guidance does not form part of the final text, and must be included in the final procurement document to be used for a specific procurement process;
- Provisions in italics font are optional and may be revised, supplemented and included in the final procurement document, as appropriate, at the Client's discretion, except for the provisions in regular font, which shall be included in the final procurement document;
- Where alternative options are shown, the drafter should select those that are best suited to the particular case, and remove any alternative text that is not used from the document or draft new appropriate text and remove all the alternatives.

When the procurement document is completed, the client shall prepare an invitation to participate in the procurement process in order to provide potential participants with information that enables them to decide whether to take part in the process.

The information in the invitation shall be consistent with information contained in the procurement document, including key information in respect of the proposed contract.

The invitation shall be communicated to potential participants. This communication shall include mandatory publications in accordance with the requirements of the PPR and take into account specifics of the procurement process.

Please note that the invitation does not form a part of the procurement document.