



New IsDB Project Procurement Guidelines
Standard Procurement Documents (SPD)
2019



Table of Contents



01 Introduction

Use of SBDs , Revision Process and Purpose

02 Common Key Changes

New Award Criteria, Abnormally Low Bid/Proposal, Unbalanced or Front Loaded Bids, Notification of Intention to Award (NIA), Procurement-related complaints, Environmental, Social, Health & Safety and Business Day

03 Some Key SPDs

Standard Bidding Document for Procurement of Plant Design, Supply, and Installation, Major Works, Small Works, Standard Request for Proposals (SRFP) for Selection of Consultants and Standard Shopping Documents for Procurement of Works and Goods

Introduction (1/4)

NEW SUITE OF STANDARD PROCUREMENT DOCUMENTS (SPDs)

Sample

- REOI
- PS & PP Templates
- GPN
- SPN

SBD for

- Procurement of Plant
- Procurement of Goods
- SBD Works - Major Works
- SBD Works Smaller Contracts

Standard

- Shopping Document for Procurement of Works and Goods
- Pre-qualification Document
- Standard RFP Selection of Consultants
- RFP Financial Auditing

Evaluation

- St Evaluation Report Consultants
- St Evaluation Report Goods and Works

Users' Guides

- User's Guide For PQD for Proc of Works
- User's Guide for SBD Major Works

SPD - January 2019

Introduction (2/4)

- ✓ Beneficiaries are mandated to use the Bank's Standard Bidding Documents(SBD) when available as per Procurement Guidelines – Para 2.27
- ✓ Use of SBDs guarantees better quality of Beneficiary's documents
- ✓ SBDs serve as training tools for Bank staff as well as Beneficiaries, promoting best practice



Where no relevant standard bidding documents have been issued, the Beneficiary shall use other internationally recognized bidding documents and conditions of contract and contract forms acceptable to IDB



The Bidding Document and its content shall not contradict the provisions of IDB Procurement Guidelines

Use of SBDs facilitates

- 1) Preparation of procurement documents by Beneficiary,
 - 2) Review by the Bank
 - 3) Bid preparation by candidates
- Promotes competition for Bank-financed contracts
 - Promotes good governance

Purpose

- Instruct bidders on procedure for submission of bids
- Describe goods or works to be produced
- Inform the bidders of criteria for evaluation
- Define conditions of contract



Use of New SPDs

- Mandatory for international competitive procurements where the Project is approved after 31st March 2019;
- May be used for national competitive procurements;
- Existing SBDs may continue to be used for any project governed by the 2009 Guidelines

Revision Process

- SPDs developed from existing SBDs and modified to reflect the New Guidelines
- Maintained existing category classifications:
 - Goods
 - Works
 - Consulting services

Maintained structure of SBD documents:

- Instruction to Bidders (ITB)
- Bid Data Sheet (BDS)
- Employer's Requirements
- Conditions of Contract

Common Key Changes (1/8)

The following Key Changes are common to many of the new SPDs



A bnormally Low Bid/Proposal		N ew award criteria
N otification of Intention to Award, Standstill Period + debrief		U nbalanced or Front Loaded Bids
E nvironmental, Social, Health & Safety		P rocurement-related complaints
		B usiness Day



New Award Criteria Contract is awarded to the Bidder offering the Most Value for Money.

This is the Bidder that meets the Qualification Criteria and whose Bid has been determined to be:

- Substantially responsive to the Bidding document
- Lowest evaluated cost

Time schedule may be taken into account in evaluation. Delay may be monetized and added to the cost.
No credit for earlier completion

Life cycle costs may be taken into account in contracts for “ Goods (equipment)” and “ Design, Supply & Installation (Plant)”

The following may be monetized in evaluation of bids for “ Goods (equipment)”

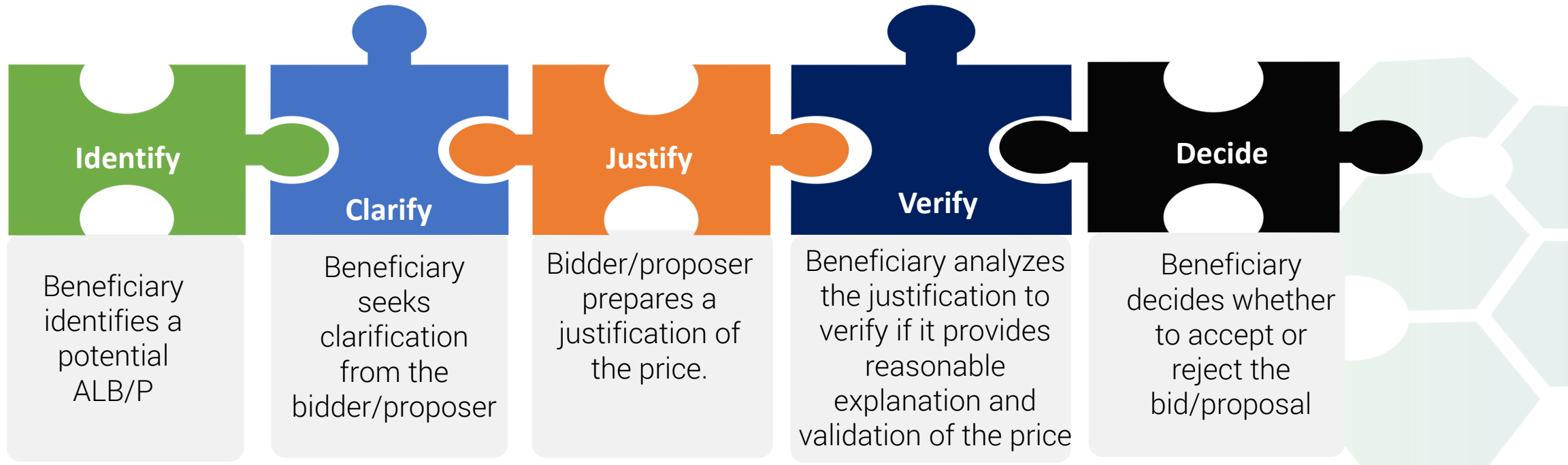
- Availability in the Purchaser’s Country of spare parts and after sales services for equipment offered in the bid
- Deviations in payment schedule
- Performance and productivity of the equipment
- Cost of major replacements

Abnormally Low Bid/Proposal

ALB/P occurs

Where the price, in combination with other elements, appears unreasonably low, to the extent that it raises material concerns as to the bidder's/proposer's capability to perform the contract for that price.

The 5 stages in managing an ALB/P



Unbalanced or Front Loaded Bids

UFLB occurs

Where the prices for items to be executed at the beginning of the project have been increased and prices for items at the end of the project have been decreased without altering the total cost. The intention is to increase the Contractor's cash flow at the beginning of the project.

- Beneficiary may require the Bidder to provide written clarifications.
- Clarifications may include detailed price analyses to demonstrate the consistency of the Bid prices
- After evaluation of the detailed price analyses presented by the Bidder, the Employer may as appropriate:
 - Accept the Bid; or
 - Require that the total amount of the Performance Security be increased at the expense of the Bidder to a level not exceeding 20% of the Contract Price; or
 - Reject the Bid.

Notification of Intention to Award (NIA)

1

Once Beneficiary decides who to award contract to it must inform other bidders/proposers

2

Send NIA to each bidder/proposer that submitted bid/proposal (but not to those who have previously been told they were not successful)

3

Sending NIA starts the standstill period

4

NIA must include

- Details of the successful bidder + the contract price
- Names of all other bidders and their prices
- Statement why recipient was not successful
- Instructions on how to request a debriefing
- Date Standstill Period will end

Procurement-related complaints

Procedure for Procurement-related Complaints is detailed in Annex C of the Procurement Guidelines. New Provisions have been added in the ITB & BDS.

A Procurement-related Complaint may challenge :

The terms of the Bidding document

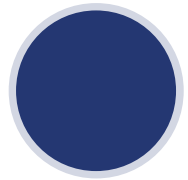
The beneficiary's decision to award the contract



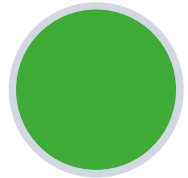
Environmental, Social, Health & Safety

New Optional ESHS Requirements have been added in the SPDs

Contractor required to submit



Code of Conduct (ESHS) that applies to his personnel, to ensure compliance with ESHS Obligations



Management Strategy & Implementation Plans to manage : traffic; water resources; ..etc...



Business Day

In SPDs a 'day' is a calendar day, unless it is specified as a 'Business Day'

A Business day is any day that is an official working day of the Beneficiary - it excludes the Beneficiary's official public holidays

Business Day is clearer for the market



Contract conditions continue to be based on calendar days

Examples of when Business Days apply:

- The calculation of the Standstill Period
- The period within which bidders/proposers may request a debrief;
- Time allowed for submission of procurement-related complaints

Standard Bidding Document for Procurement of Plant Design, Supply, and Installation

- Shall be used by Beneficiaries for procuring of Plant Design, Supply, and Installation contracts
- Under International Competitive Bidding among Member Countries (ICB/MC) or
- Open International Competitive Bidding (ICB)
- Either following a Prequalification process, or without Prequalification.

Use in contracts involving the design, supply, installation and commissioning of specially engineered plant and equipment, such as:



Turbines, generators, boilers, Switchyards, pumping stations, telecommunications, process and treatment plants, power, water, sewerage, similar projects

Standard Bidding Document for Procurement of Plant Design, Supply, and Installation

Should be used when

The value of the plant and equipment portion represents the major part of the estimated contract value,
Or
The nature and complexity of the plant and equipment requires elaborate testing, commissioning and acceptance procedures

Can be used for

Single Stage Bidding- technical & financial proposals submitted together
Two Stage Bidding- technical proposals submitted in 1st Stage & Modified Technical proposals
+ financial proposals in 2nd Stage.

Main Features:

- Beneficiary prepares Performance Specifications, not detailed technical specifications.
- Bidders propose Concept Design at Bidding stage, and the eventual Contractor prepares the detailed engineering design.
- Contract Price is on Lump Sum Basis.

- To be used for the procurement of admeasurement (unit price or rate) type of works through International Competitive Bidding among Member Countries (ICB/MC) or Open International Competitive Bidding.
- These Bidding Documents are not suitable for lump sum contracts without substantial changes to the method of payment and price adjustment, and to the Bill of Quantities, Schedules of Activities, and so forth
- These SBDW are mandatory and required for use in major works contracts (those estimated to cost more than USD 10 million, including contingency allowance) unless IsDB agrees to the use of other IsDB Standard Bidding Documents on a case-by-case basis.
- Beneficiary prepares Detailed Engineering design, Drawings and Technical Specifications.

Some Key SPDs (3/8) | Standard Bidding Document for Procurement of Major Works

- Conditions of Contract Based on the 2010 FIDIC MDB Harmonized Edition
- These SBD are required for use in small works contracts (those estimated to cost less than USD 10 through International Competitive Bidding among Member Countries (ICB/MC) or Open International Competitive Bidding, with Post-Qualification.
- May be adapted to National Competitive Bidding
- May be used in Unit price contracts or lump sum contracts



Some Key SPDs (4/8) | Standard Bidding Document for Procurement of Small Works

PART 1 – Bidding Procedures



Section I. Instructions to Bidders
Section II. Bid Data Sheet
Section III. Evaluation and Qualification Criteria
Section IV. Bidding Forms
Section V. Eligible Countries
Section VI. IsDB Policy – Corrupt & Fraudulent Practices

PART 2 – Works Requirements



Section VII. Employer Requirements

PART 3 – Conditions of Contract and Contract Forms



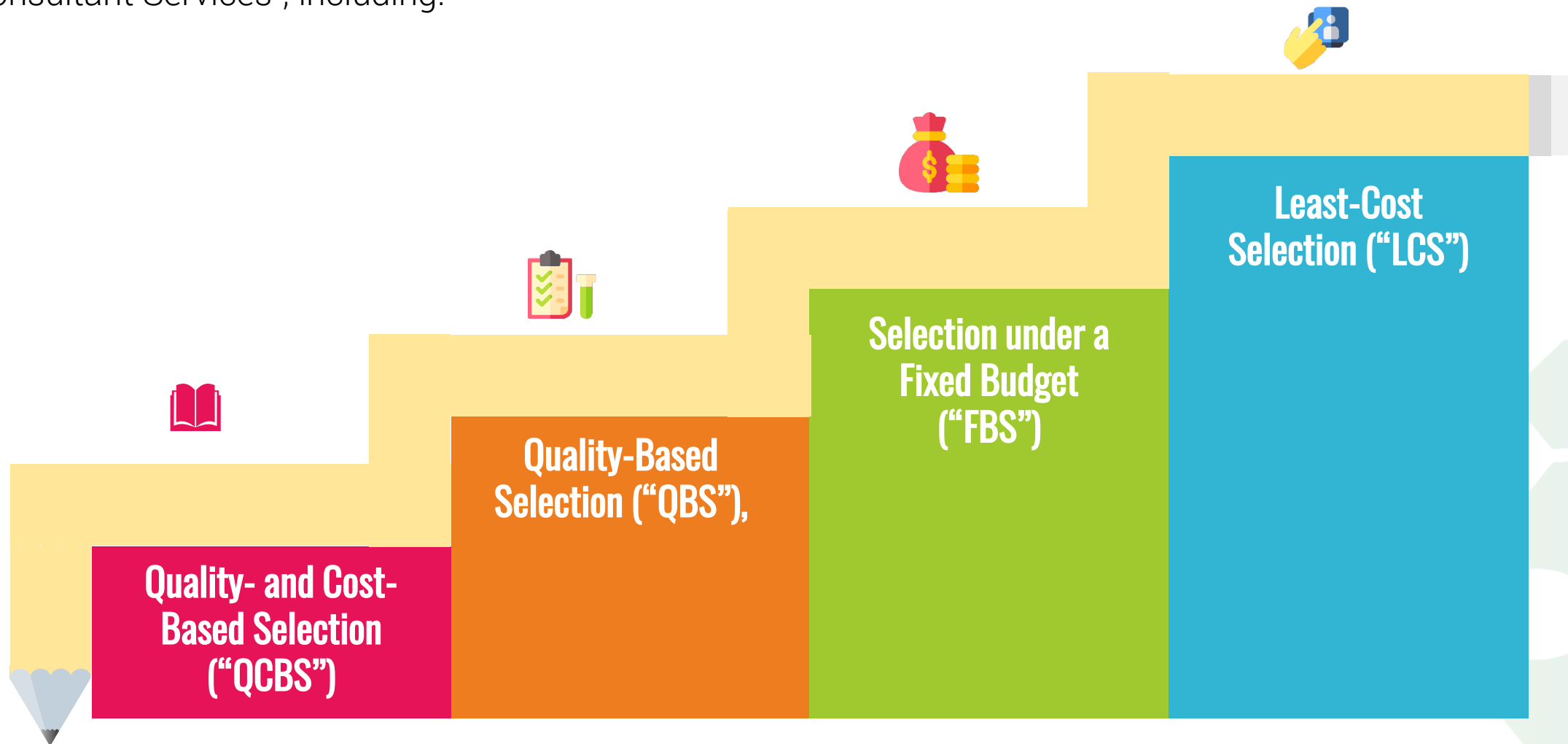
Section VIII. General Conditions (GC)
Section IX. Particular Conditions (PC)
Section X. Contract Forms

Section I, V, VI, VIII, X shall not be changed or revised,

Sections II, III, IV, VII, IX shall be customized as per the assignment,

Some Key SPDs (5/8) | Standard Request for Proposals (SRFP) for Selection of Consultants

The SRFP can be used with different selection methods described in “Guidelines for the Procurement of Consultant Services”, including:



Some Key SPDs (6/8) | Standard Request for Proposals (SRFP) for Selection of Consultants

The SRFP is not required for selections

- Selection of individual consultants
- In the case of entering into an agreement with a UN agency in a format approved by IsDB.

For Selection Based on Consultant's Qualifications ("CQS") or assignments under any selection method costing less than ID 100,000 equivalent (1 Islamic Dinar, ID = 1 Special Drawing Rights, SDR) relevant elements of this SRFP may be used and further simplified for the purpose of a particular assignment

The SRFP includes two standard forms of contract

- Time-based assignments
- Lump-sum assignments.

- Lump sum contracts are normally used for feasibility study and design assignments
- Time based contracts are normally used for supervision of construction

Standard Shopping Document for Procurement of Works

1

Used for simple local civil works that are low in value



2

Specifications; Bills of Quantities/Activity Schedule; drawings are prepared by the Beneficiary.



3

Simplified Conditions of Contract are part of the document

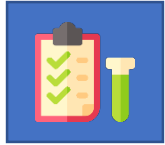


4

Quotations shall be obtained from at least 3 firms



Standard Shopping Document for Procurement of Goods



Used for low-value, readily available off-the-shelf goods



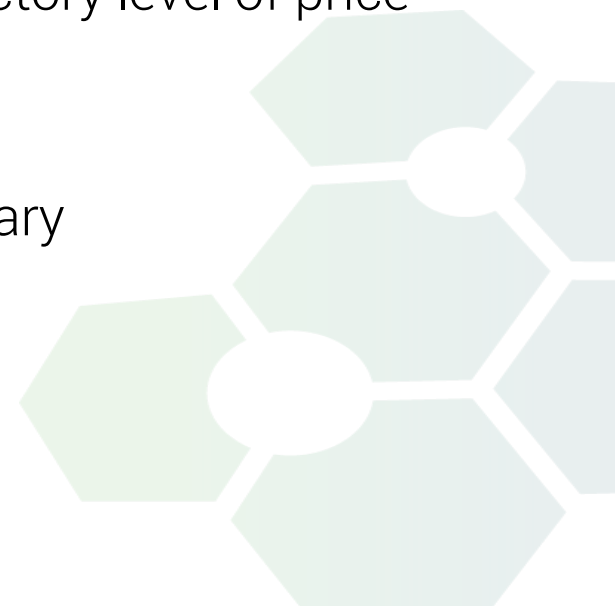
Should be a sufficient number of local and/or foreign suppliers (a minimum of three) that can meet the requirements of the procurement and ensure a satisfactory level of price competition



Technical Specifications and Quantities are prepared by the Beneficiary



Simplified Conditions of Contract are part of the document



Thank you!

