**Sample of Standard Format**

**SPECIFIC PROCUREMENT NOTICE**

 **Invitation for Pre-qualification**

*[Insert: name of Country*]

*[Insert: name of Project*]

*[Insert: Title and Brief Description of Works]*

*[Insert: Financing No*.]

This invitation for prequalification follows the general procurement notice for this project that appeared in [*Insert Name of Newspaper]* No. *[Insert number]* of *[insert date]* 1on-line.

The *[insert name of Beneficiary] [has received/has applied for/intends to apply for]* a *[Finance/grant/TA]* from the *[Islamic Development Bank (ISDB) ]* toward the cost of the *[insert name of project],* and it intends to apply part of the proceeds of this *[financing/grant/TA]* 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].*2The *[insert name of Executing Agency]* intends to prequalify contractors and/or firms for *[insert description of Works or goods to be procured].*3It is expected that invitations for bid will be made in *[insert month and year].*4

Prequalification will be conducted through prequalification procedures specified in the Islamic Development Bank’s Guidelines for Procurement of Goods and Works, May 2009 and is open to all bidders from eligible source countries, as defined in the guidelines.5

Interested eligible Applicants may obtain further information from and inspect the prequalification document at the *[insert name of Executing Agency]* (address below) *[state address at end of document]* from *[insert office hours].*6A complete set of the prequalification document in *[insert name of language]* may be purchased by interested Applicants (a) 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].*8The document will be sent by *[insert delivery procedure], [insert “alternatively the PQD can be purchased electronically under the procedures described in the attachment to this IFP” if electronic purchase and delivery is an option].*

Applications for prequalification should be submitted in sealed envelopes, delivered to the address below9 by *[insert date],* 10and 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 [Insert street address*]

[*Insert telephone number, indicate country and city code*]

[*Insert facsimile or cable number*] [*Insert Email address*]

**Notes for preparation**

1. *Day,* month, *year; for example 31 January 2011*

2.[*Insert the following if applicable*].This contract will be jointly financed by [*insert name of co-financing agency*].Bidding will be governed by the Islamic Development 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 specialized experience or capabilities; such requirements 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, if any, shall be to defray printing and mailing/shipping costs and shall be nominal.

8. For example, cashier’s check, direct deposit to specified account, etc.

9. 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.

10. The time allowed for preparation of the prequalification submission should be sufficient for Applicants to gather all the information required, generally not less than 2 months 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.