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| Guidance on the Publishing of  Contract Award  Notice  Project Procurement Division  23 May 2021 |
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Publishing of Contract Award Notice

In implementing the provision of Procurement Guidelines, ensuring transparency, streamline the process, and standardized information to be published for Award Notice, PPR has made arrangements for publishing of these notices on IsDB Website, e UNDB and DgMarket.

Field Procurement Officers in collaboration with the Operations colleagues will ensure provision of the Award Notice for timely publishing both by the beneficiary and also by IsDB on electronic platforms available. A standard format has been developed by PPR.



As per para 2.114 of the Guidelines for Procurement of Goods Works and Related Services (April 2019) and para 3.34 of the Guidelines for the Procurement of Consultant Services relating to contract award notice, it states that after the award of contract, the Beneficiary shall publish a Contract Award Notice on the UNDB Online or DgMarket websites, in addition to IsDB’s external website. In the case of national shortlists, the Contract Award Notice should be published using the same media as used for the publication of Request for Expression of Interest (REOI), in accordance with Paragraph 2.16(b), in addition to IsDB’s external website. As per the para 3.6 of the Guidelines for Procurement of Goods and Works, for NCB, the award of contract shall be published using the same media as used for the SPN, in accordance with Paragraph 2.7.

Contract Award Notice



For Goods and Works

Within ten (10) Business Days after the date of transmission of the Letter of Acceptance, the Executing Agency shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

a) Name and address of the Employer.

b) Name and reference number of the contract being awarded, and the selection method used.

c) Names of all Bidders that submitted Bids, and their Bid prices as read out at Bid opening, and as evaluated.

d) Names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor; and

e) The name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope. Addition to IsDB’s external website. In the case of national shortlists, the Contract Award Notice should be published using the same media as used for the publication of Request for Expression of Interest (REOI), in accordance with Paragraph 2.16(b), in addition to IsDB’s external website. As per the para 3.6 of the Guidelines for Procurement of Goods and Works, for NCB, the award of contract shall be published using the same media as used for the SPN, in accordance with Paragraph 2.7.

Notification of Award

For Consultancy Services

Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

(a) Name and address of the Client.

(b) Name and reference number of the contract being awarded, and the selection method used.

(c) Names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated.

(d) Names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor.

(e) The name of the successful consultant, the final total contract price, the contract duration and a summary of its scope.

PUBLICATION OF THE AWARD OF CONSULTANCY CONTRACTS FOR THE PROJECTS FINANCED BY THE ISLAMIC DEVELOPMENT BANK

Date

INFORMATION NOTE

|  |  |
| --- | --- |
| Publication date: | **Input** |
| Country: | **Input** |
| Executing agency: | **Input** |
| Name of Project / Study: | **Input** |
| Mode of Financing Number: | **Input** |
| Name of Request for Proposals (RFP): | **Input** |
| Selection method: | **Input** |
| REOI publication date: | **Input** |
| Issuance date of the RFP: | **Input** |
| Opening date of technical proposals: | **Input** |
| Opening date of financial proposals: | **Input** |
| Date of approval by the Bank of the negotiated draft contract: | **Input** |

1. **Successful Consultant**

|  |  |
| --- | --- |
| Name: | **Input** |
| Nationality: | **Input** |
| Address: | **Input** |
| Contract amount: | **Input** |
| Contract’s start date: | Input |
| Duration of execution of the Contract: | Input |
| Summary of the purpose of the Contract: | Input |

1. **Unsuccessful Bidders - Total number of Participated Bidders (Numbers)**

| **Sr** | **Name** | **Nationality** | **Address** | **Technical Scores** | **Evaluated prices** | **Final Scores** | **Ranking** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Input** | **Input** | **Input** | **Input** | **Input** | **Input** | **Input** |

Signature of

Head, Procurement Unit, Executing Agency or Project Management Unit

N.B .: Any consultant who wishes to know the reasons why his proposal was not selected must make a request to the Executing Agency. In any event, the Bank reserves the right to have any claim from a participated consultant examined at any time following the award of the contract.

PUBLICATION OF THE AWARD OF GOODS AND WORKS CONTRACTS FOR THE PROJECTS FINANCED BY THE ISLAMIC DEVELOPMENT BANK

Date

INFORMATION NOTE

|  |  |
| --- | --- |
| Publication date: | Input |
| Country: | Input |
| Executing agency: | Input |
| Name of the project: | Input |
| Mode of Funding Number: | Input |
| Title of the Bidding: | Input |
| Lot number and name (if different from the name of the Bidding): | Input |
| Procurement Mode: | Input |
| National preference (Yes or No): | Input |
| MC preference (Yes or No): | Input |
| Beneficiary's tender number: | Input |
| Date of receipt by the Bank of the draft Bidding Document: | Input |
| Date of approval by the Bank of the Bidding Document: | Input |
| Date of issuance of the Bidding Document: | Input |
| Deadline for submission of bids: | Input |
| Date of opening of bids: | Input |
| Date of receipt by the Bank of the Bid evaluation report (BER): | Input |
| Date of approval by the Bank of the BER: | Input |

1. **Successful Consultant**

|  |  |
| --- | --- |
| Name: | **Input** |
| Nationality: | **Input** |
| Address: | **Input** |
| Contract amount: | **Input** |
| Contract’s start date: | Input |
| Duration of execution of the Contract: | Input |
| Summary of the purpose of the Contract: | Input |

1. **Unsuccessful Bidders - Total number of Participated Bidders (Numbers)**

| **Sr** | **Name** | **Nationality** | **Address** | **Bid prices read out** | **Evaluated prices** | **Bids accepted / rejected** | **Reasons for their rejection** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Input** | **Input** | **Input** | **Input** | **Input** | **Input** | **Input** |

Signature of

Head, Procurement Unit, Executing Agency or Project Management Unit

N.B .: Any bidder who wishes to know the reasons why his bid was not selected must make a request to the Executing Agency. In any case, the Bank reserves the right to have any claim from a bidder examined at any time following the award of the contract.