«Approved»
Director of the Center for Implementation of
Investment projects of the Committee for Environmental Protection under the
Government of the Republic of Tajikistan

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Procurement Manual for
The Center for Implementation of Investment Projects

THE COMMITTEE FOR ENVIRONMENTAL PROTECTION UNDER THE GOVERNMENT OF THE REPUBLIC OF TAJIKISTAN

TABLE OF CONTENTS

LIST OF ACRONYMS

CBO Community-Based Organization
CDD Community Driven Development
CPP Community Participation Procurement
CQs Selection Based on Consultant's Qualifications
DC Direct Contracting
DP Direct Purchase
FAD Finance and Administrative Department
FBS Fixed Budget Selection
IA Implementing Agency
IBRD International Bank for Reconstruction and Development
IC Selection of Individual Consultants
IDA International Development Association
LCB Local Competitive Bidding
LCS Least-Cost Selection
LPA Local Public Authorities
MB Management Board
MC Management Committee
MDL Moldovan Lei
MIS Management Information System
CIIP Committee on Environmental Protection Center for Implementation of Investment Projects
NCB National Competitive Bidding
NGO Non-Governmental Organization
SH Shopping
PIP Project Implementation Plan
PMU Project Management Unit
QCBS Quality- and Cost-Based Selection
RFT Request for Tranche
SAW Statement of Accomplished Works
SCS Social Care Services
SSS Single Source Selection **ST** Small Town
TIAD Technical Issues Assistance Department
WUA Water User Association
PUU Pasture User Union

1. PREFACE

The “Procurement Manual” provides the essential information and brief step-by-step procedures for procurement of goods, works and services. This document is intended to guide the procurement officials directly involved in the procurement activities. It also intends to help with understanding the procurement processes and to achieve uniformity in procurement processes throughout the project. The rights and obligations of the purchaser and the contractor of goods and works will be governed by the tender documents and by the contracts signed by the purchaser with the contractor and not by the guidelines stated in this document.

This Procurement Manual provides general guidelines for CIIP procurement activities for non-investment projects Specific procurement requirements may vary depending on the funding source. In cases where donor-specific procurement guidelines exist, those guidelines will take precedence over conflicting provisions in this Manual, and appropriate annexes or supplements may be added for specific donor-funded projects.

The Guidelines apply for contracts which are fully implemented by the CIIP or funded by other lenders or donor under parallel arrangements, other procedures may be followed provided the donor is satisfied these procedures are economical and efficient and do not prejudice the successful implementation of the project. The CIIP requires careful procurement planning before project approval and supervises procurement during project implementation to ensure the appropriate application of these rules.

This Manual is designed to be adaptable to various donor requirements while maintaining core principles of transparency, fairness, competition, and value for money. Project managers should consult with CIIP procurement specialists to determine if specific donor requirements necessitate adjustments to standard procedures.

2. INTRODUCTION

2.1 Using the Procurement Manual

The Manual consists of two parts:

1st Part – Procurement Management and Procedures, includes legal provisions, procurement responsibilities, procurement plan, monitoring and evaluation, identification of needs for goods, works and consulting services under sub-projects, roles and responsibilities of Committee on Environmental Protection (CEP) Center for Implementation of Investment Projects (CIIP) and IAs (IAs/CBOs/NGOs/WUA/PUU), applicable procurement methods and their step-by-step execution, and contract coordination and payments.

2nd Part – Procurement Documents, Forms and Templates, includes sample (i) Bidding Documents for procurement of goods under National Competitive Bidding (NCB) (ii) Bidding Documents for procurement of works under Community Participation Procurement (CPP) procedures; (iii) Invitation to Quote packages for procurement of goods and works under National Shopping (NS) procedures; (iv) documents for Direct Purchase (DP) for procurement of goods and Direct Contracting (DC) for procurement of works; (v) Request for Proposals packages for procurement of consulting services under Quality- and Cost-Based Selection (QCBS), Least-Cost Selection (LCS), Fixed Budget Selection (FBS), and Selection Based on Consultant's Qualifications (CQs); and (vi) documents for selection of Individual Consultants (IC), and Single Source Selection (SSS).

2nd Part also includes templates for Bid/Proposal Evaluation Report, Notification of Award, Minutes of Opening, Minutes of Contract Negotiations, etc.

3. PROCUREMENT MANAGEMENT

3.1 Procurement

Procurement is the overall process of acquiring goods, works, services and consultancies through purchase, hire or rental. Actions undertaken to carry out procurement are defined as procurement activities. These include all activities from needs identification, planning, forecasting, sourcing, and solicitation of offers, evaluation and review up to award of contracts. A specified series of procurement activities, which have to be executed in the same manner to obtain the same result under the same circumstances, is thereby defined as procurement PROCEDURE.

3.2 Objectives

The overall objective of manual is to add value to organization and its stakeholders for fulfilling objectives regarding procurement. Undertaking quality procurement means carrying out activities in a manner that best enable an organization to attain general and specific objectives of project (s) in compliance with applicable procurement PROCEDURE. The process should ensure that goods, works, services and consultancies acquired by the organization are obtained in a timely fashion, at the most competitive price and are of the required quality and quantity. The document has been designed to streamline procurement process by specifying relevant controls, defining lines of responsibility amongst respective departments and ensuring consistency with the existing control framework over the organization's business processes. This manual seeks to achieve the following broad objectives:

- To elaborate the need for efficient and transparent procurement process;
- To specify various types of procurement methods;
- To indicate appropriate levels of transparency and efficiency through standards and guidelines;
- To formalize policies, processes and rules;
- To ensure maintenance of proper sets of documentation; and
- To guarantee adherence to donor specific requirement regarding procurement.

3.3 Procedures for Procurement

Procurement of goods and services financed by the various donors will be undertaken in accordance with this Procurement Guidelines.

Donor-financed procurement must comply with the Procurement Guidelines, as provided for in the relevant financing agreement. The rights and obligations of the CIIP and the provider of goods, works, and services are governed by the bidding documents, and by the contracts signed by the CIIP with the providers. The responsibility for procurement under donors' financing rests with the CIIP. The donor has the obligation to ensure that the proceeds of its financing are used in accordance with the donor's procurement policy and with due attention to considerations of economy, efficiency, and transparency.

Application of simplified procedures in achieving the objectives of CIIP Project could be agreed between the donor and CIIP. For these procedures there are certain minimum procedural requirements for sub-projects to (i) ensure economy and efficiency, and (ii) to supervise the procurement process periodically through post review by the donor and/or CIIP, which are outlined in this Manual.

The procurement processes typically consist of identification of requirements, developing specifications, identifying suppliers/ service providers, inviting bids/ proposals, evaluating and awarding contracts, contract management, receipt and certification of goods/ services, evaluation and closure of contract.

The flow chart in Figure 1 broadly depicts the essential steps in the procurement process.

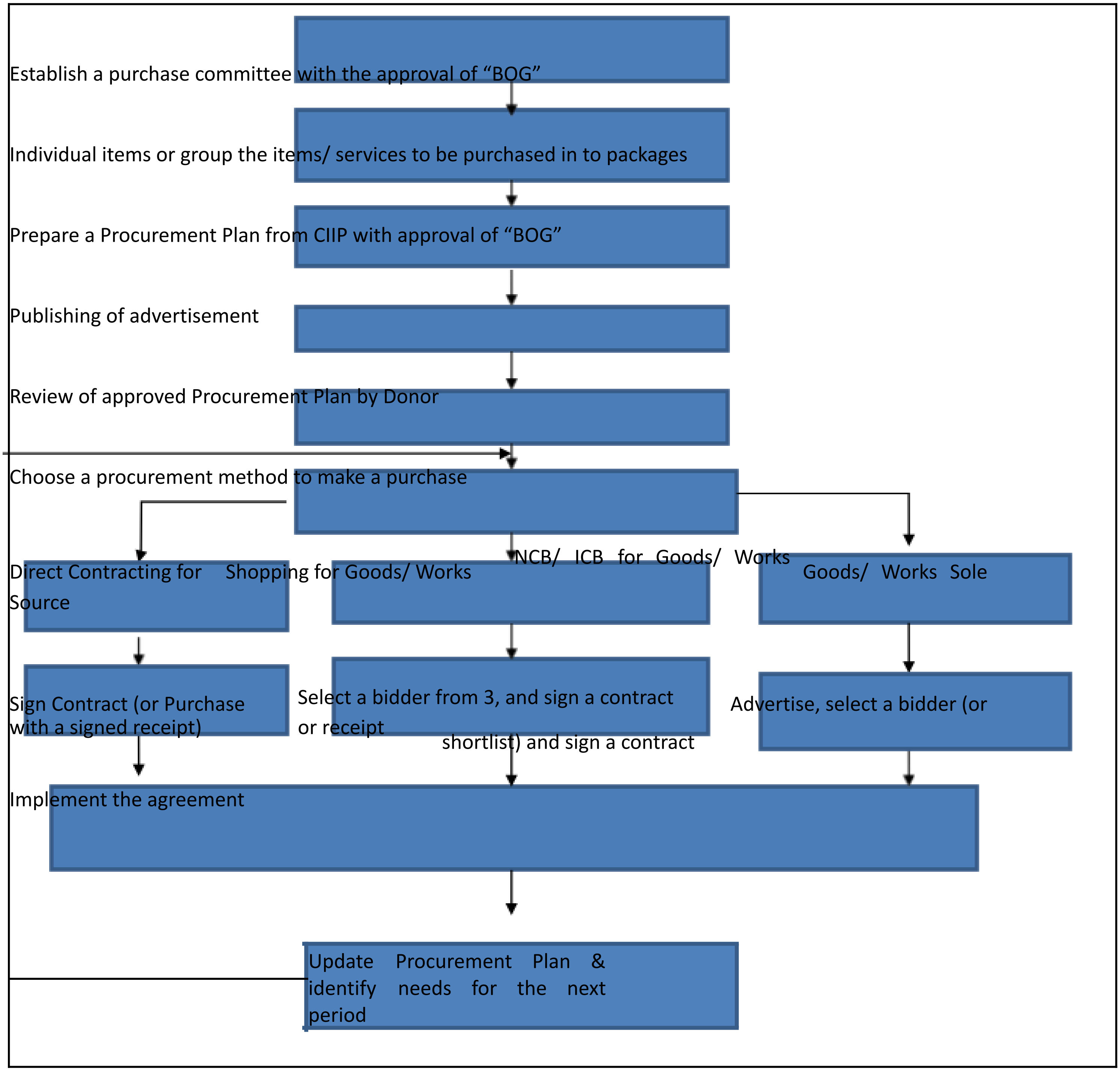

Figure 1: Procurement Process Flow Chart

3.4 Procurement Responsibilities

The responsibility for the implementation of the project, and therefore for the payment of goods, works, and services under the project, rests solely with the *CIIP.*

Procurement under the DONOR and CIIP Projects

- Implement procurement strategies to maintain security of supply and optimum value for money; Perform all procurement and contracting activities including pre- qualification, tender management, negotiation and preparation of contracts;
- Set policy and guidelines for delivering cost effective procuring process;
- Provide periodic reporting for management on purchasing, controls and processes;
- Interview, hire and train personnel for procurement related activities;
- Manage preparation, implementation and execution of procurement processes;
- Implement procurement processes to ensure efficiency, cost savings and best practices;
- Work with finance team throughout the procurement cycle to assist with forecasting and budgeting;
- Perform sourcing, liaising and negotiating with new and existing suppliers to improve procure; Review supplies, works and services to ensure compliance with company procedures and best procurement practice;
- Provide updates about procurement related progress and potential delays on a daily basis to the Manager;
- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met;
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends;
- Oversee supplier related activities and monitor supplier performances;
- Coordinate with suppliers to resolve performance related issues;
- Ensure compliance with company procedures and contract requirements.
- Perform negotiations for contract terms and conditions.

In selecting appropriate procurement methods, the CIIP procurement staff must refer to Section 4.1.4 (Procurement Method Selection Framework) to ensure that the correct method is applied based on value thresholds, type of procurement and specific circumstances. All procurement decisions shall be documented with reference to the criteria established in the Procurement Method Selection Framework. Improper selection of procurement methods may result in inefficiencies, limited competition or poor value for money, and may be subject to rejection during review processes.

All procurement activities for sub-project shall be done by the CIIP.

All procurement practices for works, goods and services to be used shall comply with the guidelines provided in the CIIP Operational Manual and shall aim at achieving economy and efficiency.

CIIP Executive Manager Project will oversee all procurement to be carried out under CIIP Project.

3.5 Preparation of the Procurement Plan

Procurement plans include contract packages and estimated costs, procurement methods, procurement responsibilities and processing timetables for each package or set of packages (Procurement Guidelines of the Donor).

The preparation of a realistic procurement plan for a project is critical for its successful monitoring and implementation. As part of the project preparation, the CIIP procurement officer shall prepare a preliminary procurement plan, however tentative, for the entire scope of the project. At a minimum, the CIIP procurement specialist shall prepare a detailed and comprehensive procurement plan including all contracts for which procurement action is to take place in the first 18 (eighteen) months of project implementation. An agreement with the donor shall be reached at the latest during loan negotiations. The CIIP shall update procurement plans throughout the duration of the project at least annually by including contracts previously awarded and to be procured in the next 12 (twelve) months. All procurement plans and their updates or modifications shall be subject to the Donor's prior review and no-objection before implementation. After loan negotiations, the Donor shall arrange the publication on its external website of the agreed initial procurement plan and all subsequent updates once it has provided a no objection.

A. General

1) The Procurement Plan is based on the approved budget.
2) It shall be produced at the CIIP.
3) The Procurement Plan shall include:
- What shall be procured/contracted
- When shall the procurement take place
- Which are the main steps for every procurement process
- How much each procurement shall cost.

4) The CIIP shall prepare an annual procurement plan, which shall contain the following information:
- Contract package
- Estimated cost
- Method of procurement
- Dates for completion of key procure
- Preparation of tender documents
- Opening of tenders
- Tender evaluations
- Procurement committee adjudication and tender awards
- Contract signing
- Implementation process to completion
- Payments to suppliers/contractors

5) The format for CIIP Procurement Plan is given in Annex 1.

When developing the procurement plan, the selection of procurement methods must strictly adhere to the thresholds and criteria outlined in Section 4.1.4 (Procurement Method Selection Framework). The procurement plan shall clearly indicate the chosen procurement method for each package and provide brief justification if any special methods (such as Direct Contracting) are proposed. During procurement plan reviews, any package with inappropriate method selection will require revision before approval. The Procurement Specialist shall use the decision tree in Section 4.1.2 to guide the preliminary determination of procurement methods during planning stages.

B. CIIP

1) CIIP will prepare Project Implementation Plan (PIP) to be agreed with the donor. PIP will contain the following elements:
- Time-bound detailed implementation plan for each project component with a detailed breakdown per activity.
- Schedule of disbursements for each project component, detailing expected donor financing, RT counterpart funds, and Donor's contributions.
- Administrative arrangements for project implementation.

2) The PIP shall be the control and guiding tool in the procurement operations within the scope of CIIP Project.

CIIP Project Procurement Specialist shall be responsible for preparing a **Project-Specific Procurement Plan** for the respective project. In parallel, the *CIIP Central Procurement Specialist* shall develop and maintain a **Consolidated Annual Procurement Plan** covering all CIIP project components. This overarching plan shall be prepared and updated annually in accordance with the **Project Implementation Plan (PIP)** to ensure consistency, transparency, and efficiency across all procurement activities.

3) The overall Procurement Plan is determined by the CIIP activity schedule for every sub-project during its implementation.

4) CIIP Procurement Plan will be revised on a yearly basis to reflect the actual status of CIIP Project implementation.

3.6 General Procurement Provisions

All procurement of goods/works or services must conform to the following criteria: i) economy and efficiency in implementation of the project; ii) fair and equal opportunity for all potential contractors/suppliers; iii) transparency in procurement process.

CIIP Director will oversee all procurement to be carried out under CIIP Projects. All procurement related to project activities shall be centralized.

The application of procurement methods shall follow the criteria established in Section 4.1.4 (Procurement Method Selection Framework). The framework provides comprehensive guidance on value thresholds and circumstances that determine the appropriate procurement method. Deviations from the framework must be explicitly justified and approved by both the CIIP Director and relevant donor prior to initiating the procurement process. Documentation of method selection justification shall be maintained in the procurement files.

3.7 Terms of Reference (TOR)

A TOR is a description of the scope of work for services, generally indicating the work to be performed, the level of quality and effort, the timeline, and the deliverables. TORs are mostly used to define the performance requirements for expert and advisory services, which are not easily quantified, e.g., where a solution to a requirement is offered. The TOR is often the vendor’s first and main introduction to the requirements. Clear, uncontradictory TORs will limit the risks to the vendor and enable them to prepare a clear and detailed proposal. This should lead to successfully implemented projects and limit the risk of dispute or claims. The TOR typically includes the following information:

- Background for requesting the service;
- The objective of the service and overall impact;
- Expected and clearly defined output from the service;
- Activities required to reach this output;
- Inputs required to perform activities;
- Deliverables; and
- Timelines.

3.8 General Procurement Notice (GPN)

Advertisements serve to inform potential bidders and the public that the DONOR procurement system and procedures shall apply. Moreover, a publication on the DONOR website leads an interested party to the DONOR guidelines as well as the SBDs to be used. It is likewise advised that the DONOR anticorruption policy applies, including sanctions currently imposed on firms and individuals. Information on ICB procurement is available in the general procurement notice, the procurement plan, the invitation for prequalification, or the invitation for bids for specific contracts published also on www. worldbank.org, as well as in a local newspaper with national circulation.

Invitations to prequalify or to bid, as the case may be, shall be advertised as specific procurement notices in the donor's website (www. .org) as well as in (i) a newspaper of national circulation in the borrower's country (at least in one English and Russian or Tajik languages newspaper, if available), or (ii) on an internationally known and freely accessible website in English. A copy of the invitation for bids shall be submitted to DONOR for approval and for publication in DONOR's website in accordance with the provisions of the financing agreement.

CIIP shall publish an announcement in the "National Gazette" (untj.org) on the procurement to be made.

Advertisement in local newspapers, sites CIIP, sending of target invitations is also recommended. The extension of the bid opening date shall be notified to potential bidders 14 days prior to the expiring of the bid submission deadline.

3.9 Consolidated Procurement Thresholds

To ensure consistency, transparency and compliance with donor requirements, the following table provides the definitive thresholds for all procurement methods applicable to CIIP projects. These thresholds shall be used as the primary reference for determining the appropriate procurement method for all goods, works and services. The thresholds outlined in Table 1, represent the current approved values, which have been established based on the best international practices and donor requirements. Any deviation from these thresholds must be specifically justified and approved by both the CIIP Director and relevant donor prior to initiating the procurement process.

Table 1: Consolidated Procurement Thresholds

Table 1: Consolidated Procurement Thresholds

Procurement Method	Goods Threshold	Works Threshold	Consulting Threshold	COMMENTS
International Competitive Bidding (ICB)	> US$1,500,000	> US$3,000,000	Not applicable	
National Competitive Bidding (NCB)	US$150,000 - US$1,500,000	US$150,000 - US$3,000,000	Not applicable	
Shopping (SH)	< US$150,000	< US$300,000	Not applicable	
Direct Contracting/Direct Purchase (DC/DP)	Not applicable	Not applicable	Not applicable	Upon agreement
Quality and Cost Based Selection (QCBS)	Not applicable	Not applicable	> US$300,000	
Least Cost Selection (LCS)	Not applicable	Not applicable	> US$300,000	
Consultant Qualification Selection (CQS)	Not applicable	Not applicable	US$50,000 - US$100,000	
Single Source	Not applicable	Not applicable	Any value	

Procurement Method	Goods Threshold	Works Threshold	Consulting Threshold	COMMENTS
Selection (SSS)				
Individual Consultant (IC)	Not applicable	Not applicable	Any value	

Notes:
1. All threshold values are in US Dollars. For local currency equivalents, use the exchange rate effective on the date of procurement planning.
2. For any procurement that falls at the boundary between methods, the more rigorous method is preferred.
3. Special justification is required for any Direct Contracting/Purchase, regardless of value.
4. In case of any conflict between these thresholds and current Tajikistan procurement regulations, the more restrictive threshold shall apply.
5. For donor-funded projects, specific donor requirements may take precedence when they are more restrictive than these thresholds.
6. These thresholds should be reviewed annually to ensure continued compliance with changing regulations and best practices.

3.10 Preparation of Bidding Documents/Invitation to Quote/Request for Proposals

CIIP must make all efforts to invite reputable firms, known as suppliers of goods, works and services being purchased as part of their normal business. In case of receiving unsolicited bids/quotations/proposals they may be accepted after carrying out a due diligence exercise to verify the nature and the reputation of the firms.

CIIP shall encourage the participants to visit the project site (worksite and office conditions) before submission.

3.11 Rejection of All Bids

Bidding documents usually provide that CIIP may reject all bids. Rejection of all bids is justified when there is lack of effective competition, or bids are not substantially responsive or when bid prices are substantially higher than existing budget. Lack of competition shall not be determined solely on the basis of the number of bidders. Even when only one bid is submitted, the bidding process may be considered valid, if the bid was satisfactorily advertised and prices are reasonable in comparison to market values. CIIP may, after donor's prior approval, reject all bids. If all bids are rejected, the borrower shall review the causes justifying the rejection and consider revising the conditions of contract, design and specifications, scope of the contract, or a combination of these, before inviting new bids.

All valid bids received shall be evaluated in accordance with the criteria, methods, and procedures provided in the bidding document, and only those bids which do not substantially meet the specifications, bidder qualifications and other requirements of the bidding document may be rejected.
Rejection of All Bids. In some situations, CIIP could be permitted by the donor to reject all bids submitted in response to an invitation for bids. However, this has to be provided for in the bidding documents and the approval of the Task Team Leader/Procurement Specialist/Procurement Accredited Staff must be obtained by CIIP. CIIP may reject all bids under the following circumstances:

- Where the price in the lowest evaluated bid exceeds the Borrower's bid cost estimates by a substantial margin;
- When all the bids received are not responsive to the requirements in the bid documents; and
- Where the CIIP after receiving bids reasonably concludes that there is lack of competition.

Where all the bids are rejected, the CIIP Project Coordinator, Task Team Leader/Procurement Specialist should review the bidding documents and make any appropriate revisions. If substantial changes are made to the bidding documents, the CIIP should then invite new bids on the basis of the new bidding documents.

3.12 Invitation. Receiving the Bids/Quotations/Proposals

To ensure receiving at least 3 bids/quotations/proposals as a good and corresponding competition, PIG shall send the invitation/ request in the following manner:

- Open bidding under ICB/NCB for goods and works, advertised nationwide/locally.
- At least 3 Invitations to Quote under Shopping (Sh) method for goods and works.
- 3 to 6 Requests for Proposals under QCBS, LCS, FBS and CQs method sent to shortlisted consulting firms.
- At least 3 Requests for Expression of Interest (CVs) under IC method to individuals with corresponding profession, qualification and experience.
- All bids/quotations/proposals/expressions of interest received, in due time or later, shall be kept under safe conditions, until opening time or start of evaluation.

3.13 Language

For international competitive procurements, all Procurement Documents shall be in English, as the CIIP chooses. The Borrower may also issue translated versions of these documents in another language, which should be the National Language.

The National Language is, either:

a. the national language of the CIIP which the Tajik language; or
b. the language used nationwide in the CIIP's country for commercial transactions, which can be Russian.

The CIIP shall take full responsibility for the correct translation of the documents into the Tajik Language. In case of any discrepancy, the text in English prevails. If Procurement Documents are issued in two languages, potential Applicants/ Bidders/ Proposers/ Consultants may submit their Applications/ Bids/ Proposals in either of those two languages.

For international competitive procurement that is subject to prior review, the CIIP has the responsibility to furnish to the Donor an accurate translation of the evaluation report for Prequalification/Initial Selection/Shortlisting/Bid/Proposal, draft contract and the conformed copy of the contract in the internationally used language specified.

Donor Procurement Regulations for IPF Borrowers for bids/request for proposals documents, that is, English or Russian. The Borrower shall also furnish to the Donor an accurate translation of any subsequent modifications of such contracts.

For national procurement, Procurement Documents may be in the National Language. When the Procurement Documents are in the National Language, the Donor may require the Borrower to provide, for its review, an accurate translation in English or Russian.

The contract signed with the winning Bidder/Proposer/Consultant shall always be written in the language in which the Bid/Proposal was submitted, which shall be the one that governs the contractual relations between the Borrower and the winning Bidder/Proposer/Consultant.

3.14 Joint Ventures

Any firm may bid independently or in joint venture either with domestic firms and/or with foreign firms. A joint venture may be for the long term (independent of any particular bid) or for a specific bid. The joint venture shall appoint one of the firms to represent it, and all its members shall sign the contract and be jointly and severally liable for the entire contract. The CIIP does not accept conditions of bidding or contracting which require mandatory joint ventures or other forms of mandatory association between firms.

3.15 Anti-corruption Policy and Procedures

3.15.1 Policy Statement

CIIP has zero tolerance for fraud and corruption in all procurement activities. All bidders, suppliers, contractors, consultants, and CIIP staff must follow high ethical standards during procurement and contract execution.

3.15.2 Prohibited Practices

The following practices are prohibited:

a) "Corrupt practice" - Offering or giving anything of value to influence others improperly;
b) "Fraudulent practice" - Misrepresentation to obtain benefits or avoid obligations;
c) "Collusive practice" - Arrangements between parties to achieve improper purposes;
d) "Coercive practice" - Harming or threatening others to influence their actions;
e) "Obstructive practice" - Destroying evidence, making false statements, or impeding investigations.

3.15.3 Prevention Measures

CIIP implements these key prevention measures:

a) Supplier screening and verification;
b) Conflict of interest management and disclosure requirements;
c) Staff training in ethics and fraud detection;
d) Separation of duties in procurement processes;
e) Regular risk assessments of procurement activities.

3.15.4 Reporting Suspected Corruption

Anyone can report suspected corruption through:

a) Phone: [Hotline number];
b) Email: [Email address];
c) In writing to the Compliance Officer.

All reports are confidential. CIIP prohibits retaliation against whistleblowers.

3.15.5 Investigation Process Reports of potential corruption will be:

a) Reviewed by the Compliance Officer;
b) Investigated if warranted;
c) Documented with clear findings;
d) Addressed with appropriate actions.

3.15.6 Sanctions

Violations may result in:

a) For individuals: Warning, suspension, termination, or legal action;
b) For firms: Bid rejection, contract cancellation, financial penalties, debarment from future contracts, or legal action;
c) For projects: Declaring misprocurement, canceling financing, or requiring reimbursement.

3.15.7 Responsibilities

a) CIIP Director: Overall policy responsibility;
b) Compliance Officer: Day-to-day implementation;
c) Procurement Staff: Following procedures and reporting concerns;
d) All participants: Adhering to ethical standards.

3.16 Bids/Proposals Public Opening

CIIP shall invite the bidders/consultants, who wish to attend, in the room where the opening will take place. Envelopes received after the deadline shall not be opened and are to be returned in the initial sealed form.

The Evaluation Committee shall open the envelopes received in due time, read and verify all the bids/proposals received, their registration, modifications (if any), the bid/proposal price and any other related document. This will be recorded in the Minutes of Opening.

The original Minutes of Opening shall be kept in the procurement file.

3.17 Procedures for Bid Evaluation and award of contracts

3.17.1 Bid Evaluation Committee

An Evaluation Committee to review the procurements carried out by CIIP shall be established in the CIIP Office. The Committee will oversee the evaluation of bids/quotations and make recommendations for contract awards. The Committee's primary responsibility will be to evaluate price quotations/bids received and to make recommendations for contract award following the procedures outlined in this Manual. CIIP shall ensure that no committee member has any conflict of interest with participating bidders.

For detailed information on Committee structure, approval authorities and decision-making processes, refer to Section 3.18 (Procurement Authority and Responsibilities).

The Bid Evaluation Committee will be responsible for bid evaluation, while notification and signing of contracts will be done by the authorized personnel as specified in Section 3.18.

3.17.2 Clarification or Alteration of Quotations

CIIP and its members shall see to it that no bidder should be permitted to alter the quotation after the deadline for receipt of quotations. Only clarifications which don’t change the substance or price of the quotation may be requested or accepted by the CIIP after that deadline time. Records of all clarifications sought or received must be kept by the Bid Evaluation Committee.

3.17.3 Confidentiality

After the public opening of bids/receipt of quotations, information relating to the examination, clarification, and evaluation of bids and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award. As for as possible the quotation opening, examination, evaluation, and recommendations shall be done on the same day.

3.18 Procurement Authority and Responsibilities

3.18.1 Procurement Committee Structure

CIIP uses a single Evaluation Committee structure for all procurement activities:

- Chairperson: Appointed by CIIP Director;;
- Members: At least two technical specialists from relevant departments
- Secretary: Procurement Officer (non-voting);
- Observer: Finance representative (non-voting).

The Committee is responsible for evaluating all procurement cases and making recommendations for award.

3.18.2 Approval Authorities
Procurement approvals are **is ultimately approved by the Director**, regardless of thresholds.

Donor prior review requirements in Section 3.9 must be followed regardless of internal approval level.

3.18.3 Escalation Procedures
Procurement issues should be escalated as follows:

1. Project Procurement Specialist attempts resolution;
2. If unresolved, the matter is referred to CIIP Procurement Specialist;
3. Final decision authority rests with CIIP Director.

For donor-funded projects, unresolved matters may be referred to the donor according to the financing agreement procedures.

3.19 Types of Contracts

3.19.1 Lump Sum Contract
Lump sum contracts are used mainly for assignments in which the content and the duration of the services and the required output of the consultants are clearly defined. Payments are linked to outputs (deliverables), such as reports, drawings, bill of quantities, bidding documents, and software programs. Lump sum contracts are easy to administer because payments are due on clearly specified outputs.

This includes simple planning and feasibility studies, environmental studies, detailed design of standard or common structures, service delivery assignments, and preparation of data processing systems. Prices shall include all costs and cannot be negotiated. Payments are linked to outputs, such as reports, drawings, bill of quantities, bidding documents, and software programs.

3.19.2 Time-Based Contract
This type of contract is appropriate when it is difficult to define the scope and the length of services, either because the services are related to activities by others for which the completion period may vary, or because the input of the consultants required to attain the objectives of the assignment is difficult to assess. This type of contract is widely used for complex studies, supervision of construction, advisory services, and most training assignments. Payments are based on agreed hourly, daily, weekly, or monthly rates for staff (who are normally named in the contract) and on reimbursable items using actual expenses and/or agreed unit prices. The rates for staff include salary, social costs, overhead, fee (or profit), and, where appropriate, special allowances. This type of contract shall include a maximum amount of total payments to be made to the consultants. This ceiling amount should include a contingency allowance for unforeseen work and duration, and provision for price adjustments, where appropriate. Time-based contracts need to be closely monitored and administered by the client to ensure that the assignment is progressing satisfactorily and that payments claimed by the consultants are appropriate.

3.20 Prior Review

Prior review includes reviews of the borrower's procurement procedures, documents, bid evaluations, award recommendations, and draft contracts. The contracts as identified in the procurement plan are subject to the donor's prior review. The borrower shall make such additions or modifications to, or deletions from, the documents reviewed as the donor may request.

The donor reviews the borrower's procurement procedures, documents, bid evaluations, award recommendations, and contracts to ensure that the procurement process is carried out in accordance with the agreed procedures. The procurement plan approved by the donor shall specify the extent to which these review procedures shall apply in respect of the different categories of goods and works to be financed, in whole or in part by donor.

The terms and conditions of a contract shall not, without the donor's prior approval, materially differ from those on which bids were asked or prequalification of contractors, if any, was invited. Promptly after each contract is awarded, The donor shall be furnished with three copies of the contract as executed. If the final contract proposed to be executed differs substantially from the draft contract previously approved by the donor, or if any substantial amendment of the contract is proposed after its execution, the proposed changes shall be submitted to the donor for prior approval. All evaluation reports shall be accompanied by a summary of the procurement on a form provided by the donor. The description and amount of the contract, together with the name and address of the successful bidder, shall be subject to release by the donor upon receipt of the signed copy of the contract.

3.21 Post review

Appropriate use of post review (sampling) reduces procurement times by removing the need for the donor's prior review of each main step in the procurement process. Procurement reviews avert additional delays that may result from inadequate identification and handling of procurement risks and noncompliance.

For post review (sampling), the donor will identify the sample of contracts for which the borrower is required to submit documentation to the donor. If the donor determines that the goods, works or services were not procured in accordance with the agreed procedures as reflected in the financing agreement. In the case of post review (sampling), DONOR reserves the right to revert to prior or post review.

3.22 Publication of the Award of Contract

For all contracts, whether subject to the prior review or post review, the CIIP shall publish a public notice of award of contract (Contract Award Notice) **within 10 (ten) Business Days** from the Borrower's Notification of Contract Award to the successful Bidder/Proposer/Consultant.

Within **two weeks** of receiving the donor's "no objection" to the recommendation of contract award, the borrower shall publish in an English language newspaper or well-known and freely accessible website the results identifying the bid and lot numbers, and the following information:

a) name of each bidder who submitted a bid;
b) bid prices as read out at bid opening;
c) name and evaluated prices of each bid that was evaluated;
d) name of bidders whose bids were rejected and the reasons for their rejection; and
e) name of the winning bidder, and the price it offered, as well as the duration and summary scope of the contract awarded.

For contracts subject to post review or post review (sampling), the borrower shall publish the results no later than the date of contract award.

The Bid Evaluation Committees formed at CIIP will evaluate the quotations received and make the contract award. In all cases contracts will be awarded to persons or suppliers deemed to be lowest evaluated bidder, according to criteria specified in the tender documents and determined by the Bid Evaluation Committee as being qualified to execute the contract successfully.

The CIIP shall award the contract, within the period of the validity of bids, to the bidder who meets the appropriate standards of capability and resources and whose bid has been determined (i) to be substantially responsive to the bidding documents and (ii) to offer the lowest evaluated cost. A bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the bidding documents or otherwise to modify the bid as originally submitted.

3.23 Sustainable Procurement Practices

CIIP is committed to environmentally and socially responsible procurement in accordance with international best practices and the applicable environmental and social policies of its funding partners. Sustainable procurement means integrating environmental and social considerations into the procurement process to ensure that funds are used responsibly and contribute to sustainable development.

3.23.1 Environmental Considerations
Environmental criteria shall be integrated into procurement processes by:

- Including environmental specifications in technical requirements for goods, works and services where applicable;
- Considering life-cycle costs rather than just purchase price when evaluating bids for equipment and materials;
- Giving preference to environmentally certified products (e.g., energy-efficient equipment, low-emission vehicles) when such options are available at reasonable cost;
- Requiring contractors to minimize waste, pollution and resource consumption during project implementation.

3.23.2 Social Considerations
Social criteria shall be integrated into procurement processes by:

- Ensuring fair labor practices among suppliers and contractors;
- Promoting gender equality and women's participation in the procurement process;
- Giving appropriate consideration to accessibility for persons with disabilities;
- Supporting local procurement when it contributes to community resilience and adaptive capacity.

3.23.3 Implementation Approach
For all procurements above US$50,000, bidding documents shall include appropriate sustainability criteria relevant to the procurement category. Proposal evaluation shall assign an appropriate weight to sustainability factors in accordance with CIIP and donor policies.

For smaller procurements, standard sustainability specifications shall be included in templates for goods and services commonly purchased by CIIP.

The Procurement Officer shall document how sustainability considerations were addressed in the procurement evaluation report and maintain relevant indicators for reporting to donors and management oversight bodies.

3.24 Non-Discrimination and Procurement Transparency
CIIP is committed to maintaining a procurement process that is non-discriminatory, transparent and promotes fair competition in accordance with international best practices and donor requirements.

3.24.1 Non-Discrimination Principles

- Qualification criteria shall be limited to those necessary to ensure bidders' capability to fulfill the contract;
- Technical specifications shall be stated in terms of performance rather than brand or design when possible;
- Equal information shall be provided to all potential bidders simultaneously;
- Domestic preferences or restrictions on foreign participation shall not be applied unless specifically approved by the relevant donor institution;
- Evaluation shall be conducted based solely on the criteria specified in the bidding documents.

3.24.2 Transparency Requirements

- Annual Procurement Plans shall be published on the CIIP website;
- All procurement opportunities above US$50,000 shall be advertised publicly;
- Bidding documents shall clearly state all evaluation criteria and their weights;
- Award decisions shall be published within 10 days, including the name of the successful bidder, contract amount and brief scope of work;
- Upon request, unsuccessful bidders shall receive a summary of the evaluation results explaining the key factors that led to their non-selection.

3.24.3 Public Access to Procurement Information

CIIP shall maintain a "Procurement" section on its website with:

- Current procurement opportunities;
- Recently awarded contracts;
- Annual procurement statistics;
- Contact information for procurement inquiries and complaints.

All procurement documentation shall be retained for at least five years and made available for audit by donors and other authorized parties.

3.25 Enhanced Transparency and Accountability in Bid Evaluation and Contract Monitoring

3.25.1 Bid Evaluation

Bid Evaluation Committees must document all evaluation stages using standardized templates including scoring sheets, meeting minutes, and bid decision justifications. Evaluation must strictly follow criteria disclosed in bidding documents without deviation.

3.25.2 Contract Monitoring

All contracts require Monitoring Sheets maintained by the responsible technical unit. Contracts exceeding $50,000 need performance updates in progress reports documenting implementation status, delays, and corrective actions taken.

3.25.3 Grievance Process

Unsuccessful bidders must be informed of their right to feedback. CIIP shall maintain a procurement grievance mechanism with a designated contact point and 15-day timeline for submissions. Records of all complaints and resolutions must be retained for donor review.

3.25.4 Publication Requirements

CIIP shall publish all procurement opportunities on its website and in appropriate media channels. A public procurement database showing active processes must be maintained along with annual statistics and quarterly updated procurement plans.

3.25.5 Authority Documentation

All procurement documentation must clearly indicate the approving authority. This approval must be properly documented and maintained in procurement files before proceeding with contract award.

3.25.6 Debriefing Procedures

Formal notification letters with clear explanations must be prepared for unsuccessful bidders. Debriefing sessions shall be provided upon request within 10 business days, with all meetings documented to improve future processes.

3.25.7 Oversight

An independent procurement review committee with at least one external member shall conduct oversight. Annual external audits must be performed with compliance results reported to donors and recommendations implemented promptly.

3.26 Monitoring and Evaluation Framework for Procurement

To promote consistency, accountability, and transparency, CIIP shall adopt a structured Monitoring and Evaluation (M&E) framework for procurement activities. This framework ensures contracts are executed according to specifications, timelines, and performance standards.

3.26.1 Objectives

The procurement M&E system ensures goods, works, and services are delivered as contracted, identifies implementation issues early, strengthens accountability, and improves future procurement planning.

3.26.2 Key Components

- **Contract Implementation Plan**: For all contracts, suppliers must submit a plan detailing deliverable, timelines, milestones, and reporting schedules.
- **Milestone Tracking**: CIIP's Procurement Specialist and technical departments will track execution against predefined milestones, documenting and addressing deviations through corrective actions.
- **Contract Monitoring**: Each active contract will be monitored using standard Contract Monitoring Sheets capturing implementation status, milestone progress, payments, site visit findings, and issue mitigation.
- **M&E Reporting**: Implementation progress will be summarized in quarterly Procurement Progress Reports and Final Procurement Reports at contract closure, feeding into broader project monitoring.
- **Performance Evaluation**: Upon completion, contractors will be formally evaluated on timeliness, quality, adherence to terms, communication, and overall satisfaction, with results stored for future reference.

3.26.3 Roles and Responsibilities

The CIIP Procurement Specialist coordinates M&E activities, technical departments conduct field verification, and the Project Director oversees critical issue resolution and approves evaluations.

3.26.4 Enhanced Approaches

CIIP will implement results-based monitoring focused on outcomes, integrate procurement with project results, apply risk-based supervision, utilize digital tracking systems, and engage independent verification for high-value contracts.

3.26.5 Performance Standards

Contracts will be assessed on contribution to project objectives, safeguards compliance, capacity development, local economic impact, and continuous improvement.

3.26.6 Contract Performance Management

For all contracts, CIIP will implement detailed monitoring plans with verifiable indicators, quality assurance procedures, performance-based payments, underperformance protocols, and documented lessons learned.

4. PROCUREMENT METHODS

For all procurement methods described in this section, the applicable thresholds are defined in the Consolidated

Procurement Thresholds table in Section 3.9. These thresholds must be strictly followed when selecting the appropriate procurement method for any procurement package.

All procurement methods described in this section must be supported by the documentation listed in **Annex 15: Documentation Requirements Matrix**, which outlines the minimum required records for each method and aligns with donor review procedures.

4.1 Procurement of goods

a) International Competitive Bidding (ICB)
b) National Competitive Bidding (NCB)
c) Shopping (Sh)
d) Direct Contracting/Purchasing (DC/DP)

4.1.1 International Competitive Bidding and National Competitive Bidding

This method is generally adopted where supplies cannot be met from indigenous sources and need import, and/ or foreign firms are expected to participate (irrespective of the value) and bring more competition.

NCB also known, as Open Tender is the competitive bidding procedure normally used for procurement of Goods and Civil Works. The procedures shall provide adequate competition among participants in order to ensure reasonable prices.

The ICB and NCB following steps will be followed:

The ICB and NCB following steps will be followed:

STEP 1: Preparation and submission the tenders documents (10-15 days).
STEP 2: update and resubmission of tenders document for final donor approval (7-10 days).
STEP 3: Advertise IFB, Request for EOI (and a copy of the announcement in the newspaper, in Donor's website, on the website of the SCI) (41-days, 6 weeks).
STEP 4: Submission of bids (41-days, 6 weeks).
STEP 5: Public open tenders received.
STEP 6: Preparation of evaluation report (20-28 days).
STEP 7: Approval of established evaluation committee under CIIP (5-7 days).
STEP 8: Donor's approval, if applicable.

The Shopping, IC, CQS, following steps will be followed:

STEP 1: Preparation and submission the tenders documents (3-7 days).
STEP 2: Update and resubmission of tenders document for final donor approval (3-5 days).
STEP 3: Advertise IFB, Request for EOI (and a copy of the announcement in the newspaper, in Donor's website, on the website of the SCI) (14-days, 2 weeks).
STEP 4: Submission of bids (14-days, 2 weeks).
STEP 5: Public open tenders received.
STEP 6: Preparation of evaluation report (3 days).
STEP 7: Approval of established evaluation committee under CIIP (3-5 days).
STEP 8: Donor's approval, if applicable.

The QCBS, LCS, FBX following steps will be followed:

STEP 1: Preparation and TOR.
STEP 2: Preparation and Request for proposal (10-20 days).
STEP 3: Update and resubmission of RFP for final donor approval (7-10 days).
STEP 3: Advertise IFB, Request for EOI (and a copy of the announcement in the newspaper, in Donor's website, on the website of the SCI) (30-days, 4 weeks).
STEP 4: Submission of bids (30-days, 4 weeks).
STEP 5: Receiving of request for interest.
STEP 5: Public open RFP received.
STEP 6: Preparation of evaluation report (20-28 days).
STEP 7: Approval of established evaluation committee under CIIP (3-5 days).
STEP 8: Donor's approval, if applicable.

a. Current CIIP Procurement Review Practice (International competitive bidding (ICB) procedures will use for civil works contracts estimated to cost ($3 million or more for additional financing))

Stage & Dept.	Stage 1: Bidding Document & Invitation for Bids Preparation	Stage 2: Bid Evaluation Report/Procurement Committee Paper Clearance

	STEP1: Prepared and send Technical Specifications for Donor's Approval (5-10 days) STEP 2: After receiving approval, prepare draft IFB document bidding document , OSFMD (3-5 days) STEP 3: Sending tender documents for Donor's approval (5-7 days) STEP 4: Advertise IFB, Request for EOI (and a copy of the announcement in the newspaper, in Donor's website, on the website of the SCI, if published) (41-days, 6 weeks) STEP 4: Bid commencement	STEP 5: Bidders submission of bids STEP 10: contract signing process (10-20 days) STEP 6: Public open tenders received (1 day) STEP 11: Award of contract to be issued STEP 7: PC Preparation of an assessment report (7-10 days) STEP 8: Send the report for review to the SIC(5-10 days) STEP 9: Donor's no objection (5- days)
Documents	DB = Donor Bank, BER = bid evaluation report, IFB = invitation for bids, , PC = Procurement Committee, SIC = State Committee on Investments, IFB = Invitation for Bids, EOI =Expression of Interest.	

Requirement	

- Current DONOR Procurement Review Practice (NCB procedures for contracts costing (below $1 million for additional financing)

S t a g e & D e p t .	Stage 1: Bidding Document & Invitation for Bids Preparation	Stage 2: Bid Evaluation Report/Procurement Committee Paper Clearance

	STEP1: Prepared and send Technical STEP 4: Bid Specifications for Bank Approval (3-5 days) commencement STEP 2: After receiving approval, prepare draft IFB document bidding document , OSFMD (3- 5 days) STEP 3: Sending tender documents for Donor's approval (4-6 days) STEP 4: Advertise IFB, Request for EOI (and a copy of the announcement in the newspaper, in Donor website, on the website of the SCI, if published) (4- weeks)	STEP 5: Bidders STEP 10: contract signing submission of bids process (10-15 days) STEP 6: Public open tenders received (1 day) STEP 11: Award of contract to be issued STEP 7: PC Preparation of an assessment report (7-8 days) STEP 8: Send the report for review to the SIC(5-6 days) STEP 9: DB's no objection (5-7 days)
D o c u m e n	DB = Donor Bank, BER = bid evaluation report, IFB = invitation for bids, , PC = Procurement Committee, SIC = State Committee on Investments, IFB = Invitation for Bids, EOI =Expression of Interest.	

t s R e q u i r e m e n t	

4.1.2 Shopping (SH)

The CIIP will use shopping procedures for procurement of small works and equipment, estimated to cost less than US$150,000 per contract.

Shopping is a procurement method based on comparing price quotations obtained from several suppliers (in the case of goods) or from several contractors (in the case of civil works), with a minimum of three, to assure competitive prices, and is an appropriate method for procuring readily available off-the-shelf goods or standard specification commodities of small value, or simple civil works of small value. Requests for quotations shall indicate the description and quantity of the goods or specifications of works, as well as desired delivery (or completion) time and place. Quotations may be submitted by letter, facsimile or by electronic means. The evaluation of quotations shall follow the same principles as of open bidding. The terms of the accepted offer shall be incorporated in a purchase order or brief contract.

The CIIP will follow the following steps when using the comparison of prices procedure:

- establish a Bid Evaluation Committee or representative at the CIIP level;
- determine the type and units of the required equipment cleared by the purchase committee of the CIIP before going in for purchase and determine their delivery time;
- prepare a list of suppliers (for this purpose use the Register of suppliers, if available, if not available start maintaining one);
- obtain information about the availability of the required goods either by phone or in person (shop around) from the suppliers;
- record information in an exercise book about the suppliers, prices, etc.;
- obtain brochures and lists of prices if available from the suppliers; if not obtain prices by phone or in person;
- consider the quality of goods, whether items are readily available, how much the final cost will be, etc.;
- compare the prices with the Unit Price Database, if available;
- negotiate the prices if higher than the unit price database, or in the absence of such a database, higher than market prices;
- prepare a brief evaluation report showing the names of the suppliers from whom the prices were obtained, and justifying the selection of a supplier based on the quality and availability of goods and the price;
- prepare a procurement order and purchase goods from the selected shop/supplier;
- pay the suppliers and issue a “Note for Goods Received” or Works Completed;
- prepare and execute a payment voucher, obtain written receipt from the supplier;
- and keep all documents, including list of suppliers, receipts, etc.

List of procurement documents for filing in case of procurement of goods by shopping:

- Technical specifications.
- Invitation to Quote.
- The donor’s No Objection on Invitation to Quote (if subject to prior-review).
- Quotations received.
- Evaluation report.
- The donor’s No Objection on Evaluation report (if subject to prior-review).
- Contract

- Keep all documents on file for review by the donor;
- Public the Contract award notice (on the website bank); and
- Monitoring of contract (begin to till completion contract).

4.1.3 Direct Contracting/Purchasing (DC/DP)

Direct Contracting (DC) and Direct Purchase (DP) are non-competitive procurement methods that may be applied only under specific and justified circumstances.

DC/DP, without competition shall be the appropriate method under the following circumstances:

- an existing contract for goods or works, awarded in accordance with procedures acceptable to the CIIP, may be extended to additional goods or works of a similar nature, for an amount of no more than 15% of the initial contract value.
- The works to be executed are simple and standard by nature and are not likely to attract public interest among the business community, the prices are reasonable and comply with the local market rates.
- Standardization of equipment or spare parts, to be compatible with existing equipment, may justify additional purchases from the original Supplier.
- The required equipment is proprietary and obtainable only from one source.
- When the cost of another procedure would be disproportionately high relative to the value of procurement itself, and when only one supplier/contractor is available locally, providing that the costs are in line with the local market rates.

All DC/DP decisions must be approved in accordance with the authority levels established in Section 3.18 (Procurement Authority and Responsibilities). Regardless of value, all DC/DP procurements require written justification and approval from the CIIP Director as specified in Section 3.18.2. The justification must clearly demonstrate that one of the circumstances listed above applies to the procurement in question, and price reasonableness must be verified and documented.

4.1.4 Procurement Method Selection Framework

This table provides guidance on the specific circumstances for applying each procurement method. For the applicable value thresholds, refer to the Consolidated Procurement Thresholds table in Section 3.9.

Table 2: Procurement Method Application Criteria

Method	Circumstances for Application
International Competitive Bidding (ICB)	● International competition needed ● Specialized goods not available locally ● Complex technical specifications ● Large-scale projects with donor interest ● When foreign firms are expected to participate

Method	Circumstances for Application
National Competitive Bidding (NCB)	● Adequate local competition exists ● Goods/works are available locally at competitive prices ● Foreign bidders may participate but not specifically targeted ● When procurement value does not justify international competition
Shopping (SH)	● Readily available off-the-shelf goods ● Standard specification commodities ● Simple civil works of small value ● When speed of procurement is important ● When obtaining three quotations is feasible
Direct Contracting (DC) or Direct Purchase (DP)	● Extension of existing contract (≤15% of original value) ● Proprietary items available from only one source ● Standardization with existing equipment ● Emergency situations requiring immediate procurement ● When the cost of competitive procurement would be disproportionate to the value

Once the appropriate procurement method is selected based on the thresholds and criteria outlined above, all procurement documentation must be submitted to the relevant approval authority as specified in Section 3.18.2. No procurement process may proceed without approval from the appropriate authority based on the estimated contract value.

4.1.5 Procurement Method Decision Tree

The decision tree below should be used in conjunction with the Consolidated Procurement Thresholds table in Section 3.9. When applying this decision framework, procurement officers must ensure compliance with both the value thresholds in Section 3.9 and the appropriate circumstances for each method outlined in this section.

Step 1: Determine the type of procurement
- Is it goods, works or services?

Step 2: Determine the estimated value
- Calculate the total estimated cost of the procurement package

Step 3: Assess market conditions
- Are the items available locally at competitive prices?
- Is international competition necessary or beneficial?

- Are there specialized providers that limit competition?

Step 4: Consider urgency and complexity
- Is the procurement urgently needed?
- How complex are technical specifications?
- What is the implementation timeframe?

Step 5: Select the method based on the thresholds in Section 3.9 and the circumstances outlined in Section 4.1.4.
- For goods: If value > US$1,500,000 → Use ICB
- For works: If value > US$3,000,000 → Use ICB
- For goods: If value US$150,000-1,500,000 → Use NCB
- For works: If value US$150,000-3,000,000 → Use NCB
- For goods/works: If value < US$150,000- US$300,000 and standard items → Use Shopping

4.1.6 Application Examples for Each Procurement Method

International Competitive Bidding (ICB) example:
Scenario: Procurement of specialized laboratory equipment for environmental monitoring stations valued at US$2,000,000.
Justification: The specialized nature of the equipment requires international sourcing, and the value exceeds the ICB threshold of US$1,500,000.

Key Steps:
1. Prepare detailed technical specifications
2. Obtain donor approval for specifications
3. Prepare and publish international tender documents
4. Allow minimum 6 weeks for bid submission
5. Conduct public bid opening and evaluation
6. Obtain approvals and award contract
7. Publish contract award notice

National Competitive Bidding (NCB) example:
Scenario: Construction of a district office building with estimated cost of US$250,000. Justification: The value falls within NCB threshold for works (US$150,000-3,000,000), and there are sufficient qualified local contractors.

Key Steps:
1. Prepare technical specifications and drawings
2. Obtain approvals for bidding documents
3. Advertise nationally for a minimum of 4 weeks
4. Conduct public bid opening and evaluation
5. Obtain approvals and award contract
6. Publish contract award notice

Shopping (SH) example:
Scenario: Purchase of standard office furniture for project implementation unit, valued at

US$35,000.
Justification: The value is below US$150,000, items are standard specifications, and readily available from multiple local suppliers.

Key Steps:
1. Prepare simple technical specifications
2. Identify at least three qualified suppliers
3. Request written quotations with 10-15 day response period
4. Evaluate quotations based on price and compliance with specifications
5. Issue purchase order to lowest evaluated bidder

4.1.7 Standard Documentation Requirements

To ensure transparency and compliance with Adaptation Fund requirements, CIIP must maintain the following documentation for each procurement method.

a) Competitive Bidding (ICB/NCB) Documentation

Required Documents:
- Technical specifications/terms of reference;
- Advertisement copy;
- Bidding documents;
- Bid opening minutes;
- Evaluation report;
- Contract document;
- Delivery/completion records;
- Payment documentation.

Responsible Parties:
- Technical Department: Specifications;
- Procurement Officer: Procurement process documents;
- Evaluation Committee: Evaluation report;
- Contract Manager: Implementation documents.

b) Shopping Documentation

Required Documents:
- Technical specifications;
- Request for quotations;
- Minimum three quotations;
- Evaluation report;
- Purchase order/contract;
- Delivery/acceptance documentation;
- Payment records.

Responsible Parties:
- Procurement Specialist: Full process documentation;

- Technical Department: Acceptance verification.

c) Direct Contracting Documentation

Required Documents:
- Technical specifications;
- Justification memo for direct contracting;
- Director approval;
- Price reasonableness verification;
- Contract/purchase order;
- Delivery verification;
- Payment documentation.

Responsible Parties:
- Technical Department: Specifications and justification;
- CIIP Director: Approval;
- Procurement Specialist: Contract administration.

d) Consulting Services Documentation

Required Documents:
- Terms of reference;
- Request for proposals/expressions of interest;
- Technical and financial proposals;
- Evaluation reports;
- Contract document;
- Deliverable acceptance records;
- Payment documentation.

Responsible Parties:
- Technical Department: Terms of reference and deliverable acceptance;
- CIIP Procurement Specialist: Procurement process documents;
- Evaluation Committee: Evaluation reports.

e) Documentation and Reporting Connection

All procurement files must support the reporting formats in Annexes 2 and 3 by:
1. Organizing documents chronologically by procurement stage;
2. Maintaining current status information for Procurement Progress Reports;
3. Documenting any deviations from original plans with justifications;
4. Recording contract implementation milestones and performance issues.

f) File Maintenance
1. Each procurement package must have a dedicated file;
2. Files must be retained for a minimum of five years after project completion;
3. Electronic copies should be maintained when possible;
4. Documentation must be available for the donors' audit and review.

For an itemized checklist of required documents per procurement method, see **Annex 15.**

4.2 Procurement of Services

All service procurement methods must be selected according to the thresholds defined in the Consolidated Procurement Thresholds table in Section 3.9. The guidance below provides additional context on the appropriate application of each method.

4.2.1 Service Procurement Framework

Service procurement requires particular attention to quality and expertise alongside cost considerations. This framework ensures that service procurement aligns with international standards for transparency, fairness and value for money, as required by CIIP's funding partners.

Table 3: Service procurement methods should be selected based on the following criteria:

Service Type	Value	Method	Application
Complex Technical Services	> US$300,000	QCBS	For specialized expertise where quality is paramount (engineering design, environmental assessments)
Standard Technical Services	> US$300,000	QCBS or LCS	For well-defined services with established methodologies (surveys, data collection)
Specialized Advisory Services	US$50,000-100,000	CQS or FBS	For services with clearly defined outputs (policy analysis, training)
Routine Services	< US$50,000-100,000, > US$300,000	LCS or CQS	For standardized services with established market rates (translation)
Unique Services	Any value	SSS	Only when justified by exclusive expertise or continuation of prior work

For QCBS procurement, assign weights based on service complexity:

Table 4: QCBS procurement

Complexity	Technical	Cost	Examples
High	80-90%	10-20%	Complex modeling, specialized assessments
Medium	70-80%	20-30%	Vulnerability assessments, technical planning
Standard	60-70%	30-40%	Monitoring, evaluation,

Complexity	Technical	Cost	Examples
			regular training

Service contracts must include:

- Clear quality standards with measurable performance indicators;
- Regular performance review mechanisms;
- Knowledge transfer requirements, especially for capacity building services;
- Appropriate intellectual property provisions;
- Payment schedules linked to specific deliverables.

CIIP shall conduct performance evaluations for all service providers upon contract completion using the Supplier Performance Evaluation Form (Template 2) to inform future procurement decisions.

4.2.2 Quality and Cost Based Selection (QCBS)

QCBS method for hiring consulting firms will be used by CIIP for contracts estimated to cost more than US$ US$300,000 equivalent (for ex. project monitoring and evaluation).

QCBS uses a competitive process among shortlisted firms that takes into account the quality of the proposals and the cost of the services in the selection of the successful firm. The relative weight to be given to the quality and cost shall be determined for each case depending on the nature of the assignment.

The selection process shall include the following steps;

- Preparation of the Terms of Reference (ToR); (3-5 days)
- Preparation of cost estimate & the budget; (3-5 days)
- Send ToR for Donor's Approval (5-7 days)
- Advertisement for Expression of Interest (EOI) (and a copy of the announcement in the newspaper, on the website of the State Committee on Investments and State Property Management of the Republic of Tajikistan, if published); (14 days)
- Evaluation of EOI to shortlist comprising 3 to 6 firms; (5-7 days)
- Preparation & issuance of Request for Proposal (RFP) to short listed firms; (30 days)
- Receipt and register the technical and financial proposals, by the deadline, open the technical proposals (State Committee on Investments and State Property Management of the Republic of Tajikistan); (1 day)
- Evaluate the technical proposals and establish the list of firms that have obtained the minimum technical score indicated in the Request for Proposal; (5-7 days)
- Prepare technical evaluation report and send for review to the SCISPM RT; (5-7 days)
- After received review from SCISPM RT, to send to the donor for no- objection; (3-5 days)
- Prepare a Technical Evaluation Report and make recommendation for inviting qualified firms for opening the financial proposals; (3-5 days)
- Open the financial proposals in public, record the Minutes of Opening; (1 day)
- Evaluate the financial proposals, prepare and submit the Combined Evaluation Report and recommendation for contract award to the donor for review; (5-7 days)

- Notify the winning firm; (1 day)
- Negotiations and award of the contract to the selected firm; (5-7 days)
- Public the Contract award notice (on the website bank); and
- Monitoring of contract (begin to till completion contract).
- Keep all documents on file for review by the donor, audit.

4.2.3 Consultants' Qualifications Based Selection (CQS)

CQS method shall apply for small assignments (between US$50,000 - US$100,000) aiming at reducing the cost and time needed to hire a consulting firm with the best possible qualifications.

This method may be used for small assignments for which the need for preparing and evaluating competitive proposals is not justified. In such cases, prepare the TOR, request expressions of interest and information on the consultants' experience and competence relevant to the assignment, establish a short list, and select the firm with the most appropriate qualifications and references. The selected firm shall be asked to submit a combined technical- financial proposal and then be invited to negotiate the contract.

The selection process shall include the following steps;

- Terms of Reference
- Donor's No Objection on TORs
- RFEOI (and copy of announcement in newspaper, on State Committee on Investments, if any)
- EOIs received
- Evaluation report
- Donor's No Objection on Evaluation report (if subject to prior-review)
- Request for Proposals
- Donor's No Objection on Request for Proposals (if subject to prior-review)
- Consultant's Technical and Financial proposal
- Relevant correspondence with the consultant on contract negotiations
- Negotiated contract
- Donor's No Objection on Negotiated contract (if subject to prior-review)
- Keep all documents on file for review by the donor;
- Public the Contract award notice (on the website bank).

4.2.4 Fixed Budget Selection (FBS)

This method is appropriate only when the assignment is simple and can be precisely defined and when the budget is fixed. The RFP shall indicate the available budget and request the consultants to provide their best technical and financial proposals in separate envelopes, within the budget. Evaluation of all technical proposals shall be carried out first as in the QCBS method. Then the price proposals shall be opened in public and prices shall be read out aloud. Proposals that exceed the indicated budget shall be rejected. The Consultant who has submitted the highest ranked technical proposal among the rest shall be selected and invited to negotiate a contract.

FBS shall apply when:

a) the budget is fixed and cannot be exceeded;
b) the TOR are precisely defined; and
c) the time and staff-month effort required from the consultants can be assessed with precision.

4.2.5 Lowest Cost Selection (LCS)

LCS method for hiring consulting firms will be used for contracts estimated to cost more than US$ 300,000 equivalent.

This method is only appropriate for selecting consultants for assignments of a standard or routine nature (audits, engineering design of noncomplex works, and so forth) where well-established practices and standards exist. Under this method, a “minimum” qualifying mark for the “quality” is established. Proposals, to be submitted in two envelopes, are invited from a short list. Technical proposals are opened first and evaluated. Those securing less than the minimum qualifying mark are rejected, and the financial proposals of the rest are opened in public. The firm with the lowest price shall then be selected.

4.2.6 Single-Source Selection (SSS)

Single-source selection of consultants does not provide the benefits of competition in regard to quality and cost, lacks transparency in selection and could encourage unacceptable practices. Therefore, single-source selection shall be used only in exceptional cases.

Single-source selection may be appropriate only if it presents a clear advantage over competition:

a) for tasks that represent a natural continuation of previous work carried out by the firm (see next paragraph),
b) in emergency cases, such as in response to disasters and for consulting services required during the period of time immediately following the emergency,
c) for very small assignments, or
d) when only one firm is qualified or has experience of exceptional worth for the assignment.

When continuity for downstream work is essential, the initial RFP shall outline this prospect, and, if practical, the factors used for the selection of the consultant shall take the likelihood of continuation into account. Continuity in the technical approach, experience acquired, and continued professional liability of the same consultant may make continuation with the initial consultant preferable to a new competition subject to satisfactory performance in the initial assignment. For such downstream assignments, the client shall ask the initially selected consultant to prepare technical and financial proposals on the basis of TOR furnished by the client, which shall then be negotiated.

If the initial assignment was not awarded on a competitive basis or was awarded under tied financing or if the downstream assignment is substantially larger in value, a competitive process acceptable to the CIIP shall normally be followed in which the consultant carrying out the initial work is not excluded from consideration if it expresses interest. The CIIP will consider exceptions to this rule only under special circumstances and only when a new competitive process is not practicable.

Sole SS may be appropriate only when it presents a clear advantage over competition:

a) tasks that represent a natural continuation of the previous work carried out by the individual consultant and for which he was selected competitively;
b) assignments with a total duration of less than 6 months
c) emergency situations resulting from natural disasters
d) when consultants experience is of paramount importance.

The applicable procurement methods represent all the rules that must be applied to select the supplier/contractor/consultant and to award the purchase order/contract.

5. Procurement Report

5.1 Streamlined Procurement Reporting

CIIP shall maintain a simplified but effective procurement reporting system focused on essential information that supports accountability and transparency while minimizing administrative burden.

5.1.1 Procurement Progress Reporting

Quarterly procurement progress reports shall be prepared using the streamlined format in Annex 2. These reports shall focus on:

- Status of ongoing procurement activities against the procurement plan;
- Contract implementation progress with emphasis on delivery milestones;
- Key issues or challenges requiring management attention;
- Corrective actions taken to address procurement or contract performance issues.

Reports shall be concise, highlighting exceptions and deviations rather than routine compliance. Standard charts shall be used to visualize progress and identify delays.

5.1.2 Final Procurement Reporting

Final procurement reports shall be prepared using the format in Annex 3 and shall include:

- Comparison of planned versus actual procurement outcomes;
- Analysis of price variations and their causes;
- Contractor/supplier performance summary;
- Lessons learned to inform future procurement activities.

CIIP shall maintain electronic procurement records to facilitate reporting and reduce paper documentation. For donor reporting requirements, a consolidated procurement performance section shall be included in the regular project reports.

Annex 1 - Format for Procurement Plan

Description of Contract Packages	Estimated Cost		Procurement Method	Procurement Method Justification	Selection Process		Contract Implementation	
	MDL	US$		[Reference to threshold in Section 3.9 and circumstances in Section 4.1.4]	Start Date	Finish Date	Start Date	Finish Date
GOODS								
Total value Goods								
WORKS								
Total value Works								
SERVICES								
Total value Services								
Total Grant								

Annex 2 - Format for Procurement Progress Report

Description of Contract Packages	Estimated Cost / Disbursements		Procurement Method	Selection Process Stage	Contracts/Orders Signed		
-- -- -- -- -- --	MDL	US$			Value (MDL)	Start Date	Finish Date
GOODS -- -- --							
Total for Goods							
WORKS							
Total for Works							

SERVICES							
Total for Services							
Total Costs							

Note: This progress report should be prepared quarterly and should include:

1. Current implementation status of all active contracts
2. Detailed explanation for any delays or variations from the procurement plan
3. Performance concerns with contractors/suppliers and corrective actions taken
4. Reference to Section 3.18 for approval authorities that authorized any procurement method changes
5. Compliance with the Monitoring and Evaluation Framework described in Section 3.22

Annex 3 - Format for Final Procurement Report

Contract Packages	Estimated Cost	Disbursements (MDL)
	MDL	US$
GOODS		
Total for Goods		
WORKS		
Total for Works		
SERVICES		
Total for Services		
Total Budget		

Performance Summary

Performance Indicator	Target	Actual	Variance (%)	Comments
Procurement Timeline Efficiency				
Cost Effectiveness				
Supplier/Contractor Performance				
Compliance with Procedures				
Environmental & Social Compliance				

Note: This Final Procurement Report should include:

1. Comparison of planned versus actual procurement outcomes
2. Analysis of price variations and their causes
3. Contractor/supplier performance summary referencing the evaluations conducted using the template in Section 3.22
4. Lessons learned to inform future procurement activities
5. Confirmation of compliance with the procedures in this Manual, particularly Sections 3.18 (Procurement Authority) and 3.23

(Sustainable Procurement)

Annex 4 - Shopping for Goods

Invitation to Quote (ITQ) - Shopping For Goods

Project Title: _______ Date: ___________________

Source of Funding:_____
Contract Ref:___

To:_____

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:
(i)
(ii)
(iii)
(iv)

Information on technical specifications and required quantities are attached.

2. You may quote for any or more items under this invitation. (Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item) or (you must quote for all the items combined under this Invitation). Note: The Purchaser must select one of the two options and delete the non-applicable option and delete the [brackets]. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. Your price quotation in the form attached may be submitted by hand, mail, facsimile or electronically at the following address:

(Purchaser's Address) ___________________________________
____

Tel:____
Fax:___________ email:________

4. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in this paragraph: [insert date of submission deadline - normally 7 days from invitation date].

5. Your quotation in duplicate and in [insert national language], should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in___[insert name of the country].

6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices should be quoted in [*insert local currency*] for the Total Cost at final destination [*insert place of destination*], which includes all taxes, VAT, customs, duties, inland transportation and insurance, loading and unloading.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at final destination as per paragraph 2 above.

In evaluating the quotations, the Purchaser will determine for each bid the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- If a Supplier refuses to accept the correction, his quotation will be rejected.

(iii) AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Invitation to Quote.

7. Further information can be obtained from:

____

____

Telephone:__________________ Fax:_________________ E-mail: ______________

8. Inspections and Audits

The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the CIIP and/or persons appointed by the CIIP to inspect the Supplier’s offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the CIIP if requested by the donor. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Anti-corruption Policy and Procedures of the Form of Contract, which provides, inter alia, that acts intended to materially impede the exercise of the CIIP's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the CIIP's prevailing sanctions procedures).

9. Compliance with Procurement Procedures

This procurement is being conducted in accordance with the Shopping method as outlined in Section 4.1.2 of the CIIP Procurement Manual. All bidders are advised to familiarize themselves with the requirements and evaluation criteria specified in the Manual.

10. Please confirm by fax/e-mail the receipt of this invitation and whether or not you

will submit the price quotation(s).

Annex 5 – Form of Contract

THIS AGREEMENT number _____ made on_____, ___ 20______, between _______ (hereinafter called “the Purchaser”) on the one part and_____________(hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has invited quotation for______(description of goods) to be supplied by Supplier, viz. Contract___, (hereinafter called “Contract”) and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of
_______(______) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

a) Invitation to Quote; Term and Conditions of Supply, Technical Specification;

b) Addendum (if applicable);

2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

4. Termination

4.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

(i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.

(ii) if the Supplier fails to perform any other obligation under the Contract; or

(iii) if the Supplier, in the judgment of the Purchaser has engaged in prohibited practices, as defined in Clause 5 below, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

4.2 Termination for Insolvency.

(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

4.3 Termination for Convenience.

(a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

(b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(i) To have any portion completed and delivered at the Contract terms and prices; and/or

(ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

4.4 Enhanced Termination Procedures and Dispute Resolution

The following procedures provide a structured approach to contract termination and dispute resolution, ensuring fair treatment of all parties while protecting project interests:

4.4.1. Step-by-Step Termination Process

When performance issues arise, CIIP shall follow these steps before terminating a contract:

- First, issue a written warning notice that clearly identifies specific problems, references relevant contract terms and provides a reasonable timeframe (14-30 days) for correction. Include a request for the contractor to develop an improvement plan.
- If problems persist, issue a formal cure notice giving a final 10-15 day period to remedy the deficiencies. This notice must clearly state what will happen if performance does not improve.
- Before making a final termination decision, issue a show cause notice requiring the contractor to explain why the contract should not be terminated. Allow 7 days for response and meet with contractor management to discuss the situation.
- Only after these steps should a formal termination notice be issued. This notice must include the effective termination date, detailed reasons for termination, instructions for work stoppage and requirements for returning project materials.

4.4.2. Specific Termination Scenarios

- For termination for convenience (when CIIP needs to end the contract for reasons not related to contractor performance), provide 30 days notice unless emergency circumstances exist. Create an inventory of completed work, calculate fair compensation and develop a transition plan.
- For termination for default (when the contractor has breached the contract), document all breaches with evidence, calculate damages, create a plan for completing remaining work and recover any advance payments or excess costs.

- For termination due to force majeure, verify that circumstances were truly unforeseeable and unavoidable, assess whether continuing the contract is feasible, develop fair settlement procedures and consider suspension instead of termination when appropriate.

4.4.3. Resolving Disputes
CIIP shall implement a three-level dispute resolution process:

- First, attempt project-level negotiation for 7 days
- If unresolved, escalate to senior management intervention for 14 days
- Finally, use independent mediation for 30 days

For mediation, select a qualified mediator from a pre-approved panel, share costs equally, maintain confidentiality and understand recommendations are non-binding.
If arbitration becomes necessary, follow UNCITRAL rules, use a transparent arbitrator selection process, establish fair cost allocation principles and complete proceedings within 90 days.

4.4.4. Handling Unfinished Work
When a contract terminates with incomplete deliverables, conduct an independent assessment of partially completed work based on percentage of completion and quality standards.
Ensure a smooth transition by creating secure handover procedures, requiring knowledge transfer from the departing contractor, establishing documentation standards for incomplete work and protecting critical materials through escrow arrangements when necessary.
For financial closure, calculate payments due for accepted work, apply retention and performance security provisions appropriately, reconcile any advance payments and create a final accounting document.

4.4.5. Final Contract Closure
Complete the termination process by preparing a final performance assessment, documenting lessons learned, archiving all communications related to the termination and creating a final financial statement.
Finalize administrative matters by releasing performance securities when appropriate, ensuring the return of all confidential information, transferring any warranties to new contractors and formally notifying all stakeholders about the termination.
Update all relevant systems with termination information, notify oversight bodies as required and update the contractor performance database to inform future procurement decisions.

5. Anti-corruption Policy and Procedures

The [Contractor/Supplier/Consultant] shall comply with CIIP's Anti-Corruption Policy as well as Section 3.15 of the Procurement Manual. Violation may result in contract termination, debarment, and/or legal action. Any suspected corrupt practices should be reported through CIIP's confidential reporting channels.

If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days’ notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

6. Inspections and Audits

The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the donor and/or persons appointed by the donor to inspect the Supplier’s offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the donor if requested by the donor. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Anti-corruption Policy and Procedures, which provides, inter alia, that acts intended to materially impede the exercise of the donor's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the donor's prevailing sanctions procedures).

7. Compliance with Procurement Authority Requirements

This contract has been awarded and is administered in accordance with the procurement authority requirements outlined in Section 3.18 of the CIIP Procurement Manual. The Supplier acknowledges that all contract amendments, variations, or extensions must be approved according to the authority levels specified in Section 3.18.2.

Signature and seal of the Purchaser: FOR AND ON BEHALF OF	Signature and seal of the Suppler: FOR AND ON BEHALF OF
____________________________ Name of Authorized Representative	____________________________ Name of Authorized Representative

Annex 6 – Form of Quotation

_______(Date)

To:____(Purchaser's Name)

_______(Purchaser's Address)

____

We offer to execute the (Purchaser to fill name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of ______________(amount in words and numbers) (______) (name of currency)___. We propose to complete the delivery of Goods described in the Contract within a period of____calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that:

1. This Quotation complies with the Validity of the Quotation required by the proposal documents
2. We have reviewed the requirements specified in the Technical Specifications and our offer fully complies with these specifications
3. We have reviewed the Anti-corruption Policy and Procedures in Section 3.15 of the CIIP Procurement Manual and agree to comply with all provisions therein
4. We understand that this procurement is being conducted in accordance with the Shopping method as defined in Section 4.1.3 of the CIIP Procurement Manual

Supplier Information:
Authorized Signature: _________________________
Name and Title of Signatory: _________________________
Name of Supplier: _________________________
Address: _________________________
Phone Number: _________________________
Email: _________________________
Fax Number (if any): _________________________

For CIIP Use Only:
Quotation received on: _________________________ By: _________________________
Evaluation completed on: _________________________ By: _________________________
Procurement approval per Section 3.18: _________________________ Date: _________________________

Annex 7 - Terms and Conditions of Supply

Project Name:________Purchaser:____________ Consignee: _______Package No. ___

1. Prices and Schedules for Supply

No.	Item No	Description of Goods	Quantity	Unit Price	Total Price at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Delivery Date

{Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail}

2. Fixed Price: The prices indicated in Annex 7 are firm and fixed and not subject to any adjustment during contract performance.

3. The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.

4. Delivery Schedule: The delivery should be completed as per Annex 7 schedule but not exceeding____calendar days from contract signature.

5. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.
6. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

7. <u>Resolution of Disputes:</u> The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures.

8. <u>Delivery and Documents:</u> Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable of fax the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
   (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
   (ii) duplicate air/ truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked «freight prepaid»;
   (iii) copies of the packing list identifying contents of each package;
   (iv) manufacturer's or supplier's warranty certificate;
   (v) certificate of origin;
   (vi) Certificate of quality

The documents listed under paragraph Delivery and Documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

9. <u>Payment</u> for your invoice will be made as follows: [100% against delivery of shipping documents, through an irrevocable and Confirmed Letter of Credit, opened by
_______(name of the Bank in Purchaser's country) in favor of the
_______(Supplier's Bank)], ***or*** [payment will be made 100% on acceptance of the goods] ***or*** [Advance payment of 10% of the Contract price paid within thirty
(30) days of signing the contract against a simple receipt and a bank guarantee for the equivalent amount; 80% of the contract price on Shipment of goods and the remaining 10% of the contract price paid within thirty (30) days after the date of the Acceptance Certificate for the respective delivery issued by the Purchaser [chose one option and delete the others].

10. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.

11. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

12. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

Address _______

____

13. <u>Force-Majeure:</u> The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

14. Required Technical Specifications

(i) General Description
(ii) Specific details and technical standards
(iii) Performance Parameters

Supplier confirms compliance with above specifications {**In case of deviations supplier to list all such deviations**}.

15. Failure to Perform:

- The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21 day notice given by the Purchaser, without incurring any liability to the Supplier.

16. Compliance with Sustainable Procurement Practices

- The Supplier confirms compliance with the environmental and social requirements specified in Section 3.23 of the CIIP Procurement Manual as applicable to this procurement.

17. Anti-Corruption Requirements

- The Supplier acknowledges that they have reviewed and agree to comply with the provisions of Section 3.15 of the CIIP Procurement Manual regarding prohibited practices and anti-corruption requirements.

NAME OF SUPPLIER____
Authorized Signature___
Place:
Date:

Annex 8 - Procurement of Goods under Shopping - Evaluation Form

1. Project Name _______

2. Implementing Agency _______

3. Details of goods _______ Procured _______

4. Estimated Cost_______Equivalent US$_

5. Quotations Submission _____________time allowed (days)_____ Submission Deadline _____________(date)__

6. Bidders InvitedBidders Quoted Quotation Receipt Date Price Quoted

7. Ranking of Responsive Quotations by Price Bidder Evaluated Price

8. Non-Responsive Quotations

Bidder Reason(s) for Rejection

9. Name of the lowest evaluated Bidder _

10. Total Price of the Contract Award_____US$___equivalent

11. Date of Contract award _______

12. Any issues (to be) discussed at finalization of contract. Give details.

13. Compliance with Procurement Method Selection Framework:
- Procurement method applied: _________________________________
- Reference to Section 4.1.4 criteria applied: _________________________________
- Authority level approval per Section 3.18.2: _________________________________

14. Sustainability considerations (Section 3.23):

---

15. Complaints from other Suppliers, if any. Provide details:

Date: _________________________________

Signature of Procurement Official: _________________________________

Approved by: _________________________________ Position: _________________________________

Date: _________________________________

Annex 9 – Sample Format: Specific Procurement Notice

[COUNTRY]
[NAME OF PROJECT]
[insert sector]
[BRIEF DESCRIPTION OF GOODS/WORKS]
Loan No./Credit No./TF No./Grant No. Project ID No.
Contract/Bid No.

The [*insert name of borrower*] [*has received/has applied for/intends to apply for*] financing from the donor toward the cost of the [*insert name of project*], and it intends to apply part of the proceeds toward payments under the contract for [*insert brief description of contract (i.e., road works, medical equipment, etc.)*].[1] The [*insert name of implementing agency*] now invites sealed bids from eligible bidders for [*insert contract number and/or name, a brief description of the type(s) of goods or works to be provided, including quantities, location and other information necessary to enable potential bidders to decide whether or not to respond to the invitation*[2]. The delivery/construction period is [*insert number of days/months/years or dates*].[3]

Bidding will be conducted through the [indicate procurement method - International Competitive Bidding (ICB) or National Competitive Bidding (NCB)] procedures as specified in the [donor Name] [Guidelines/Procurement Regulations] and in accordance with Section 4.1 of the CIIP Procurement Manual, and is open to all eligible bidders as defined in the guidelines.
Interested eligible bidders may obtain further information from and inspect the bidding documents from the [*insert name of agency*] at the following address [*insert address at end of document*] during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*]. A complete set of bidding documents in [*insert name of language*] may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a nonrefundable fee[4] of [*insert amount in local currency*] or [*insert amount in specified convertible currency, i.e. US$*]. The method of payment will be [*insert method of payment*].[5] The document will be sent by [*insert delivery procedure*].[6]

All bids must be accompanied by a bid security of [*insert amount in local currency or minimum percentage of bid price]* or an equivalent amount in a freely convertible currency,[7] and be delivered to the address below by [*insert time*] on [*insert date*]. They will be opened immediately thereafter, in the presence of bidders' representatives, who choose to attend, at the address below[8]. Late bids will be rejected.

This procurement process is being conducted in accordance with the CIIP Procurement Method Selection Framework outlined in Section 4.1.4 of the CIIP Procurement Manual and has received appropriate approval per the authority levels established in Section 3.18.2 of the manual.

[insert name of office]

---

[1][*Insert the following if applicable*]. This contract will be jointly financed by [*insert name of financing agency*]. Bidding will be governed by the donor's eligibility rules and procedures.
[2]Bidding documents may require bidders to have specific experience or capabilities; such restrictions should also be included in this paragraph]
[3]Insert this sentence if applicable
[4]The fee, to defray printing and mailing/shipping costs, should be nominal.
[5]For example, cashier's check, direct deposit to specified account number, etc.

[6]The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the donor, documents may be distributed by e-mail.
[7]The amount of bid security should be stated as a fixed amount or as a minimum percentage of the bid price. Alternatively, if a bid security is not required (often the case in supply contracts), the paragraph should so state.

[8]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 (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.

Attn: [insert name of officer & title]
[insert postal address and/or street address] [insert postal code, city, country]
Tel: [include the country and city code] Fax: [include the country and city code] E-mail:
Web site:

Annex 10 – Sample Format: Request for Expression of Interest (Consulting Services)

[COUNTRY]
[NAME OF PROJECT]
Loan No./Credit No./ Grant No.:_______

Assignment Title: __

Reference No. (As per Procurement Plan): _____

The [*insert name of Borrower/Beneficiary/Recipient*] [*has received/has applied for/intends to apply for*] financing from the donor toward the cost of the [*insert name of project or grant*], and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include [*insert brief description, implementation period, etc.*][1]

The [*insert name of implementing agency/client*] now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: [*insert criteria related to required qualifications and experience of the firm, but not individual experts' bio data*].

The attention of interested Consultants is drawn to CIIP's Anti-corruption Policy and Procedures in Section 3.15 of the CIIP Procurement Manual, as well as the [*insert Donor name*]'s applicable policies on conflict of interest. [*If applicable, insert the following additional text*: In addition, please refer to the following specific information on conflict of interest related to this assignment: [*insert information on conflict of interest related to the assignment*].

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the [*insert selection method from Section 4.2 of the CIIP Procurement Manual*] method, following the procedures outlined in Section 4.2 of the CIIP Procurement Manual.

This procurement is being conducted in accordance with CIIP's Procurement Method Selection Framework outlined in Section 4.1.4 of the CIIP Procurement Manual and has received appropriate approval per the authority levels established in Section 3.18.2 of the Manual.

Environmental and social considerations in line with Section 3.20 of the CIIP Procurement Manual will be incorporated into consultant evaluation and selection.

Further information can be obtained at the address below during office hours [insert office hours if applicable, i.e. 0900 to 1700 hours].

Expressions of interest must be delivered in a written form to the address below (in person, or by mail,

[1] [Provide enough information allowing Consultants to decide whether or not to prepare an expression of interest or insert a link to the website where the terms of reference can be found. Requested information should be the minimum required to judge a Consultant's suitability and not so complex as to discourage Consultants from expressing interest.]

or by fax, or by e-mail) by [insert date].

[Insert name of office]
Attn: [insert name of officer & title]
[Insert postal address and/or street address] [Insert postal code, city and country]
Tel: [include the country and city code] Fax: [include the country and city code]
Email: ______________________
Website: ______________________

Annex 11 - Evaluation Form: Shopping of goods

1. Project Name _______
2. Implementing Agency _______
3. Details of goods _______ procured _______
4. Estimated Cost _______Equivalent US$_
5. Quotations Submission _____________time allowed(days)____ Submission Deadline _____________(date)__
6. Bidders Invited Bidders Quoted Quotation Receipt Date Price Quoted

7. Ranking of Responsive
-
- Quotations by Price

Bidder Evaluated Price

8. Non-Responsive Quotations

Bidder Reason(s) for Rejection
-

9. Name of the lowest evaluated Bidder _______

10. Total price of the Contract _______US $___Equivalent award
11. Date of Contract award _______

12. Any issues (to be) discussed at finalization of contract. Give details

13. Procurement method justification (per Section 4.1.4):
- ______________________________
- ______________________________

14. Approval authority verification (per Section 3.18.2):
- Approved by: ______________________________
- Position: ______________________________
- Date: ______________________________

15. Sustainable procurement considerations (per Section 3.20):
- ______________________________
- ______________________________

16. Anti-corruption verification (per Section 3.15):
    - Declaration of no conflicts of interest: □ Yes □ No
    - Explanation if "No": ______________________________
17. Complaints from Other Suppliers, if any, provide details

Date: _______ Signature of Procurement Official

For Internal Use Only:
Post-review comments (if applicable):

____

____

Reviewed by: ______________________________ Date: ______________________________

Annex 12 - Sample Evaluation Report - IC

Individual Consultant

Country.
Project Title:

Loan/Credit/Grant Number:
Date

1. Implementing Agency (address, telephone/Fax No
2. Name of consulting assignment:
3. Package Number (as per Procurement Plan):
4. Total Estimated Cost of Assignment: (Include fees, incidentals, travel costs, etc.)
5. Period of the Assignment:
6. Date of Issue of the LOI or Request to Express Interest:
7. Name of individual consultants invited (list also those who expressed interest in response to advertisements and/or GPN, if there was an invitation issued):
8. Evaluation Criteria basis:

    I. General Qualifications points
       -
       -
    II. Adequacy for the Project -…… points
       -
       -
       -
    III. Language and Relevant Experience points
       -
       -
       -

9. Deadline for submission of CVs:
10. Name of consultants who expressed interest and submitted CVs:
11. Members of Evaluation Committee: (Name and Position of each member)
12. Consultants included on the Short List: (include at least three)
13. Results of evaluation of CVs with respect to TOR and other evaluation criteria/requirements)

Name of Short Listed Consultant	Strengths	Weaknesses
1		

2		
3		

14. Procurement Method Justification (per Section 4.1.4 and 4.2 of the CIIP Procurement Manual):
- ______________________________
- ______________________________

15. Approval Authority Verification (per Section 3.18.2):
- Authority level required: ________________________________
- Approved by: ________________________________
- Position: ________________________________
- Date: ________________________________

16. Conflict of Interest Verification (per Section 3.15):
    - Declaration of no conflicts of interest by evaluation committee members: ☐ Yes ☐ No
    - Declaration of no conflicts of interest for selected consultant: ☐ Yes ☐ No
    - If "No" to either, explanation: ________________________________

17. Sustainability Considerations (per Section 3.20):
    - Environmental expertise requirements met: ☐ Yes ☐ No ☐ N/A
    - Social inclusion criteria addressed: ☐ Yes ☐ No ☐ N/A
    - Comments: ________________________________

18. Based on the substantial responsiveness of the best evaluated CV with respect to compliance with technical and other related aspects specified in the TORs the following award of contract is recommended:

Name of the Selected Individual Consultant:
Contract Price: to be negotiated

Period of Consulting/Services: to be negotiated
Complaints, if any:_____

Signature of the Chairperson of the Evaluation Committee: _____

Date: ________________________________

EVALUATION SHEET Consultant Names	Ag e	General Qualification (---Points)		Adequacy for Project (---Points)		Language and Experience (---Points)		Staff Rating
		Rating* (A)	(A) x (Points) (B)	Rating* (C)	(C) x (Points) (D)	Rating* (E)	(E x (Points) (F)	(B) + (D) + (F) (G)

Annex 13 - Template 1: Contract Monitoring Sheet

Project Title:	Contract Number:
Contractor/Supplier Name:	Procurement Method Used:
Start Date:	End Date:
Contract Value:	Funding Source:
Contract Manager:	Reporting Period:
Procurement Authority Level (per Section 2.18.2):	

Monitoring Areas

Monitoring Area	Description/Comments	Status (Red/Amber/Green)	Date Reviewed	Responsible Person
Deliverables Received	E.g., goods delivered or services rendered			
Timeline Compliance	On schedule, delayed, ahead of schedule?			
Budget Compliance	Within budget? Any cost overruns?			
Quality of Work/Output	As per contract specs			
Compliance with Terms	E.g., E&S standards, legal, gender clauses			
Anti-corruption Compliance (Section 3.15)	Any concerns or issues?			
Sustainable Procurement Performance (Section 3.23)	Environmental and social impacts			
Risks Identified	E.g., delivery risks, disputes, legal issues			
Actions Taken/Required	Remedial steps or adjustments			

Performance Metrics

Key Performance Indicator	Target	Actual	Variance
Delivery Timeline			
Budget Adherence			
Quality Standards Met			
Environmental Compliance			

Notes: (Include remarks, explanations for delays or issues, and any formal warnings or contract variations issued.)
This monitoring sheet complies with the M&E Framework outlined in Section 3.22 of the CIIP Procurement Manual.

Prepared by: ___________________ Date: ___________________

Reviewed by: ___________________ Date: ___________________

Annex 14 - Template 2: Supplier Performance Evaluation Form

Supplier/Contractor Name:	Project/Contract Name:
Contract Number:	Contract Value:
Evaluation Period:	Procurement Method Used:
Evaluator Name & Position:	Date of Evaluation:

Performance Evaluation

Evaluation Criteria	Weight (%)	Score (1-5)	Weighted Score	Comments
Quality of Goods/Services	25%			
Timeliness of Delivery	20%			
Compliance with Specifications	15%			
Communication & Responsiveness	10%			
Cost Management	10%			
Environmental & Social Compliance	10%			
Innovation/Added Value	5%			
Adherence to Gender-Sensitive Practices	5%			
Total Score:	100%			

Score Guide: 1 = Poor (Significant issues, below expectations) 2 = Fair (Some issues, below expectations in several areas) 3 = Satisfactory (Met expectations) 4 = Good (Exceeded expectations in some areas) 5 = Excellent (Exceeded expectations in most areas)

Performance Rating: ☐ Excellent (4.1-5.0) ☐ Good (3.1-4.0) ☐ Fair (2.1-3.0) ☐ Poor (1.0-2.0)

Recommended Action: ☐ Continue ☐ Monitor ☐ Do not engage in future

Sustainability Performance Assessment
(In accordance with Section 2.20 of the CIIP Procurement Manual)

Environmental Aspects	Description	Rating (1-5)
Resource Efficiency		
Waste Management		
Pollution Prevention		

Social Aspects	Description	Rating (1-5)
Labor Standards		
Inclusion Practices		
Community Impact		

Anti-corruption Compliance Assessment
(In accordance with Section 3.15 of the CIIP Procurement Manual)
Any concerns or issues identified: ☐ Yes ☐ No If yes, provide details: ________________________________

Lessons Learned
Strengths: ________________________________
Areas for Improvement: ________________________________
Recommendations for Future Procurements: ________________________________
This evaluation form complies with the requirements of the CIIP Procurement Manual Sections 3.18, 3.20, and 3.22.

Evaluator Signature: __________________ Date: __________________

Approval Authority (per Section 2.18.2): __________________ Date: __________________

Annex 15 - Documentation Requirements Matrix

Procurement Method	Required Documents	Donor requirement	Template/Form Reference
International Competitive Bidding (ICB)	• Technical Specifications (TOR) • Donor Approval of TOR & Bidding Documents • Invitation for Bids (IFB) & Advertisement Bid Register • Bid Opening Minutes • Bid Evaluation Report (BER) • Donor No-Objection on BER • Signed Contract • Contract Award Notice • Delivery/Completion Record • Payment Record	**Prior Review – All Contracts** World Bank: All ICB contracts ADB: All contracts >$10M (works), >$5M (goods) Donor No-Objection required for TOR, bidding documents and BER International advertisement mandatory	Templates: IFB, BER, Contract Award Notice
National Competitive Bidding (NCB)	• TOR/Specifications • Donor Approval (1st two NCBs) • IFB & Advertisement • Bid Opening Minutes • BER • Donor No-Objection (if required) • Signed Contract • Award Publication • Delivery/Completion Record • Payment Record	**Prior Review – Risk & Value Based** World Bank: First 2 contracts + all >$3M ADB: High Risk >$5M works/>$1.5M goods; Substantial Risk >$10M works/>$2M goods Post Review sampling for below-threshold contracts	Templates: IFB, BER, Contract
Shopping (SH)	• Simple Technical Specs • Invitation to Quote • At least 3 Quotations • Price Comparison Table • Evaluation Report • Donor No-Objection (first contract) • Purchase Order/Contract • Delivery Note • Payment Receipt • Award Notice	**Prior Review – First Contract + Above Threshold** World Bank: First contract + all >$500K ADB: Contracts >$150K Simplified evaluation procedures acceptable	Templates: Shopping Eval Form, Purchase Order
Direct Contracting / Direct Purchase (DC/DP)	• Technical Specifications • Written Justification • Price Reasonableness Verification • CIIP Director Approval	**Prior Review – All Contracts**	Templates: DC Justification Memo

	• Donor No-Objection • Purchase Order/Contract • Delivery Confirmation • Payment Record • Award Publication	World Bank: All DC regardless of value ADB: All DC contracts Strong justification required (sole source, emergency, compatibility) Independent price verification mandatory	
QCBS (Quality- & Cost-Based Selection)	• TOR • EOI Advertisement • Shortlist • RFP • Technical & Financial Proposals • Technical Eval Report • Combined Eval Report • Donor No-Objections • Negotiated Contract • Deliverables Tracking • Payment Records • Consultant Performance Evaluation • Award Notice	**Prior Review – Above Threshold** World Bank: Contracts >$100K ADB: High Risk >$500K; Substantial Risk >$1M Prior review of TOR, shortlist and evaluation reports Minimum technical score required (70-80%)	Templates: TOR, RFP, Eval Forms
CQS (Consultant Qualification Selection)	• TOR • EOI • Evaluation Report • Justification of Selection • Donor No-Objection (first contract) • Combined Technical-Financial Proposal • Negotiated Contract • Deliverable Verification • Payment Record • Award Notice	**Prior Review – First Contract + Above Threshold** World Bank: First CQS + all >$50K ADB: Contracts >$200K Qualification-based for standard assignments Minimum 3 qualified consultants required	Templates: CQS Memo, Eval Form
LCS (Least Cost Selection)	• TOR • EOI & Shortlist • Technical & Financial Proposals • Evaluation Reports • Signed Contract • Deliverables • Payment Records • Award Notice	**Prior Review – Above Threshold** World Bank: Contracts >$100K ADB: Contracts >$300K For standard assignments with well-defined TOR	Templates: LCS Eval Form

		Award to lowest cost among qualified	
FBS (Fixed Budget Selection)	• TOR • RFP with Budget Disclosure • Technical Proposals • Financial Proposals • Evaluation Report • Signed Contract • Deliverables • Award Notice	**Prior Review – Above Threshold** World Bank: Contracts >$100K ADB: Contracts >$200K Budget disclosed in RFP Award based on technical quality within budget	Templates: FBS Eval Template
SSS (Single Source Selection)	• Detailed Justification • Donor No-Objection • TOR • Consultant Proposal • Negotiation Records • Signed Contract • Deliverables • Award Notice • Payment Record	**Prior Review – All Contracts** World Bank: All SSS regardless of value ADB: All SSS contracts Exceptional circumstances justification required Acceptable: continuation work, unique expertise, emergency	Template: SSS Justification Memo
IC (Individual Consultant)	• TOR • 3 CVs / EOIs • Evaluation Report • Negotiation Record • Signed Contract • Deliverables & Time Sheet • Payment Record • Performance Evaluation	**Prior Review – Above Threshold** World Bank: ≥$50K or All TORs ADB: High Risk >$200K; Substantial Risk >$300K Competitive selection among individuals Simple lump-sum or time-based contracts	Templates: IC Evaluation Matrix