 **MINISTRY OF FINANCE OF THE REPUBLIC OF INDONESIA**

**TIM PUBLIC FINANCIAL MANAGEMENT**

MULTI DONOR TRUST FUND

 GEDUNG DJUANDA II LT.18, JALAN DR. WAHIDIN RAYA NOMOR 1, JAKARTA 10710, KOTAK POS 21,

TELEPON (021) 3449230 PESAWAT 6860, (021) 3443009, FAKSIMIL (021) 3500846,

SITUS www.pfm-mdtf.kemenkeu.go.id

**REPUBLIK INDONESIA**

**KEMENTERIAN KEUANGAN**

**PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND – PHASE II**

**Consultancy Services for Developing Procurement Center of Excellence in**

**Ministry of Finance**

Kementerian Keuangan telah menerima bantuan hibah dari Bank Dunia, untuk melaksanakan bantuan modernisasi pengadaan jasa konsultan untuk Pengembangan Pusat Unggulan Pengadaan di Kementerian Keuangan.

Bantuan teknis pengembangan Pengembangan Pusat Unggulan Pengadaan di Kementerian Keuangan dimaksud akan meliputi:

# Ruang lingkup pekerjaan, antara lain:

* 1. Melakukan persiapan work plan activities, timetable dan deliverables;
	2. Menganalisis data primer dan sekunder untuk temuan dan rekomendasi;
	3. Menyusun strategi untuk mencapai Pusat Unggulan Pengadaan di Kementerian Keuangan
	4. Menyusun 3 (Tiga) naskah akademis tentang Pengadaan di Kementerian Keuangan terkait:
		+ 1. Kelembagaan Pengadaan
			2. Sumber Daya Manusia
			3. Proses Bisnis
	5. Melakukan *Forum Group Discussion,* Workshop, dan Internalisasi yang akan diselenggarakan oleh Biro Manajemen Barang Milik Negara dan Pengadaan;
	6. Mendampingi Biro Manajemen Barang Milik Negara dan Pengadaan selama masa penugasan dalam pelaksanaan rekomendasi yang ada pada strategi dan naskah akademis;
	7. Membuat dan menyampaikan laporan akhir terkait dengan konsultasi untuk mengembangakan Pusat Keunggulan Pengadaan Barang/ Jasa di Kementerian Keuangan;
1. **Penyedia merupakan konsultan perorangan**, dengan kualifikasi sebagai berikut:
	1. Telah menempuh pendidikan min. S2 di bidang ekonomi, administrasi publik atau bidang sejenis;
	2. Memiliki pengalaman kerja dalam berbagai aspek pengadaan paling kurang 8 (delapan) tahun, lebih diutamakan pengalaman dengan berbagai negara mulai dari negara berkembang hingga negara maju, negara yang memiliki best practice pengadaan;
	3. Berpengalaman luas berinteraksi dengan pejabat sektor publik di tingkat manajemen yang berbeda;
	4. Berpengalaman dalam bidang pekerjaan di Indonesia yang terkait;
	5. Memiliki kemampuan komunikasi lisan dan tulisan dengan baik dalam Bahasa Inggris; dan
	6. Berpengalaman dalam proyek bantuan internasional di berbagai negara

# Periode pelaksanaan pekerjaan

Konsultan akan melakukan penugasan dengan kontrak berbasis hasil untuk jangka waktu 4 (empat) bulan kalender yang dimulai pada bulan Oktober 2019 sampai dengan Februari 2020.

# Estimasi Biaya

Paket Pekerjaan ini diperkirakan memerlukan biaya sesuai dengan Harga Perkiraan Sendiri sebesar Rp 360.400.000 (Tiga Ratus Enam Puluh Juta Empat Ratus Ribu Rupiah)

# Metode Seleksi

Pengadaan konsultan dilakukan dengan metode seleksi konsultan individual secara kompetitif, dengan mengacu kepada Petunjuk Bank Dunia (Guidelines: Selection and Employement of Consultants under IBRD Loand and IDA Credits and Grants by World Bank Borrowers) bulan Januari sebagaimana revisi terakhir bulan Juli 2014

Sehubungan dengan hal tersebut, Kementerian Keuangan mengundang konsultan individual untuk dapat menyampaikan surat pernyataan berminat (expression of interest) dalam bahasa inggris, dengan melampirkan Curicullum Vitae (CV) disertai dengan pengalaman dalam pekerjaan sejenis.

Penyampaian surat pernyataan berminat dan dokumen pendukung lainnya serta permohonan informasi lebih lanjut (pada jam kerja) ditujukan kepada:

**Panitia Pengadaan Barang dan Jasa**

Kementerian Keuangan

Project Service Support Unit Public Financial Management – Multi Donor Trust Fund

(PSSU PFM-MDTF)

Gedung Djuanda II Lantai 18

Jl. Dr. Wahidin Raya No. 1 Jakarta Pusat 10710

No. telp: 021-3449230 ext. 6860, 021-3443009, faksimili 021-3500846

Atau melalui email ke: gfmrap@kemenkeu.go.id cc: pssu.gfmrap@gmail.com

**Surat pernyataan berminat** dan **dokumen pendukung lainnya** harus diterima di meja/email panitia **paling lambat pukul 17.00 WIB, 25 Oktober 2019**

**Lampiran**

## **Public Financial Management Multi-Donor Trust Fund II**

**Component V**

**Terms of Reference**

**Consultancy Services for Developing Procurement Center of Excellence in**

**Ministry of Finance**

### Background

1. In the early years of the implementation of reforms in the area of public financial management (PFM) and revenue administration, the Government of Indonesia (GOI), through the Ministry of Finance (MOF) received funding from several donor countries to support the implementation of the government’s PFM reform agenda. The funds contributed by the initial donors consisting of the European Union (EU) and the Government of the Netherlands were pooled in a trust fund referred to as the *Public Financial Management Multi-Donor Trust (PFM MDTF),* under the management of the World Bank. Currently, we are in phase II of PFM MDTF, which has received funding support from the EU, the Government of Canada, and the Government of Switzerland.
2. During the Policy Advisory Committee (PAC) meeting on June 16, 2017, the Minister of Finance proposed and the PAC agreed to narrow down the focus of activities into four (4) Priority Areas (programmatic themes) for the remaining life of PFM MDTF II as follows:

|  |  |
| --- | --- |
| PRIORITY AREA | Components Covered |
| 1. Improving Tax Administration | Component VI |
| 2. Promoting Budget Efficiency | Components II, III, IV, V |
| 3. Improving subnational transfers | Component VII |
| 4. Supporting more strategic management of PFM across units in the Finance Ministry | Components I and VIII |

1. Component V calls for “Enhanced compliance and value‐for‐money in budget spending*."* The Updated Medium-Term Strategy Note highlighted the need to “… interface the procurement system with SPAN to achieve the full benefits from an Integrated Financial Management Information System”. However, integrating the e-procurement system with SPAN in its current state, with all its shortcomings and inefficiencies will not be a cost-efficient thing to do. There is a need to improve the procurement business process and the e-procurement system before full integration can take place.

1 In addition to GOI and NGO implementing agencies, the World Bank also performs PFM MDTF funded activities.

1. Procurement is a strategic function that is closely linked with prudent fiscal policy, budgeting performance, quality spending, and "value for money" goods and services, and involves various risks, including financial and legal risks.
2. The Ministry of Finance is among the top 10 (ten) Ministries that annually receive the most significant allocation from the State Budget (APBN). The Fiscal Year 2017 allocation is 42.95 trillion up to IDR 0.88 trillion or a decrease of 0.88% compared to the 2016 APBN allocation. Of the total budget allocation, IDR 25 trillion or 58.4% represents the goods and capital expenditure budget, which was implemented through procurement.
3. MoF launched its Organizational Transformation Program (KMK 36/KMK.01/2014), to improve the effective execution of tasks, organizational performance, and an output-based-accountability culture. The program was to be accomplished through the implementation of 87 strategic initiatives. Recently, under the leadership of the current Minister of Finance, these 87 initiatives have been refined to 20 initiatives.
4. As proposed in the Transformation Blueprint (KMK 36/KMK.01/2014) and PMK 217/PMK.01/2018 as amended by PMK 87/PMK.01/2019 Concerning Organization and Working Procedure of Ministry of Finance, the *Pusat Layanan Pengadaan Secara Elektronik (PLPSE*) and *Biro Perlengkapan* were merged into *Biro Manajemen Barang Milik Negara dan Pengadaan* (*Biro Manajemen BMN dan Pengadaan*) or Bureau of State-Owned Asset and Procurement Management, effective on January 1, 2019. As proposed in the Institutional Transformation Blueprint, there is one transformation initiative that directly related to the *Biro Manajemen BMN dan Pengadaan*, namely, the strengthening of the procurement and asset management functions. Also, based on PMK 217/PMK.01/2018 as amended by PMK 87/PMK.01/2019 Article 150, *Biro Manajemen BMN dan Pengadaan* has the task of coordinating and carrying out the administration of State Property and the Procurement of Goods / Services, management of State Property and Goods / Services Procurement within the Ministry of Finance.
5. Presidential Regulation (Perpres) Number 16/2018 and derivative regulation mandate every ministry to have Unit Kerja Pengadaan Barang/Jasa (UKPBJ) or Procurement of Goods/Services Working Unit which now has merged as the procurement Center of Excellence that has five core functions as follows:
	1. Goods / Services Procurement Management
	2. Management of Electronic procurement services
	3. Human Resources Development and Institutional Arrangement for Procurement of Goods / Services
	4. Implementation of technical assistance, consultation and technical guidance of Procurement of Goods / Services
	5. Application of Other Tasks given by the Minister / Institution Head / Regional Head relating to UKPBJ duties and functions
6. Based on KMK 558/KMK.01/2019 *Biro Manajemen BMN dan Pengadaan* is designated as UKPBJ in MoF; However, the role of UKPBJ still not running properly. Additionally, MoF is facing a challenge to create the best fit structure for MoF's UKPBJ that will be in charge of MoF’s Procurement of Goods/Services.
7. LKPP has created a level of maturity standard of UKPBJ. Based on the assessment by LKPP, the level of maturity of the UKPBJ in Ministry of Finance is at level 3 (*pro-aktif*), from the maximum level that can be achieved that is level 5 (*unggul*). The assessment was conducted on 4 UKPBJ domains, namely the process domain, the institutional domain, the HR domain, and the information system domain. From each of these domains, several indicators form the basis of valuation.
8. Additionally, MoF is facing challenges that can be divided into three significant aspects in order to achieve the maximum maturity level in UKPBJ, namely as follows:
	1. institutional arrangement:
9. does not yet have a procurement organization structure that is the best fit for the Ministry of Finance
10. Bureau of State-Owned Asset and Procurement Management has been established as UKPBJ, but this is contrary to the organizational structure of bureau which may not have a UPT (*Unit Pelaksana Teknis)* in the region
11. The Ministry of Finance is a holding type ministry that has more than 839 spend units
12. a broad span of control from Sabang to Merauke
	1. Human Resources:
13. The number of candidates for functional procurement officials (*Jabatan Fungsional Pengadaan*) positions that have been proposed is only based on the number of MoF’s tenders. However, with the stipulation of Perpres 16/2018, Article 88 paragraph (1) mandates that the Procurement Officer (*pejabat pengadaan*) must be conducted by a Functional Procurement Official. As a result, the formation that has been proposed in the previous academic papers has not been able to meet the needs (although the number of tenders is getting smaller, the number of direct procurements up to 200 million Rupiah is still abundant).
14. Currently, MoF still doesn’t have a proper position for Internal Advisory Unit (*Unit Pembina Internal*) within Biro *Manajemen BMN dan Pengadaan*.
	1. Business process:
15. there is no practical guidance (SOP) for procurement planning, procurement transaction processing, and contract implementation.
16. there is no business system or process that can monitor and evaluate the application of the Procurement Performance in all spend units of the Ministry of Finance
17. there is no monitoring and evaluation system that can be used to provide modem robust data analytics
18. Considering all of the above concerns, the MOF believed that the technical assistance for Developing Procurement Center of Excellence in Ministry of Finance is needed to solve these problems.

### Objective

1. The objective is of this technical assistance is to acquire a service from a Local Consultant who will assist the Ministry of Finance in developing Procurement Center of Excellence to further strengthen the procurement institution and processes within MOF. This consultancy will help define the desired state of the procurement system and processes at the MoF in short term period, recognize and systematically sequence the steps and actions needed to be done to move towards the desired goals.

### Scope of Work

1. This assistance should include the following but not limited to:
	1. preparation of a work plan outlining the planned activities, timetable, and deliverables for the whole technical assistance period.
	2. recommendations of strategies towards Procurement Center of Excellence in MoF that includes an action plan and timeline.
	3. recommendations of improvements for greater efficiency on the existing institutional arrangements for procurement management within MOF Proposing an organizational structure that is the best fit for the Ministry of Finance by considering the MoF’s span of control and number of spend units across the nation.
	4. recommendation on the number of Procurement management formations that will occupy functional procurement official formation based on criteria established by Perpres 16/2018.
	5. recommendation on the practical guidance for procurement planning, procurement transaction processing, and contract implementation
	6. development of MOF's procurement monitoring and evaluation system to provide modem robust data analytics and measuring procurement performance
	7. conduct and facilitated at least one focused-group discussions, at least one workshop and at least one internalization that will be organized by *Biro Manajemen BMN dan Pengadaan* to present the draft strategy toward Procurement Center of Excellence in MoF and three academic papers that focused on institutional arrangement, human resources and business process to address procurement challenges in MoF as described in paragraph 11.
	8. update the strategy towards Procurement Center of Excellence in MoF and the three academic papers based on the result of FGD and Workshop. Perform consultative meetings with stakeholders to update/adjust the strategy towards Procurement Center of Excellence in MoF if needed.
	9. prepare and submit the final strategy in the implementation of procurement center of excellence in MoF, and three final academic papers as described in paragraph 14.
	10. work closely with officials with *Biro Manajemen BMN dan Pengadaan* who will implement the plans laid out in the procurement center of excellence in MoF to ensure adequate understanding and to facilitate the successful execution of the approved action plan.
	11. Assist *Biro Manajemen BMN dan Pengadaan* in implementing the proposed strategy towards Procurement Center of Excellence in MoF during technical assistance period.

### Expected Deliverables from The Assignment

1. The Consultant is expected to perform the services during the assignment period based on an output-based mechanism. Payment for the actual services is not made on the basis of acceptance to any of these expected deliverables. However, such payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations specified in this TOR.
2. A **Detailed Work Plan** for the implementation of the task described in the section "Scope of the TA activity."
3. A **Brief Status Report** on the progress of implementation of activities, at least two reports, as laid out in the Work Plan, to be submitted to, and discussed with *Biro Manajemen BMN dan Pengadaan*.
4. **A Draft strategy toward Procurement Center of Excellence in MoF and Draft Academic Papers** on the result of activities 14.a) to 14.f) to be shared before the FGD which consist of but not limited to (i) key findings from gap analysis covering the areas of review, (ii) Strategy and Action plan on actualizing Procurement Center of Excellence in MoF, (iii) Draft academic paper on procurement organizational structure, (iv) Draft Academic Paper on the functional procurement official formation and the Internal Advisory Unit (v) Draft Academic Paper on MOF's procurement monitoring and evaluation system.
5. Facilitate at least one (1) FGD that will be organized by *Biro Manajemen BMN dan Pengadaan* to present the strategy toward Procurement Center of Excellence in MoF and three Draft academic papers.
6. **A Revised** **strategy toward Procurement Center of Excellence in MoF** and **Revised Academic Papers** based on the result of FGD to be submitted to the Head of *Biro Manajemen BMN dan Pengadaan*, and to be shared with other Echelons II in Secretariat General
7. Facilitate at least one (1) Workshop to other Echelons II in Secretariat General that will be organized by *Biro Manajemen BMN dan Pengadaan* to present the revised strategy toward Procurement Center of Excellence in MoF and three Revised academic papers.
8. **A Final strategy toward Procurement Center of Excellence in MoF** and **Final Academic Papers** based on the result of workshop to be shared with Head of *Biro Manajemen BMN dan Pengadaan*
9. Facilitate at least one (1) Internalization to other Echelons I in MoF that will be organized by *Biro Manajemen BMN dan Pengadaan* to present the Final strategy toward Procurement Center of Excellence in MoF and Final academic papers.
10. The Technical Assistance on implementation of the proposed strategy towards Procurement Center of Excellence in MoF
11. **The final report of the implementation of technical assistance** on Developing Procurement Center of Excellence in Ministry of Finance t**hat includes:**
12. activities on creating strategy toward Procurement Center of Excellence in MoF development
13. activities on writing three academic papers
14. activities on FGD, Workshop and Internalization implementation
15. activities on mentoring *Biro Manajemen BMN dan Pengadaan* in implementing strategy toward Procurement Center of Excellence and the three academic papers.

## **Timeline for Activities and Delivery of Output/Deliverables**

| **ACTIVITIES** | **2019** | **2020** | **Output** |
| --- | --- | --- | --- |
| **October** | **November** | **December** | **January** | **February** |
| **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** |
|  **October 2019-February 2020** |  |  |  |  |  |  |
| 1. Prepare a detailed work plan
 | X |  |  |  |  | **Detailed Work Plan** |
| 1. Review and analysis of (i) Institutional Arrangement,(ii) Human Resources, (iii) Business Process (iv) other reports/laws/regulations.
2. Gathering Information needed for writing Academic papers and creating strategy towards procurement center of excellence in MoF
3. Discussions, Coordination, and Meeting with stakeholders.
4. Write Academic Paper on three major aspects of MoF’s Concern
5. Develop strategy towards procurement center of excellence in MoF
 | X | X | X |  |  | A **Draft Strategy Towards Procurement Center of Excellence in MoF**A **Draft Preliminary Academic Papers** on:Academic papers (*naskah akademis*) on three major aspects of MoF’s concern, namely as follows:* Institutional arrangement
* Human Resources
* Business Process
 |
| 1. Submit **Draft Strategy Towards Procurement Center of Excellence in MoF and Draft Preliminary Academic Papers**
 |  |  | X |  |  |  |
| 1. Focus Group Discussion with Romadan key staffs
 |  |  | X |  |  |
| 1. Update the **Draft Strategy Towards Procurement Center of Excellence in MoF and Draft** **Academic Papers** based on the result of FGD
 |  |  | X |  |  | **Revised Draft Strategy Towards Procurement Center of Excellence in MoF****Revised Draft of Academic Papers**  |
| 1. Submit **Revised Strategy Towards Procurement Center of Excellence in MoF and Revised** **Academic Papers**
 |  |  | X |  |  |
| 1. Conduct workshop (1) to present and explain the Revised Strategy Towards Procurement Center of Excellence in MoF and Revised Academic Papers with other Echelons II in Secretariat General
 |  |  | X |  |  |  |
| 1. Update the **Revised Strategy Towards Procurement Center of Excellence in MoF and Revised** **Academic Papers** based on the result of Workshop
 |  |  |  | X |  |  |
| 1. Submit **Final Strategy Towards Procurement Center of Excellence in MoF and Final Academic Papers**
 |  |  |  | X |  | A Final **Strategy Towards Procurement Center of Excellence in MoF**Final Academic paper (*naskah akademis*) on three major aspects of MoF’s concern, namely as follows:1. Institutional arrangement
2. Human Resources
3. Business Process
 |
| 1. Submit Brief Status Report
 | X |  | X |  |  | **Brief Status Report** |
| 1. Assist MoF in implementing the proposed strategy towards Procurement Center of Excellence in MoF during technical assistance period
 |  |  | X | X | X |  |
| 1. Internalization
 |  |  |  |  | X | **Internalization** on the developing procurement center of excellence in MoF |
| 1. Submit **The report of the whole technical assistance**
 |  |  |  |  | X | **The report of the whole technical assistance** |

### Expected Results/Outcome

1. The expected result from this technical assistance is *Biro Manajemen BMN dan Pengadaan* will be able to implement better planning and sequencing of activities based on clearly defined government goals and priorities.
2. The expected result from this consultancy is a clear vision and concrete action plan on how the Ministry will move forward in institutionalizing the reforms needed in the area of procurement which related to Institutional Arrangement, Human Resources, and Business Process.

### Reporting and Work Arrangements

1. The Consultant shall be under the direct supervision of the *Biro Manajemen BMN dan Pengadaan*, who will provide guidance and direction on technical matters.
2. The Consultant shall be supported by a Counterpart Team from *Biro Manajemen BMN dan Pengadaan*. The Team shall assist the Consultant in facilitating meetings and obtaining documents/materials needed by the Consultant. This Team will also be responsible for reviewing the output of the Consultant.
3. The Consultant shall coordinate closely with the World Bank Task Teams involved in implementing activities under the various PFM MDTF components, the PSSU Project Management Advisor, and other PFM MDTF consultants working in related activities.

### Period of Assignment

1. The Consultant will have to do the assignment on an output-based for a period of 4 (four) months to take place from October 2019 to February 2020.

### Key Qualifications

1. The Consultant should have the following qualifications:
* Advanced degree in economics, public administration, or related fields.
* At least eight years of work experience in various aspects of procurement, preferably with several countries ranging from developing countries to advanced, best-practice countries.
* Extensive experience interacting with public sector officials at different management levels
* Satisfactory work experience in the related line of work in Indonesia is preferred
* Excellent verbal and written communication skills in the English language.
* Experience in international aid projects in various countries.

***SAMPLE FORMAT:***

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(CONSULTING SERVICES – FIRMS SELECTION)**

**[*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 World Bank 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]](#endnote-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 paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* [*insert correct title and date of applicable Guidelines edition as per legal agreement*] (“Consultant Guidelines”), setting forth the World Bank’s policy 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 as per paragraph 1.9 of Consultant Guidelines*].

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

A Consultant will be selected in accordance with the [insert selection method] method set out in the Consultant Guidelines.

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, 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*]

E-mail: *[include e-mail address]*

SAMPLE FORMAT:

INVITATION FOR PREQUALIFICATION

[*COUNTRY*]

[*NAME OF PROJECT*]

[*insert sector*]

[*BRIEF DESCRIPTION OF GOODS/WORKS*]

Loan No./Credit No./TF No./Grant No.

Project ID No.

Invitation for prequalification

The [*insert name of borrower*] [*has received/has applied for/intends to apply for*] financing from the World Bank 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, complex information technology installation etc.)*].[[2]](#endnote-2) The [*insert name of implementing agency*] intends to prequalify contractors and/or firms 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.[[3]](#endnote-3)* It is expected that invitations to bid will be made in [*insert month and year*].[[4]](#endnote-4)

Prequalification will be conducted through the procedures as specified in the World Bank’s [*Guidelines: Procurement under IBRD Loans and IDA Credits*,](http://www.worldbank.org/html/opr/procure/guidelin.html) (current edition), and is open to all eligible bidders as defined in the guidelines.

Interested eligible bidders may obtain further information, and inspect the prequalification documents, from the [*insert name of agency*] at the address below [*insert address at end of document*] during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*]. A complete set of prequalification 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[[5]](#endnote-5) 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*].[[6]](#endnote-6) The document will be sent by [*insert delivery procedure*].[[7]](#endnote-7)

Applications for prequalification should be submitted in clearly marked envelopes and delivered to the address below[[8]](#endnote-8) by [*insert time*] on [*insert date*].[[9]](#endnote-9) Late applications will be rejected.

[*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*]

E-mail:

Web site:

*SAMPLE FORMAT:*

SPECIFIC PROCUREMENT NOTICE

(PROCUREMENT OF GOODS / WORKS)

**[*COUNTRY*]**

**[*NAME OF PROJECT*]**

Loan No./Credit No./ Grant No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract 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 World Bank toward the cost of the [*insert name of project or grant*], and intends to apply part of the proceeds toward payments under the contract [[10]](#footnote-1)for [*insert title of contract*][[11]](#footnote-2).

The *[insert name of implementing agency]* now invites sealed bids from eligible bidders for *[insert brief description of Goods or Works required, including quantities, location, delivery/construction period, margin of preference if applicable, etc.][[12]](#footnote-3)*.

Bidding will be conducted through the International Competitive Bidding procedures as specified in the World Bank’s [*Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*](http://www.worldbank.org/html/opr/procure/guidelin.html)  *[insert correct title and date of applicable Guidelines edition as per legal agreement]* (“Procurement Guidelines”), and is open to all eligible bidders as defined in the Procurement Guidelines. [*If applicable, insert the following additional text*: In addition, please refer to paragraphs 1.6 and 1.7 setting forth the World Bank’s policy on conflict of interest.]

Interested eligible bidders may obtain further information from *[insert name of implementing agency, insert name and e-mail of officer in charge]* and inspect the bidding documents during office hours *[insert office hours if applicable i.e. 0900 to 1700 hours]* at the address given below *[state address at the end of this invitation]* [[13]](#footnote-4)*.*

A complete set of bidding documents in [*insert name of language*] may be purchased by interested eligible bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee[[14]](#footnote-5) of [*insert amount in Borrower’s currency or in a convertible currency*]. The method of payment will be [*insert method of payment*].[[15]](#footnote-6) The document will be sent by [*insert delivery procedure*].[[16]](#footnote-7)

Bids must be delivered to the address below *[state address at the end of this invitation]* [[17]](#footnote-8) on or before *[insert time and date].* Electronic bidding will *[will not]* be permitted. Late bids will be rejected. Bids will be publicly opened in the presence of the bidders’ designated representatives and anyone who choose to attend at the address below *[state address at the end of this invitation]* on *[insert time and date]*.

All bids must be accompanied by a *[insert “Bid Security” or “Bid-Securing Declaration,” as appropriate]* of *[insert amount and currency in case of a Bid Security*.

The address(es) referred to above is(are): *[insert detailed address(es) ]*

[*insert name of office, room number*]

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: [*insert electronic address if electronic bidding is permitted*]

Web site:

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.]* [↑](#endnote-ref-1)
2. [*Insert the following if applicable*]. This contract will be jointly financed by [*insert name of cofinancing agency*]. Bidding will be governed by the World Bank’s eligibility rules and procedures. [↑](#endnote-ref-2)
3. Bidding documents may require bidders to have specific experience or capabilities; such restrictions should also be included in this paragraph] [↑](#endnote-ref-3)
4. Insert this sentence if applicable. [↑](#endnote-ref-4)
5. The fee, to defray printing and mailing/shipping costs, should be nominal. [↑](#endnote-ref-5)
6. For example, cashier’s check, direct deposit to specified account number, etc. [↑](#endnote-ref-6)
7. 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 World Bank, Prequalification documents may be distributed by e-mail. [↑](#endnote-ref-7)
8. The office to submit prequalification application may not necessarily be the same as that for inspection or issuance of applications. 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. [↑](#endnote-ref-8)
9. The time allowed for preparation of the prequalification submission should be sufficient for applicants to gather all the information required, but in any case not less than six weeks after the date the documents are available or the last date of the advertisement, whichever is later. This period may be longer for very large projects, for which more time may be needed for the formation of joint ventures and assembly of the necessary resources [↑](#endnote-ref-9)
10. *Substitute “contracts” where bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: “Bidders may bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.”* [↑](#footnote-ref-1)
11. *Insert if applicable: “This contract will be jointly financed by [insert name of cofinancing agency]. Bidding process will be governed by the World Bank’s rules and procedures.”* [↑](#footnote-ref-2)
12. *A brief description of the type(s) of Goods or Works should be provided, including quantities, location of Project, delivery/construction period, application of margin of preference and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation. Bidding Documents may require bidders to have specific experience or capabilities; such qualification requirements should also be included in this paragraph.* [↑](#footnote-ref-3)
13. *The office for inquiry and issuance of bidding documents and that for bid submission may or may not be the same.* [↑](#footnote-ref-4)
14. *The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US$50 and US$300 or equivalent is deemed appropriate.* [↑](#footnote-ref-5)
15. *For example, cashier’s check, direct deposit to specified account number, etc.* [↑](#footnote-ref-6)
16. *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 World Bank, documents may be distributed by e-mail.* [↑](#footnote-ref-7)
17. *Substitute the address for bid submission if it is different from address for inquiry and issuance of bidding documents.* [↑](#footnote-ref-8)