| **Instructions for Bidders (ITB) reference** | Data relevant to ITB |
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| * + 1. Introduction | |
| ITB 1.1 | The Public Body is: +++INS `${public\_body}`+++{public\_body}  Registered Address: [[insert registered address]](#ITB_1) |
| **ITB 1.1** | The Bidding Document is issued under Procurement Method:  [insert procurement method] |
| ITB 1.2 and 25.2(b) | The Project name is: [insert project name]  General description of Information System and other Goods that are subject of the procurement is:  [insert general description of Information System and other Goods] |
| ITB 1.3 and 25.2(b) | The Procurement Reference Number is: |
| **ITB 1.3** | The number and identification of Lots in this Bidding Document is: [insert number and identification of lots] |
| ITB 4.1(a) | The individuals or firms in a joint venture, consortium or association [insert “shall be” or “shall not be”] jointly and severally liable.  [If the individuals or firms shall not be jointly and severally liable, insert: “Instead, the following specific liabilities and responsibilities shall apply to each individual or firm: (specify in detail).”] |
| ITB 4.6(b)(ii) | Domestic Bidders shall provide VAT registration certificate issued by the tax authority in case of contract value of [insert amount in ETB] and above. |
| ITB 4.6(b)(iv) | Relevant professional practice [state the professional practice] certificate [insert “shall be” or “shall not be”] required. |
| ITB 4.8 | A Bidder shall amend the evidence of its continued eligibility with the following documents: |
| ITB 5.6 | The Bidder [insert “shall be” or “shall not be”] required to include with its bid documentation from the Manufacturer of the Information System and other Goods that it has been duly authorized to supply in Ethiopia the Information System and other Goods indicated in its bid. |

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| * + 1. Bidding Documents | | |
| ITB 7.1 and 9.4 | For **questions and/or clarification purposes** only, the Public Body’s address is:   |  |  | | --- | --- | | Public Body: | [insert name of Public Body] | | Attention: | [insert name of authorized person] | | Floor/Room number: | [insert floor and room number, if applicable] | | P.O. Box: | [insert P.O. Box] | | Street Address: | [insert street address and number] | | Town/City: | [insert name of city or town] | | Post Code: | [insert postal code, if applicable] | | Country: | Ethiopia | | Telephone: | [insert telephone number, including country and city codes] | | Facsimile: | [insert facsimile number, including country and city codes] | | E-mail address | [insert email address] | | |
| **ITB 7.1 and 9.4** | **The deadline for submission** **of questions and/or clarifications is:**  **Date:** [insert day, month, and year]  **Time:** [insert time, and identify if a.m. or p.m.] | |
| * + 1. Preparation of Bids | | |
| **ITB 12.5** | The Incoterms edition is: [insert the date of the Incoterms edition to be used]. | |
| **ITB 12.6(a)(iii)** | Bidders [insert “shall” or “shall not”]be required to quote the price for inland transportation of the Information System and other Goods to their final destination. | |
| ITB 12.8 | Prices quoted for each lot shall correspond to at least [insert percentage in words, which is normally 100] percent [insert percentage in figures] of the items specified for each lot.  Prices quoted for each item of a lot shall correspond to at least [insert percentage in words, which is normally 100] percent [insert percentage in figures] of the quantities specified for each item of a lot. | |
| **ITB 13.1** | For Information System and other Goods that the Bidder will supply from inside Ethiopia the prices shall be quoted in [insert currency]. | |
| **ITB 14.1** | Bidder must provide in the Bidder Certification of Compliance Form information related to its professional qualification and capability for the current and the [insert number of years] previous years in order to proof its professional capacity. |
| **ITB 15.2(b)** | As a proof of the bidder's financial standing the following documents need to be furnished: | |
| **ITB 16.3** | Bidder must submit at least [insert required number of references] Certificates of satisfactory execution of contracts provided by contracting parties to the contracts successfully completed in the course of the past [insert required number of years] years with a budget of at least [insert required amount of budget]. | |
| **ITB 16.7** | The Public Body [insert “shall” or “shall not”] undertake physical checking of current Bidder's technical qualifications and competence. | |
| **ITB 17.1** | Bidder [insert “shall” or “shall not”] furnish as part of its bid the following documentary technical evidence: | |
| **ITB 17.2(c)** | In addition to the topics described in ITB Clause 17.2 (c), the Preliminary Project Plan must address the following topics:  [as appropriate, list additional topics for the Preliminary Project Plan (or reference the outline in the SCC and/or Technical Requirements), otherwise, state “none”] | |
| **ITB 17.3** | In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Bidders are required to offer specific brand names and models for the following limited number of specific items:[as appropriate, state “none” or list brand-name items and references to the Technical Requirements where the items are detailed]. | |
| **ITB 18.1** | Samples of the quoted products [insert “shall” or “shall not”] be requested.  If requested, the following samples must be submitted: | |
| **ITB 20.1** | Alternative Bids [insert “shall” or “shall not”] be considered. | |
| **ITB 20.4** | If alternative bids are permitted under BDS Clause 20.1 they must meet the following criteria: [Insert the conditions that must be met, if any, for alternative bids to be considered]. | |
| **ITB 21.1** | The bid validity period shall be: [insert a number of days] days. | |
| **ITB 22.1** | A bid security [insert “shall be” or “shall not be”] required.  If a bid security is required, the amount of the bid security shall be [insert the amount and currency required ranging from 0.5% to 2% of the total estimated contract price]. | |
| **ITB 24.1** | In addition to the original of the bid, the number of copies required is: [insert the number of copies]. | |
| **ITB 24.1** | Bidders [insert “shall be” or “shall not be”] required to submit bid documents in two envelopes containing the technical and financial proposals separately.   * Technical proposal shall be consisted of mandatory documentary evidence listed in the ITB Clause 23.2 (a) to (e); * Financial proposal shall be consisted of Price Schedule for the Information System and other Goods offered, as stated in the ITB Clause 23.2 (f). | |
| * + 1. Submission and Opening of Bids | | |
| **ITB 26.1** | For **bid submission purposes** only, the Public Body’s address is:   |  |  | | --- | --- | | Public Body: | [insert name of Public Body] | | Attention: | [insert name of authorized person] | | Floor/Room number: | [insert floor and room number, if applicable] | | P.O. Box: | [insert P.O. Box] | | Street Address: | [insert street address and number] | | Town/City: | [insert name of city or town] | | Post Code: | [insert postal code, if applicable] | | Country: | Ethiopia |   **The deadline for bid submission** **is:**  **Date:** [insert day, month, and year**;** i.e. 15 May, 2011, it is recommended to always spell the month to avoid any misunderstanding]  **Time:** [insert time, and identify if a.m. or p.m.; i.e. 04:30 p.m.] | |
| **ITB 29.1** | The **bid opening** shall take place at:   |  |  | | --- | --- | | Public Body: | [insert name of Public Body] | | Floor/Room number: | [insert floor and room number, if applicable] | | Street Address: | [insert street address and number] | | Town/City: | [insert name of city or town] | | Post Code: | [insert postal code, if applicable] | | Country: | Ethiopia | | Date: | [insert day, month, and year**;** i.e. 15 May, 2011, it is recommended to always spell the month to avoid any misunderstanding] | | Time: | [insert time, and identify if a.m. or p.m.; i.e. 04:30 p.m.] | | |
| * + 1. Evaluation, and Comparison of Bids | | |
| **ITB 34.2** | Bidder has to confirm that he accepts the correction of the calculation error within the period [insert period]. | |
| **ITB 37.4(b)** | Bidder must provide in the Bidder Certification of Compliance Form information about [insert number of contracts] major relevant contracts successfully completed in the course of the past [insert required number of years] years. | |
| **ITB 37.5(d)** | The average annual turnover for the last business year of the Bidder must exceed [insert required figure] times the amount of the financial proposal of the Bid. | |
| **ITB 38.2** | The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: [insert currency]. | |
| **ITB 38.6** | Multiple award to one Bidder [insert **shall** or **shall not**] be permitted.  The evaluation methodology to determine the lowest-evaluated combination of lots shall be detailed in Section 3 Evaluation Methodology and Criteria. | |
| **ITB 40.2** | As additional post qualification measures, the Information System (or components/parts of it) offered by the Lowest Evaluated Bidder may be subjected to the following tests and performance benchmarks prior to Contract award: [specify measures that will be used in the evaluation of bids, such as demonstration tests, performance benchmarks, documentation reviews, reference site visits, etc., and who will carry them out and how they will be conducted]. | |
| * + 1. Award of Contract | | |
| **ITB 44.1** | The percentage by which quantities may be increased is: [insert maximum percentage permitted].  The percentage by which quantities may be decreased is: [insert maximum percentage permitted]. | |